

Minutes of the Annual Council Meeting held at the Town Hall on Monday 9 May 2022

Present Councillor H Belcher (Vice Chair)
Councillors N Brakspear, J Brook, A Brown, A Crockford, T Ellis, N Farmer,
R Hopkinson, D Jarman, G McCaffery, A Morris, A White and R Williams

In Attendance Mrs M Jones (Head of Finance & Administration)
D Martin (Chief Executive)

01/22 Apologies

Apologies had been received from Councillors S Abbott, T Bush, J Robertson and G Ward.

02/22 Election of the Chairman of the Council

Councillor H Belcher proposed that Councillor S Abbott be elected as Chairman for the forthcoming Council year, seconded by Councillor N Farmer. There being no further nominations, it was:

Resolved

That Councillor S Abbott be elected Chairman of Corsham Town Council for the forthcoming Council year.

03/22 Declaration of Acceptance of Office by the Chairman

Councillor S Abbott had agreed to accept the Office of Chairman for the forthcoming year and would sign the Declaration of Acceptance of Office prior to the next meeting.

04/22 Election of Vice-Chair of the Council

Councillor R Hopkinson proposed that Councillor H Belcher be elected as Vice-Chair for the forthcoming year, seconded by Councillor T Ellis. There being no further nominations, it was:

Resolved

That Councillor H Belcher be elected Vice-Chair of Corsham Town Council for the forthcoming year.

05/22 Public Question Time and Petitions

There were none.

06/22 Declarations of Interest

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

07/22 Minutes of the Town Council Meeting held on 11 April 2022

Resolved

That the Minutes be approved as a true record and signed by the Chairman.

08/22 Matters Arising from the above Minutes

There were no matters arising.

09/22 Policing and Community Safety

A report had been received and the following issues were highlighted by the Chief Executive.

A local male had been identified by the Corsham neighbourhood officers following an incident at the Londis store involving a firearm.

A stolen bicycle from Gibbs Court had been recovered and returned to the owner. A youth had been identified as the culprit and would be dealt with by way of a community resolution order.

A local elderly driver had been reported for a road traffic collision on the crossing opposite the Digital Mansion. A pedestrian was struck whilst on the crossing. The driver was located by using automatic number plate recognition and local knowledge.

An elderly resident from the Brook Drive area had been supported by the local Neighbourhood Policing Team and the Bobby Van after being cold called. Information from the Corsham Town Council had helped.

Speed checks were carried out at Cross Keys, motorists were spoken to, and one ticket was issued.

A Bath teenager missing for seven days had been located by the Corsham Neighbourhood Policing Team.

A talk to the youth club at Corsham Campus covering anti-social behaviour and drugs would take place on 27 May. Wiltshire Police Crime Prevention's Design Out Crime Officer would be visiting the Londis shop in Pickwick Road to advise on reducing anti-social behaviour in the area.

10/22 Chairman's Announcements

The Chairman and Councillors attended the following events during April and May.

14 April – National Farmers Union visit to a local farm showing how farmers are working in a more environmentally sustainable way.

28 April – The Chairman and Councillors attended the Corsham Celebrates awards and Annual Town Meeting at the Town Hall.

5 May – The Chairman attended a Bus Services meeting with Option 27 and Melksham Transport Group.

11/22 Appointments to Committees, Working Groups and Panels, and Election of Committee Chairs and Vice-Chairs

The following appointments were made:

i) **Appointment of Property and Amenities Committee (9 Members)**

Councillors S Abbott
H Belcher
N Brakspear
J Brook
A Crockford
T Ellis
J Roberton
T Smith
G Ward

ii) **Election of Chair and Vice-Chair of the Property and Amenities Committee**

Councillor H Belcher proposed that Councillor T Ellis be elected Chair of the Property and Amenities Committee for the forthcoming year, seconded by Councillor N Brakspear. There being no further nominations it was:

Resolved

That Councillor T Ellis be elected Chair of the Property and Amenities Committee for the forthcoming year.

Councillor T Ellis proposed that Councillor H Belcher be elected Vice-Chair of the Property and Amenities Committee for the forthcoming year, seconded by Councillor N Brakspear. There being no further nominations, it was:

Resolved

That Councillor H Belcher be elected Vice-Chair of the Property and Amenities Committee for the forthcoming year.

iii) Appointment of Community Services Committee (9 Members)

Councillors A Brown
T Bush
A Crockford
N Farmer
M Jackson
D Jarman
G McCaffery
A White
R Williams

iv) Election of Chair and Vice-Chair of the Community Services Committee

Councillor A Brown proposed that Councillor N Farmer be elected Chair of the Community Services Committee for the forthcoming year, seconded by Councillor D Jarman. There being no further nominations it was:

Resolved

That Councillor N Farmer be elected Chair of the Community Services Committee for the forthcoming year.

Councillor N Farmer proposed that Councillor A Brown be elected Vice-Chair of the Community Services Committee for the forthcoming year, seconded by Councillor R Hopkinson.

Resolved

That Councillor A Brown be elected Vice-Chair of the Community Services Committee for the forthcoming year.

v) Appointment of Finance and Administration Committee (9 Members)

Councillors S Abbott
H Belcher
J Brook
T Ellis
R Hopkinson
M Jackson
D Jarman
A Morris
G Ward

vi) Election of Chair and Vice-Chair of the Finance and Administration Committee

Councillor H Belcher proposed that Councillor R Hopkinson be elected Chair of the Finance and Administration Committee for the forthcoming year, seconded by Councillor D Jarman. There being no further nominations, it was:

Resolved

That Councillor R Hopkinson be elected Chair of the Finance and Administration Committee for the forthcoming year.

Councillor R Hopkinson proposed that Councillor G Ward be elected Vice-Chair of the Finance and Administration Committee for the forthcoming year, seconded by Councillor H Belcher.

Resolved

That Councillor G Ward be appointed Vice-Chair of the Finance and Administration Committee for the forthcoming year.

vii) Appointment of Accounts Sub-committee (4 Members + 2 reserves)

Councillors S Abbott
T Ellis
R Hopkinson
A Morris

viii) Appointment of Neighbourhood Planning Steering Group (5 to 6 Members)

Councillors S Abbott
H Belcher
A Crockford
N Farmer
R Hopkinson
T Smith

Election of Chair of the Neighbourhood Planning Steering Group

Councillor H Belcher nominated Councillor S Abbott as Chair of the Neighbourhood Planning Steering Group for the forthcoming year, seconded by Councillor R Hopkinson.

Resolved

That Councillor S Abbott be elected Chair of the Neighbourhood Planning Steering Group.

ix) Appointment of Community Awards Panel (4 to 5 Members)

Councillors H Belcher
N Brakspear
A Brown
G McCaffery
A White

x) Appointment of Staffing Panel (4 to 5 Members)

Councillors M Jackson

G Ward
A White
R Williams

xi) Appointment of Appeals Panel (4 to 5 Members)

Councillor N Farmer
R Hopkinson
D Jarman
G McCaffery

xii) Appointment of Strategic Planning Working Group (Up to 8 members)

Resolved

That Councillors S Abbott, H Belcher, A Brown, T Ellis, N Farmer, R Hopkinson and G Ward be appointed to the Strategic Planning Working Group.

xiii) Appointment of Environment Task Group (6 members)

Resolved

That Councillors S Abbott, J Brook, T Bush, N Farmer, A Morris and J Robertson be appointed to the Environment Task Group.

xiv) Appointment of Health and Wellbeing Working Group (6 to 8 members)

Resolved

That Councillors A Brown, T Bush, N Farmer, R Hopkinson, G McCaffery, A Morris, A White and R Williams be appointed to the Health and Wellbeing Working Group.

12/22 Appointments to Outside Bodies

Resolved

That the following appointments to outside bodies be made for the 2021/22 Council year:

- i) Bath Spa University Liaison (3+ Members + Council Chairman) – S Abbott (Chairman), A Crockford, N Farmer, R Hopkinson, D Jarman and R Williams
- ii) Campaign to Protect Rural England (1 Member + 1 reserve) – T Smith, N Brakspear (reserve)
- iii) Community First (1 Member + 1 reserve) – A White, T Bush (reserve)
- iv) Corsham Area Health and Wellbeing Group (1+ Members) N Farmer, A Brown, T Bush, A Morris
- v) Corsham Chamber of Commerce (1 Member + 1 reserve) – D Jarman, G Ward (reserve)
- vi) Corsham Climate Action (formerly Transcoco) (2) T Bush, R Williams
- vii) Corsham Connections – (1 Member) – T Bush

- viii) Corsham for Walking (2 Members) – T Ellis and A White
- ix) Corsham Local Highway and Footway Improvement Group (LHFIG) Formerly CATG) (2) S Abbott, A Crockford
- x) Corsham Local Youth Network (2 Members + 1 reserve) – A Brown, G McCaffery, N Farmer (reserve)
- xi) Corsham Railway Station Town Team Steering Group (4 Members) – S Abbott, A Crockford, G Ward, A White
- xii) Corsham Retail Forum (3) D Jarman, R Hopkinson, A White
- xiii) Corsham Sports Forum (3) A Brown, R Hopkinson, G McCaffery
- xiv) Corsham Twinning Association (1 Member + reserve) – A White, H Belcher (reserve)
- xv) Corsham Youth Council (2 Members + reserve) – N Farmer, D Jarman, A Brown (reserve)
- xvi) Corsham Youth Zone (1 Member + reserve) A Brown, D Jarman (reserve)
- xvii) Emergency Planning Volunteer (1 Member + reserve) – G McCaffery, A Morris (reserve)
- xviii) Fairtrade (1 Member + 1 reserve) – N Farmer, J Robertson (reserve)
- xix) Potley & Pockeridge Community Association (1 Member + 1 reserve) – J Brook, M Jackson (reserve)
- xx) The Pound Arts Trust Ltd (1 Member + reserve) – N Farmer, A Crockford (reserve)
- xxi) Town Council Surgery (4 Members) – S Abbott, H Belcher, R Hopkinson, R Williams
- xxii) Wiltshire Association of Local Councils and NALC (1 Member + reserve) – G McCaffery, J Brook (reserve)
- xxiii) Wiltshire Market Towns Forum (1 Member) – J Brook

13/22 Correspondence

- i) Members Information Sheets Nos. 518 and 519 were noted.
- ii) Late correspondence – There was none.

14/22 Reports from Council representatives appointed to outside bodies

Councillor N Farmer attended the Pound Arts meeting and reported that A Walton is Chair of the Pound Arts Trust. He reported that The Pound is making a good recovery. The Pound Arts Trust community garden is taking shape and making timely progress.

Councillor N Farmer reported that the busking in the High Street started on 7 May.

Councillor A Brown reported that Corsham Youth Zone's two youth workers were doing well, and The Rise Trust outreach workers were working Wednesday and Friday evenings. There was a good programme of youth activities.

Councillor A White reported that the Walking Festival event has 400 people booked for the walks. Councillor H Belcher would be opening the event on 10 June.

Councillor D Jarman reported that the Chamber of Commerce consultation would take place on 19 May.

Councillor D Jarman informed Councillors that a Ready for Work careers event had been organised at the Corsham School on 26 May.

Councillor R Hopkinson had attended an introductory meeting with Outset at Digital Mansion Corsham. Outset were looking to help support small businesses with free of charge support. It was a positive first meeting.

15/22 Notes of Recent Committee Meetings

The following notes of informal Committee Meetings had been circulated for information and comment:

Finance and Administration held on 20 April 2022 – noted.

Council (Planning) held on 27 April 2022 – noted.

16/22 Corsham Railway Station (*Minute 226/21 and others*)

Further to the previous Council meeting, the Chief Executive provided feedback from the Restoring Your Railways Steering Group meeting with Wiltshire Council and key partners on 29 April 2022.

The Strategic Outline Study brief had been produced a week ago and Atkins had been commissioned by Wiltshire Council after some amendments were made. The next meeting had been scheduled for 20 May. The draft stakeholder engagement mapping had been produced and a list of suggestions submitted by the Chairman, Chief Executive and Finance and Planning Officer.

17/22 Issues for Corsham Area Board Consideration (*Various Minutes*)

Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration. There were no new issues.

18/22 Council Vacancy (*Minute 230/21 and others*)

There was currently one Town Councillor vacancy for co-option. The vacancy was in Corsham Neston Ward. Nominations to fill the vacancy had been advertised but no applications had been received by the closing date. The remaining vacancy was being advertised with a closing date of 5pm on Monday 6 June 2022.

19/22 Covid-19 Emergency Update, Recovery Plan

The Chief Executive reported as follows:

- The number of Covid cases in Corsham had dropped - on 1 May, 19 cases had been reported.
- More staff were back working in the office.
- Lateral Flow Test Kits had been purchased for staff to test at home if they were feeling unwell.

20/22 Authorisation of cheques and payments

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£23,485.25
Wiltshire Pension Fund - Pension Contribution for May 2022	£7,554.89
HMRC - Tax & NI for May	£8,200.59
Methuen Hall Trust - Hire of Council Chamber/Town Hall for May	£552.00
St Patrick's School - Contribution Towards Bicycle Storage 2nd Payment	£2,500.00
The Pound Arts Trust - Conditional Grant First Instalment	£3,000.00
Dentons - Advertising in 2023 Directory	£111.00
Idverde - Grounds Maintenance and Toilet Cleaning Contract	£3,049.70
Charles Wilson Engineers Ltd - Telehandler Hire to Install CCTV at Springfield	£617.86
Hartham Park Estates Ltd - Middlewick Allotment Water	£7.06
My Skills for Life - Emergency First Aid at Work Training x 1	£75.00
Workwear Express - Cargo Trousers, Outback Hat, LFT Test Kits	£311.90
Local Toilet Hire - Toilet Hire for Taste of Corsham	£717.00
Boels Rental - Hire of Woodchipper	£228.12
Visit Wiltshire - Online Training Course, Spring Clean Your Marketing	£24.00
Rialtas Business Solutions Ltd - Year End Closedown/Omega Annual Support and Maintenance of Purchase Ledger and Cashbook	£1,988.40
The Rise Trust - Room Hire for Additional Sessions at Springfield	£39.71
Amazon Business - 100 x Brown Paper Bags for Tourism Visitors Packs	£9.95
CPRE The Countryside Charity - Annual Subscription	£36.00
Tudor Environmental - Ballistic Trousers x 2 for Grounds Team, Tree Watering Bags	£829.18
Allens Catering and Furniture Hire - Wine Glasses Hire Corsham Celebrates	£21.77
Travis Perkins - Outside Tap Repairs for Allotments	£33.14
IWS Water Hygiene Services - Essential Plumbing Works for Public Toilets	£289.91
Testmeter Group Ltd - Carbon Dioxide Monitor and Charger	£93.48
Agripower Ltd - Final Payment for Lacock Road Cemetery Construction	£12,769.15
Professional Sportsturf Design - Lacock Road Cemetery Stage 4 Construction	£924.00
IN2SPORT Coaching - Sports Activities for Taste of Corsham	£240.00
Wiltshire Wildlife Trust - Beechfield Nature Activities	£150.00
M B Bells Ltd - CCTV Equipment 16amp Commando Socket, Light Fitting in Public Conveniences	£182.76
Newsquest - Advertising Eco Fair	£360.00
Zurich Insurance - Annual Insurance Premium Renewal	£7,035.14
Streetmaster - 2 Memorial Benches Brooks and Gray	£2,567.40

West Wilts Magazine - Advertising	£118.80
Rachel Avent - Taste of Corsham Organisation	£600.00
If The Shoe Fits - Funding for Slipper Swap	£540.55
Hotline Group Ltd - Printed Pencils	£179.82
Deluxe Hire - Equipment Hire for Taste of Corsham (includes £100 deposit)	£274.00
Naturally Social - Facebook Training and Resolving Admin Issues	£255.00
Carbon Footprint Ltd - Carbon Calculation	£1,380.00
Anywhere Deckchairs - Deckchairs for Taste (includes £150 deposit)	£624.00
Your Wiltshire - Advertising	£78.00
Mirage Signs - Row Markers for Lacock Road Cemetery	£300.00
Global - Radio Advertising Free Parking	£847.48
Corsham Area Heritage and Information Centre - Contribution to Electricity	£415.07
Elan City - Battery Charger for Speed Indicator Device	£149.18
The Community Heartbeat Trust Ltd - Cardiac Arrest Response Seminar	£210.00
Cheque	
Petty Cash	£172.58
Charge Card	
No Statement Received	
Grant	
Gastard Village Hall	£450.00
Sub total	£84,598.84
Cheques / Internet Banking Paid Outside of Meeting	
Richard Henley Plumbing & Heating - Work at Arnold House and Guide Hut	£243.60
Project Skills Solutions - NRSWA Unit 1 Highways Training	£258.00
Wessex Tree Company - Safety Assessment of Trees at Katherine Park	£840.00
Payments Made by Direct Debit/Standing Order	
West Mercia Energy - Guide Hut Electricity	£56.35
West Mercia Energy - Public Conveniences Electricity	£59.28
SGW Payroll - Monthly Payroll Processing	£54.72
Excalibur (Bridge Solutions) - VPN Configuration for Laptops	£415.80
Viking - Stationery, Postage and Office Equipment	£328.69
Peninsula - Employment Services	£390.04
UK Fuels - Fuel for Work Vehicles	£118.38
Water 2 Business - Public Conveniences Water	£960.42
Vodafone - Monthly One Net Mobile Telephones	£619.34
Mainstream Digital - Quarterly Line Rental	£41.40
Hills Waste - Refuse Collection	£385.01
SUB TOTAL	£2,646.48
TOTAL	<u>£87,245.32</u>

Direct Debits and Payments Taken and Reconciled in April

Bridge Solutions monthly IT Support £855.80

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.16pm. There were no members of the public at the meeting.

CHAIRMAN

DATE