

Minutes of the Council Meeting held at the Town Hall on Monday 13 December 2021

Present Councillor S Abbott (Chairman)
Councillors J Brook, A Brown, T Ellis, N Farmer, R Hopkinson, D Jarman
and A White.

In Attendance DC K Golledge (Wiltshire Police)
Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)
D Walters (Wiltshire Councillor)

137/21 Apologies

Apologies were received from Councillors H Belcher, A Crockford, M Jackson,
A Morris, R Preen, J Robertson and T Smith.

138/21 Public Question Time and Petitions

There were none.

139/21 Declarations of Interest

There were none.

140/21 Minutes of the Council Meeting held on 8 November 2021

Resolved

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

141/21 Matters Arising from the above Minutes

There were no matters arising.

142/21 Policing and Community Safety

DC K Golledge reported on the following issues:

Local youths had been causing antisocial behaviour in the Martingate Centre. A Deputy Head of The Corsham School had visited the town centre and identified some of those individuals responsible. Letters had been sent to parents of the students. The bench from outside Socobelo had been found at Meriton Recreation

Ground after being badly damaged. Those responsible had been identified and the damage being paid for by them.

A bench at Springfield in a secluded spot would be moved to a more open area. The selling of drugs at Springfield Rec and St Patricks Church area was evident and had been investigated.

The Community Policing Team would be holding a drop-in session for residents in the Martingate Centre next week. These sessions had been very popular.

Wiltshire Councillor D Walters asked DC Golledge if speed indicator device data could be followed up as speeding continued to be a concern in certain areas. Town Council SID data could be sent to Wiltshire Councillor D Walters through the Area Board.

143/21 Chairman's Announcements

The Chairman had attended the following meetings and events:

On 9 November the Chairman had a meeting with Bath and West Community Energy and two businesses at Leafield Industrial Estate to hopefully move forward with renewable energy schemes.

On 9 November the Chairman attended the Corsham In Bloom presentation evening at the Town Hall.

On 10 November the Chairman attended The Corsham School liaison meeting online.

On 11 November the Chairman met with the volunteers at the Tourist Information Centre in Arnold House.

On 14 November the Chairman attended the Remembrance Day service.

On 24 November the Chairman and Councillors met with the Community Policing Team.

On 26 November the Chairman and Chief Executive attended an online meeting with Wiltshire Council regarding Corsham Railway Station.

On 26 November the Chairman attended an online meeting with Corsham Twinning Association and reported that they are winding up Twinning Association activities due to lack of support. The visit in the spring should still go ahead.

On 3 December the Chairman reported that the Christmas Lights had been a great evening and enjoyed by many local residents. He expressed his thanks to Councillors and officers who helped with the event.

On 6 December the Chairman attended Corsham Area Board Climate Group online meeting.

On 10 December the Chairman attended an online meeting with GreenSquare Accord to discuss future plans for some of the areas around Corsham that they are responsible for.

On 11 December the Chairman, Chief Executive, officers, grounds staff and volunteers planted 45 trees in Coppershell, Gastard. A real community effort by everyone. More trees will be planted on 15 December at Beechfield Nature Area.

144/21 Correspondence

- i) Members Information Sheets Nos. 508 and 509 were noted.
- ii) Late correspondence – Option 24/7 had requested support for extending Covid 19 Bus Service Support Grant funding by writing to local MP's. If the funding was not extended there was a danger bus services will be reduced and at worst withdrawn. The Chief Executive would respond to the request and individual councillors were also encouraged to write in support.

145/21 Reports from Council Representatives Appointed to Outside Bodies

Councillor N Farmer had attended an online discussion on the future of Chippenham and its expansion to the south of the town.

Councillor N Farmer had attended an online Area Board Health and Wellbeing meeting.

Councillor N Farmer reported that Corsham had secured Fairtrade status again.

Councillor N Farmer had attended The Pound Open Exhibition and said the event had been well attended and some very good works of art had been exhibited.

Councillor N Farmer had supported an indoor sponsored cycle ride at the Campus.

Councillor T Ellis reported that the Corsham Walking Festival was struggling for walk leaders for the 2022 Walking Festival. They thanked the Town Council for the grant funding they had received.

146/21 Notes of Recent Committee Meetings

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

Community Services held 3 November 2021 – noted

Council (Planning) held on 17 November 2021 – noted

Property and Amenities held 24 November 2021 – noted

Council (Planning) held on 8 December 2021 – noted

147/21 Vacancies on Committees (*Minute 133/21 and others*)

Further to previous meetings there were opportunities to fill the remaining committee vacancies. The vacancies were Community Services – two, Finance and Administration – one, Property and Amenities – one, Community Awards Panel – one, Environment Task Group - one.

Resolved

That Councillor A Brown be appointed to the Community Awards Panel for the remainder of the Council year.

148/21 Community Awards 2022

The Community Awards Panel members would be reviewing the arrangements for the 2022 Awards Scheme in the new year. Councillors were asked if they would like to see any changes to the format or had any other comments.

Councillors agreed that the existing format of the Community Awards worked very well and they did not want to change anything.

149/21 Strategic Plan 2022-2026

Further to the second Strategic Planning Session held on 25 November, Steve Moysey, who facilitated the session, would be writing up the outputs for refinement and consideration. Once this was complete there would be a further report on progress, discussion of any queries and confirmation of a new vision by the Council. The priorities and potential projects would be refined and costed until approval by the full Council in April/May 2022. Once approved, the document would be professionally designed and published.

Councillors supported including public consultation as part of the strategic plan development.

150/21 Environment Task Group Terms of Reference

Draft revised terms of reference had been circulated. The suggested changes included: Transcoco name change to Corsham Climate Action; addition of Corsham Area Board and The Pound as representatives; adding the Environmental Project Officer as a non-voting advisor and accommodating online meetings.

Resolved

That the suggested changes to the Environment Task Group Terms of Reference be approved.

151/21 Issues for Corsham Area Board Consideration (*Various Minutes*)

No new issues were raised.

152/21 Council Vacancies (*Minute 133/21 and others*)

There were currently five Town Councillor vacancies - three for co-option (Corsham Ladbrook Ward (1) and Corsham Neston Ward (2), with the other vacancies in Corsham Pickwick Ward). One nomination had been received.

Resolved

That Tanvir Bush be co-opted to Corsham Ladbrook Ward.

153/21 Covid-19 Emergency Update/Recovery Plan

The Chief Executive updated the Council on progress. Updates included:

- Risk Assessments had been updated in line with the recent changes in the Covid 19 status.
- Staff were working from home to keep numbers to a minimum in the office.
- Staff to take a Lateral Flow Test before starting the working week.
- Councillors to consider Lateral Flow Tests before face-to-face Council meetings.
- Wiltshire Council update on 3 December showed that the Covid rate in Wiltshire was higher than the UK average. Corsham figures were still relatively low.

154/21 Authorisation of Cheques and Payments

Accounts for Payment - Corsham Town Council - 13 December 2021

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£22,455.22
Wiltshire Pension Fund - Pension Contribution for December 2021	£7,681.12
HMRC - Tax & NI for December 2021	£7,214.21
Methuen Hall Trust - Hire of Council Chamber for Office Space	£250.00
Allen's Catering - Glass Hire for CIB and Community Awards	£50.40
The Brunel Shed Corsham - Repair of Valley Road Bench	£100.00
Travis Perkins - Line Marking Paint	£10.99
Amazon - Post Box, Water Filters, Compostable Cups, Food Caddy	£123.50
SLCC - Reforms to the Planning System, Climate Change, Committee and Sub-Committee Webinars	£174.00
Corsham Area Heritage and Information Centre - Contribution to Electricity	£82.02
MA Music Leisure and Travel - Advertising	£492.00
Tracey Kelly - StoryTown Workshop	£125.00
Evelyn Power - Surrender Value of Exclusive Right of Burial	£97.50
Wiltshire Council - Funding Agreement for Parking Spaces	£46,000.00
Earthcare Garden Design - Springfield Hedging	£2,198.40
Caroline Rudge - Lacock Road Cemetery Design Work	£2,150.00
Idverde - Grounds Maintenance Contract, Public Conveniences Cleaning	£2,964.01
West Country Walling - Repairs to Meriton Playing Field Wall	£3,470.00

Dave Hickory - Christmas Lights Entertainment	£220.00
Wiltshire Music Centre - Celebrating Age Funding	£750.00
Royal Mail Door to Door Delivery - Winter Newsletter Delivery	£568.48
Charles Wilson Engineers Ltd - Telehandler Hire	£526.80
The Festivelighting Company - 2 x Snowflake Wall Lights	£450.00
Charles Saunders – Grounds team Consumables	£250.70
Amac Window Cleaning - Bus Shelter Cleaning x 20	£480.00
Rachel Avent - Christmas Lights Event Management	£1,300.00
Rural Services Partnership Ltd - Rural Market Town Group Membership	£75.00
Konica Minolta - Photocopier Hire and Printing Charges	£382.61
Your Wiltshire Magazine - Advertising	£72.00
Pipe Dream - Christmas Lights Performance	£200.00
Corsham Print - Christmas Lights Banners and Christmas Card Printing	£564.00
Enterprise - Damage to Hire Vehicle	£1,268.07
Tudor Environmental - Compost	£393.50
Workwear Express - Grounds Team Workwear	£168.20
Miles White Transport - New Workshop Consultation	£1,229.00
Newsquest - Advertising	£162.00
Bradshaw Electric Vehicles - Reflective Bands for Electric Vehicle	£102.00
Carbon Footprint Ltd - Carbon Footprint Appraisal	£1,746.00
Screwfix - Dust Sheets	£40.97
Group Travel World - Advertising	£180.00
My Skills for Life - First Aid Courses	£355.00
Leafield Environmental Limited - Temporary Bins	£240.00
Hags - Meriton Recreation Ground New Play Equipment	£35,452.41
Great West Way - Advertising	£360.00
The Bath Magazine - Advertising	£180.00
Seasons Ecology - Workshop Ecology Appraisal	£780.00
Test Meter - Air Quality Monitors	£223.08
Global - Radio Advertising	£1,022.40
M B Bells Ltd - Investigate Disabled Push Button Issue and Works at Guide Hut	£544.43
Roger Dean - PA System Christmas Lights	£400.00
Drain Doctor - Investigate and Clear Blockage at Arnold House	£480.00
Wessex Tree Consultancy - Tree Safety Inspection	£3,750.00
B & E Services Ltd - Lacock Road Cemetery Panels	£2,778.56
Wiltshire Tool Hire - Hire of Rotavator for Wildflower Sowing	£168.00
Boson Media Ltd - Website Design and Development	£1,680.00
Askew Cavanna Architects - Architect Services for New Workshop	£5,310.00
Streetmaster - 2 x Cavendish Benches for the New Cemetery	£2,244.00
Direct Debits Taken and Reconciled in Previous Month	
UK Fuels Ltd - Fuel for Work Vehicles	£191.94
Excalibur - Monthly IT Support	£855.80

Cheques

There were none

Cheques/Internet Banking Paid Outside of Meeting

Emorsgate Seeds - Wild Flower Seeds £1372.04

Cyclescheme Ltd - Cycle to Work Scheme Bike £3000.00

Charge Card - Reconciled in Previous Month

Party Packs - Union Jack Flag for Operation London Bridge £21.89

Wilko - Picture Frames for Corsham in Bloom Awards £116.00

Grazing Thyme - Refreshments for Duke of Edinburgh Tree Planning Ceremony £175.00

Sub total **£162,735.58**

Payments Made by Direct Debit/Standing Order

Excalibur (Bridge Solutions) - Monthly IT Support £1,560.00

Hills Waste - Waste Collections £779.25

UK Fuels - Fuel for Work Vehicles £192.66

Vodafone - One Net Business Telephone/Mobile Charges £643.36

West Mercia Energy - Electric Supply Public Toilets £59.13

West Mercia Energy - Electric Supply Guide Hut £25.43

SGW Payroll - Monthly Salary Processing Charge £52.80

PWLB - Loan Repayment £21,648.13

Viking - Stationery Items £204.51

Peninsula Business Services - HR & Health and Safety Advice £390.04

Mainstream Digital - 36 Months B/Band and Rental Charges £158.58

SUB TOTAL **£25,713.89**

TOTAL **£188,449.47**

Resolved

That the accounts be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.50pm. There were no members of the public present.

CHAIRMAN

DATE