



Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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7 May 2019

Dear Councillor

You are hereby summoned to attend the Annual Council Meeting to be held at the Town Hall on Monday 13 May 2019 at 7.30pm.

Please would members of the Accounts Sub-committee arrive by 7.10pm.

Yours sincerely

David J Martin
CHIEF EXECUTIVE

AGENDA

1. Apologies.
2. Election of the Chairman of the Council.
3. Declaration of Acceptance of Office by the Chairman.
4. Election of Vice Chairman of the Council.
5. Public Question Time and Petitions.
6. 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.

7. Minutes of the Town Council Meeting held on 8 April 2019 – *attached*.
8. Matters Arising from the above Minutes – *for information only*.
9. Matters Arising from the Annual Town Meeting held on 11 April 2019 – *draft minutes attached – for information only*.
10. Chairman's Announcements.

11. Policing and Community Safety – To consider policing and community safety issues.
12. Appointments to Committees, Working Groups and Panels, and Election of Committee Chairs and Vice-Chairs. The Terms of Reference are available in the Councillors area of the website for information:
 - i) Appointment of Property and Amenities Committee (9 Members)
 - ii) Election of Chair and Vice Chair of the Property and Amenities Committee
 - iii) Appointment of Community Services Committee (9 Members)
 - iv) Election of Chair and Vice Chair of the Community Services Committee
 - v) Appointment of Finance and Administration Committee (9 Members)
 - vi) Election of Chair and Vice Chair of the Finance and Administration Committee
 - vii) Appointment of Accounts Sub-Committee (4 Members + 2 reserves)
 - viii) Appointment of Neighbourhood Planning Steering Group (5 to 6 Members)
 - ix) Election of Chair of the Neighbourhood Planning Steering Group
 - x) Appointment of Community Awards Panel (4 to 5 Members)
 - xi) Appointment of Staffing Panel (4 to 5 Members)
 - xii) Appointment of Appeals Panel (4 to 5 Members – cannot be on Staffing Panel)
 - xiii) Appointment of Strategic Planning Working Group (comprises of the Chairman and Vice-Chairman of the Council, along with Chairs of Committees and other Councillors as agreed by the Council (Up to 8 Members))
 - xiv) Environment Task Group (6 members)
13. Appointments to Outside Bodies:
 - i) Bath Spa University Liaison (3 + Council Chairman)
 - ii) Campaign to Protect Rural England (1 + reserve)
 - iii) Community First (1 + reserve)
 - iv) Corsham Area Transport Group (2)
 - v) Corsham Chamber of Commerce (1 + reserve)
 - vi) Corsham For Walking (2)
 - vii) Corsham Local Youth Network (2 + reserve)
 - viii) Corsham Railway Station Town Team (3 + reserve)
 - ix) Corsham Twinning Association (1 + reserve)
 - x) Corsham Youth Council (2 + reserve)
 - xi) Emergency Planning Volunteer (1 + reserve)
 - xii) Fairtrade (1 + reserve)
 - xiii) Health topic (1 + reserve)
 - xiv) Potley and Pockeridge Community Association (1 + reserve)
 - xv) Pound Arts Trust Ltd (1 + reserve)
 - xvi) Town Council Surgery (4 members)
 - xvii) Transcoco (2)
 - xviii) Wiltshire Association of Local Councils and NALC (1 + reserve)
 - xix) Wiltshire Market Towns Forum (1)
14. MOD Liaison Panel – Four to six Councillors are requested to attend the next MOD Liaison Panel Meeting to be held in the Town Hall at 7pm on Tuesday 9 July – *representatives requested.*
15. Campaign to Protect Rural England AGM – The Wiltshire CPRE AGM takes place at Bowood House from 11.30am on Thursday 20 June. Further details will be available at

the meeting. If the Councillor representative (see 13.ii above) is unable to attend, a substitute may be appointed – *for consideration*.

16. Correspondence –
 - i) As mentioned in Members Information Sheet Nos. 421 and 422 – *to note*.
 - ii) Late correspondence – *to note*.
17. Reports from Council representatives appointed to outside bodies.
18. Minutes of the Finance and Administration Committee meeting held on 10 April 2019 – *attached*.
19. Matters Arising from the above Minutes – *for information only*.
20. Minutes of the Council (Planning) meeting held on 17 April 2019 – *attached*.
21. Matters Arising from the above Minutes – *for information only*.
22. Minutes of the Property and Amenities Committee meeting held on 1 May 2019 – *attached*.
23. Matters Arising from the above Minutes – *for information only*.
24. Minutes of the Council (Planning) meeting held on 8 May 2019 – *to follow*.
25. Matters Arising from the above Minutes – *for information only*.
26. Minutes of the Corsham Youth Council meeting held on 29 April 2019 – *to note*.
27. General Data Protection Regulations (GDPR) Update – Further to staff and Councillor GDPR training sessions, there are a few actions identified which will clarify how data held by Councillors is managed, stored and deleted. Once our IT suppliers have provided advice and support, a new policy will be drafted for Councillors regarding information covered by the GDPR/Data Protection Act 2018. Copies of the slides from the training session on 1 May will be sent to all Councillors once available – *for information and comment*.
28. Plastic Waste Audit (*Minute 168/18 and 129/18*) – Further to the Council meeting on 12 November 2018, the Plastic Waste audit report produced by Transcoco has been reviewed and updated (*see attached*). The report shows further progress in reducing single use plastics as a result of increased awareness of the issue. It is anticipated that the newly formed Environment Task Group will assist in further improvement – *for information and comment*.
29. Corsham Neighbourhood Plan Update (*Minute 277/18 and others*) – Further to previous meetings, the Chief Executive will update the Council on progress with the Corsham Neighbourhood Plan examination – *for information and comment*.
30. Nationwide Building Society Pop-up Branch – Nationwide Building Society has regretfully decided to withdraw its fortnightly pop-up branch from the end of May 2019 due to low footfall. The number of customers using the service has dropped to 1 or 2

per session. It is unlikely that another building society or bank will open a branch in Corsham and this has been explored previously – *for information and comment*.

31. Residents' Parking Permits – Concern has been raised over the limitations and costs imposed for residents' parking permits in Corsham's car parks. Wiltshire Council has altered the parking scheme by reducing the number of permits available and increasing the charges considerably (*see attached email correspondence between Councillor Hopkinson and Wiltshire Council's Cabinet Member for Highways, Transport and Waste*). The Town Council is asked to comment and support a review of the residents' parking permits scheme – *for consideration*.
32. Lacock Road Cemetery Funding (*Minute F&A 60/18 and ATM 09/19 and 10/19*) – Further to the Finance and Administration Committee meeting on 10 April and the Annual Town Meeting on 11 April, the Council is asked to consider the attached report.

Recommendations

- i) To seek approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £100,000 over the borrowing term of 15 years as an annuity for the construction of Lacock Road Cemetery.
 - ii) To increase the Council Tax Precept from 2020/21 for the purpose of the loan repayments by 0.94% which is the equivalent of an additional £7,727 per year (based on current interest rates). This equates to an increase of £1.58 per year on a Band D equivalent property. This will be subject to a precept increase consultation.
33. Issues for Corsham Area Board Consideration (*Minute 282/18 and others*) – Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration – *suggested issues invited*.
 34. Authorisation of cheques and payments – A list will be available at the meeting.

A Meeting of the Accounts Sub-committee will take place at 7.10pm.

The Methuen (Town) Hall meeting will take place immediately after the Council meeting.