

Minutes of the Council Meeting held at the Town Hall on Monday 10 February 2020

Present Councillor S Abbott (Chairman)
Councillors L Bray, A Brown, N Farmer, C Fuller, R Hopkinson, D Jones,
R LeVar, S Moysey, G Sanders, M Wakeman, A White and C Woodward

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

220/19 Apologies

Apologies were received from Councillors P Anstey, M Jackson and D Jarman.

221/19 Public Question Time and Petitions

There were none.

222/19 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.

There were none.

223/19 Minutes of the Council Meeting held on 13 January 2019

Resolved

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

224/19 Matters Arising from the above Minutes

There were no matters arising.

225/19 Policing and Community Safety

Sergeant Richard Marshall had provided a written report on policing in Corsham which included the following recent incident:

On the 14/01/2020, it had been reported that a credit card and £100 had been stolen from a coat pocket in the changing rooms at the Springfield Campus. This crime had been undetected.

226/19 Chairman's Announcements

Transcoco Zero Plastic Waste Directory Launch – the Chairman attended the launch on 18 January.

MOD Liaison Panel Meeting – the Chairman, Councillors and Chief Executive attended the meeting on 20 January at the Town Hall.

Bath Spa Liaison Meeting – the Chairman, Councillor N Farmer and Chief Executive attended the meeting on 30 January.

Stone Trolley – the Chairman, Chief Executive and Head of Technical Services met with a representative of the Brunel Shed to view a second refurbished stone trolley which is due to be sited in Corsham.

Fairtrade Event – the event will be held at The Pound on 25 February.

227/19 Correspondence

- i) Members Information Sheets Nos. 440 and 441 were noted.
- ii) Late correspondence – there was none.

228/19 Reports from Council representatives appointed to outside bodies

Councillor A White had attended a Walkers are Welcome meeting, a Twinning Association meeting and a Civic Society event where Paul Martin gave a talk.

Councillor N Farmer had attended the Bath Spa Liaison meeting.

Councillor R Hopkinson reported that the refugee family now living in Corsham were settling in well.

Councillor R Hopkinson had attended the Corsham Connections meeting and reported that they would be recruiting volunteers in mid-March.

Councillor G Sanders informed Councillors that the Transcoco carbon calculator for Corsham would be launched at their meeting on 18 February.

229/19 Minutes of the Property and Amenities Committee meeting held on 15 January 2019

Resolved

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

230/19 Matters Arising from the above Minutes

There were no matters arising.

231/19 Minutes of the Community Services Committee meeting held on 22 January 2019

Resolved

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

232/19 Matters Arising from the above Minutes

There were no matters arising.

233/19 Minutes of the Council (Planning) meeting held on 29 January 2020

Resolved

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

234/19 Matters Arising from the above Minutes

There were no matters arising.

235/19 Minutes of the Corsham Youth Council meeting held on 20 January 2020

That the minutes be noted.

236/19 Corsham Neighbourhood Plan Delivery and Monitoring Group Membership and Terms of Reference

The Delivery and Monitoring Group had been established and held its first meeting on 3 February 2020. Draft Terms of Reference for the Group were considered. The Council had been asked to consider Membership of the Group and appoint Councillor Steve Abbott as Chair of the Group for the remainder of the Council year.

Resolved

- i) That the Terms of Reference be approved.
- ii) That Councillor S Abbott be Chair of the Neighbourhood Plan Delivery and Monitoring Group for the remainder of the Council year.

237/19 Draft Calendar of Meetings 2020/21

The draft calendar of meetings was considered.

Resolved

That Councillor S Moysey reviews the Draft Calendar of Meetings and report back at the next Council meeting with any suggested amendments.

238/19 Vacancies on Committees, Outside Bodies and Other Groups

A number of vacancies on Committees, Outside Bodies and other groups were considered.

Resolved

- i) That Councillor A Brown be appointed to the Community Services Committee for the remainder of the Council year.
- ii) That Councillor C Fuller be appointed to the Property and Amenities Committee for the remainder of the Council year.
- iii) That the remaining vacancies be considered at a future meeting.

239/19 Corsham Town Council Action Plan for Marking the Death of a Senior National Figure

A protocol had been produced to guide the Town Council in the event of the death of a senior national figure. The protocol would be used to assist Officers and Councillors and would be adapted depending on the person or people involved; the mood of the nation, and circumstances applicable at the time.

Resolved

That, subject to minor amendments, the Action Plan for Marking the Death of a Senior National Figure be approved.

240/19 Issues for Corsham Area Board Consideration (*Minutes 193/18 and 146/18*)

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

241/19 Co-option to Fill Councillor Vacancy, Corsham Pickwick Ward (*Minute 218/19*)

There was a Councillor vacancy for co-option to Corsham Pickwick Ward. Nominations to fill the vacancy had been advertised and two applications had been received by the closing date. However, one of the applicants had withdrawn her application on the afternoon of the Council meeting.

It was reported that the two, more recent, vacancies for Corsham Town Ward were being advertised.

Resolved

That, after a show of hands, Helen Belcher be offered the position of co-opted Councillor for the Corsham Pickwick Ward.

242/19 Authorisation of cheques and payments

Name

Salaries & Payments - CTC Staff	£19,817.18
Wiltshire Pension Fund - Pension Contribution for February 2020	£6,410.27
HMRC - Tax & NI for February - Reference 214PR001684021612	£6,520.74
Methuen Hall Trust - CTC Room Hire for January 2019	£360.00
Melksham Groundcare Machinery - Honda Water Pump Repair	£50.40
Proludic - Spares for Play Equipment at Springfield	£250.77
Charles Wilson Ltd - Hire of Telehandler to Remove Christmas Lights	£475.00
Mrs Britton - Visual Picture of Cross Keys for Planning Application	£90.00
My Skills for Life - 2 x Delegates Fire Marshall Training	£80.00
James Long Masons - Annual Maintenance of Memorials	£768.00
Royal Agricultural University - Tree Inspection Course x 2	
Groundstaff and An Introduction to Dry Stone Walling Course	£380.00
Cooke Automotive - WV68 OVO Vehicle Service	£216.89
Corsham Print - Printing of Winter Newsletter	£1,989.00
R J Harte - Flat 2 Emergency Plumbing	£70.00
Screwfix - Groundsteam Consumables	£157.91
Innov8 Sportz - Hub Club Sessions in January	£320.00
Cosh Design - Advert Re-size for Group Leisure and Travel Brochure	£84.00
Idverde - Grounds Maintenance Contract	£1,865.41
J H Jones & Sons - Grave Digging	£290.00
Redpin Publishing Ltd - Advertising in 'Life In' Magazine	£240.00
Corsham Area Heritage Info Centre - Contribution Towards Electricity	£459.18
GTW (Group Travel World) - Advertising in Group Travel World	£180.00
Wiltshire Council - Health and Wellbeing Funding	£1,500.00
Travis Perkins - Hire of Crowd Barriers for Christmas Lights	£137.76
National Heritage Memorial Fund - Repay unspent WW1 Grant	£728.00
Jane Rickards - Public Art 1st Payment	£1,500.00
SLCC Enterprises Ltd - SLCC Practitioners Conference 2020	£339.00
Auditing Solutions - Internal Audit	£534.00

Payment By Cheque

Petty Cash	£129.51	7750
Corsham Body Repairs - Great Wall Vehicle Paint and Repair Door	£250.00	7751

Grants

Corsham RFC	£5,000.00
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Charge Card

No Statement Received

Sub total

£51,193.02

Cheques / Internet Banking Paid Outside of Meeting

CPC Products - Artist Materials for Public Art Structure	£408.00
Walkers are Welcome	£90.00

Payments Made by Direct Debit/Standing Order

West Mercia Energy - Newlands Road Public Conveniences	
Electricity	£36.67
West Mercia Energy - Guide Hut Electricity	£24.79
Peninsula - Health & Safety Advice and HR Bright Consultancy	£390.04

SGW Payroll - Monthly Payroll Processing	£48.96
Hills Waste - Waste Collections	£367.52
Excalibur - Monthly Service Plan Contract for IT Support	No Invoice
Wiltshire Council - Business Rates for Public Conveniences	£91.48
UK Fuels - Fuel for Work Vehicles	£162.64
Viking - Stationery and Postage	£280.75
Vodafone - One Net Business Telephone/Mobile Charges	£465.80
Public Works Loan Board - Cemetery Loan Repayment	£3,679.29
Mainstream Digital - Quarterly Line Rental	£68.59
SUB TOTAL	£6,114.53
TOTAL	<u>£57,307.55</u>

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.18pm. There were no members of the public present.

CHAIRMAN

DATE