

**Minutes of the Council Meeting held at the Town Hall on Monday 11 March 2019**

**Present** Councillor S Abbott (Chairman)  
Councillors P Anstey, Ms L Bray, Mrs K Duckhouse, N Farmer, D Jarman,  
D Jones, R Le-Var, J Maloney, Mrs G Sanders, Mrs M Wakeman,  
Mrs A White and Miss C Woodward

**In Attendance** Mrs M Jones (Head of Finance and Administration)  
D Martin (Chief Executive)  
P Whalley (Wiltshire Councillor)

**238/18 Apologies**

Apologies were received from Councillors Ms T Alberga, Mrs R Hopkinson,  
M Jackson, S Moysey, N Pocock and R Taylor.

**239/18 Public Question Time and Petitions**

Wiltshire Councillor P Whalley spoke regarding *Agenda item 17 - Draft Recommendations on the New Electoral Arrangements for Wiltshire*. He asked the Town Council to make representations to the Local Government Boundary Commission for England, to alter their draft proposals.

**240/18 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.

**241/18 Minutes of the Council Meeting held on 11 February 2019**

**Resolved**

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

**242/18 Matters Arising from the above Minutes**

There were no matters arising.

## **243/18 Chairman's Announcements**

On 15 February, the Chairman and Head of Technical Services attended the Fuel Poverty, Climate Change workshop in Frome.

On 19 February, the Chairman, Chief Executive, Head of Technical Services, Councillor P Anstey, Councillor Mrs G Sanders and S Hyde (Architect) met to discuss the plans for the new workshop and allotments. The transfer of land was still to be completed.

On 26 February, the Chairman attended a Transcoco meeting.

On 27 February, the Chairman attended the Transcoco litter pick. The Co-op manager also came along and helped.

On 27 February, the Chairman and Chief Executive met with Wishford Schools, which operates, Heywood School to discuss possible expansion of the nursery department of the school.

On 5 March, the Chairman attended a successful Fairtrade event at The Pound.

On 9 March, the Chairman, Head of Technical Services and Corsham Running Club had spent the afternoon tidying the old cemetery and sowing wild flower seeds.

The Chairman reminded Councillors that the Running Club were looking for volunteers to help marshal the 10K run on 28 April.

## **244/18 Policing and Community Safety**

PC Hazel Anderson from the Community Policing Team had sent a written report on policing and community safety issues. Recent incidents included:

On 12 February an unknown suspect had stolen a purse from a pushchair whilst the owner was shopping in the Factory Shop, Martingate Centre.

On 12 February an unknown suspect had stolen a purse from a handbag whilst the owner was shopping in the High Street, Corsham.

On 15 February an unknown suspect had stolen a mobile phone out of the jacket pocket whilst the person was wearing it in St Bartholomew Church.

On 19 February an unknown male had walked into the Co-op Martingate Centre and failed to pay for £50 of scratch cards.

On 21 February an unknown suspect had thrown several eggs over a house and car on Park Lane, Corsham.

On 20 February an unknown suspect had stolen the rear number plate off a silver Kia Picanto parked on West Park Road.

On 26 February two unknown males had forced entry to a storage facility within Texaco garage, damaging the locks.

Around 1 March unknown suspects caused criminal damage to a forklift truck whilst parked on the building site at Portland Rise.

On 2 March an unknown person had tried to gain access to a residential garage on Queens Avenue causing damage. No entry was gained.

On 2 March an unknown person had entered a garden in Priory Street and stole a plastic plant pot containing a fir tree.

On 3 March offenders forced entry to a home in Woodlands and carried out a search of the property.

On 5 March four unknown males had forced the door to the Co-op on Katherine Park. They tampered with a cash machine and stole an unknown quantity of cigarettes. The suspects made off in a car which they then crashed.

On 8 March a burglary had taken place on a house in Bellot Drive and £20,000 of valuables and cash was stolen.

#### **245/18 Correspondence**

- i) Members Information Sheets Nos. 417 and 418 were noted.
- ii) Late correspondence – there was none.

#### **246/18 Reports from Council representatives appointed to outside bodies**

Potley and Pockeridge Community Association – Councillor P Anstey reported that the Brunel Shed was well attended and the Memory Shed was going from strength to strength.

Fairtrade Event – Councillor N Farmer reported that the Fairtrade event had been very successful. The Co-op had helped by sponsoring the event.

Transcoco – Councillor Mrs G Sanders had attended the Transcoco Climate Change event where a lively discussion had taken place. The next meeting would be on 26 March.

MOD Focus Group – Councillor Ms T Alberga and the Chief Executive had facilitated a successful focus group about the town centre on 8 March.

#### **247/18 Minutes of the Council (Planning) meeting held on 13 February 2019**

##### **Resolved**

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

**248/18 Matters Arising from the above Minutes**

There were no matters arising.

**249/18 Minutes of the Finance and Administration Committee meeting held on 20 February 2019**

**Resolved**

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

**250/18 Matters Arising from the above Minutes**

There were no matters arising

**251/18 Minutes of the Council (Planning) meeting held on 6 March 2019**

**Resolved**

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

**252/18 Matters Arising from the above Minutes**

There were no matters arising.

**253/18 Minutes of the Corsham Youth Council meeting held on 25 February 2019.**

**Resolved**

That the minutes be noted.

**254/18 Draft Recommendations on the New Electoral Arrangements for Wiltshire Council (MIS No. 417 dated 20/02/19)**

As reported in Members' Information Sheet No. 417, The Local Government Boundary Commission for England was consulting on draft recommendations for new electoral arrangements for Wiltshire. A report by the Chief Executive (*copy attached to these Minutes*) provided some background information and the main issues. Several concerns were raised about proposed changes to the Wiltshire Council Divisions and Town Council Wards, including the suggested boundaries and names.

**Resolved**

- i) That using the A4 as a division and ward boundary was inappropriate as it would split a distinct community;
- ii) That using the Valley Road as a division and ward boundary was inappropriate as the estate did not naturally connect to the Katherine Park estate;

- iii) That the proposed division name of Corsham Town should be changed to Corsham Ladbroke;
- iv) That the Council Chairman, Vice-Chairman and Councillor P Anstey review the Boundary Commission's proposals and the alternative suggestions, and prepare recommendations for the next Council meeting.

**255/18 Corsham Parish/Town Council 125<sup>th</sup> Anniversary and 20<sup>th</sup> Anniversary of becoming a Town Council (*Minute 190/18*)**

Further to the December 2018 Council meeting, the attached report outlined considerations and suggestions for marking the Town Council's 125<sup>th</sup> and 20<sup>th</sup> Anniversaries in 2020. The Council was asked to decide which suggestions it wished to pursue.

**Resolved**

- i) To celebrate the 125<sup>th</sup> anniversary but not the 20<sup>th</sup> anniversary.
- ii) That the preferred suggestions included tree planting, public art, an exhibition, and combining the celebration with an existing Corsham Town Council event.
- iii) That a working group, comprising Councillors S Abbott, Mrs K Duckhouse, N Farmer, D Jarman, J Maloney, Mrs G Sanders, Mrs A White and Miss C Woodward, be set up to help progress the 125<sup>th</sup> anniversary.

**256/18 Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 47/18*)**

At the Finance and Administration Committee meeting on 20 February 2019 it was reported that the annual review had been completed and only one change was proposed, which was to the Town Council's Terms of Reference. The change was to state that membership of each of the three Committees shall be nine Councillors. This change was agreed at the Council meeting in January 2019 (*Minute 211/18*) and would come into effect from the Annual Council meeting in May 2019.

**Resolved**

That the review of Standing Orders and Financial Regulations, including change to the Terms of Reference with effect from May 2019, be approved.

**257/18 Review of Investment Strategy (*Minute 260/17 and 231/16*)**

The Town Council reviewed its Investment Strategy and policy for the new financial year.

**Resolved**

That the Investment Strategy be approved.

## 258/18 Issues for Corsham Area Board Consideration (*Minutes 193/18 and 146/18*)

Further to previous meetings, this regular agenda item asked the Town Council to identify issues for Area Board consideration.

No new issues were raised.

## 259/18 Authorisation of cheques and payments

### Online Banking Payments

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£19,409.41
Wiltshire Pension Fund - Pension Contribution for March 2019	£6,127.40
HMRC - Tax & NI for March	£6,065.67
Methuen Hall Trust - CTC Room Hire for February 2019	£377.00
Corsham Youth Zone - Second Instalment 1/3/19 to 31/8/19	£1,354.00
Online Playgrounds - Playground Spares	£201.24
Amazon - Museum Putty, Easter Eggs for Easter Hunt	£30.46
Corsham Print - Hub Club Banner	£60.00
Wiltshire Council - Advertising Lead Groundsperson Vacancy	£132.00
Workwear Express - Uniform for New Employee	£157.98
Travel World (GTW Media) - Half Page Advert in March/April Issue	£360.00
BB Fixings - Grounds Team Consumables	£187.78
Sutcliffe Play - Replacement Seats for Play Swings	£445.39
Blachere Illumination Ltd - Christmas LED Lights and Adaptors	£269.94
J H Jones - Install Fencing at New Cemetery Land and Interments	£2,696.73
Mega Rod - Blocked Public WC at Public Conveniences	£150.00
Travis Perkins - Maintenance Items	£49.04
Konica Minolta - Printing and Photocopier Hire Charge	£392.68
Corsham & Box Matters - Renewal of Annual Advertising	£240.00
Innov8 Sportz - January 2019 Drop in Sessions x 3	£210.00
G R King & Son Ltd - Drystone Wall at Ivy Field/Priory Cross Allotments	£540.00
Community Heartbeat - Defibrillator Pads	£87.60
Kingfisher Media Ltd - Entry into Bath Hotel Guides 2019	£294.00
Melksham Ground Care - Servicing of Grounds Maintenance Equipment	£324.09
Landcare Tree Nursery - Supply of Trees and Sundries	£1,200.00
Wicksteed Leisure - Replacement Playground Parts	£485.52
Idverde - Public Toilet Cleaning and Grounds Maintenance Contracts	£2,939.60
Redpin Publishing - Half Page Advert in 'Life in Melksham'	£120.00
SLCC Enterprises - Corsham Market Study	£1,560.00
Newsquest - Advertising in Wiltshire Living Magazine	£168.00
Beazer Electricals - Christmas Lights Extension Lead	£37.26
Keith Marland - Cleaning of Bus Shelters and Cleaning of Three Bus Shelter Roofs	£360.00

DCK Accounting Solutions - Pre-Year End Health Check/Closedown	£463.92	
Method Publishing – Advert in Corsham & Lyneham Guide 2019	£120.00	
<b>Payment By Cheque</b>		Chq
Petty Cash	£121.78	7720
DVLA - Tax for Great Wall and Citroen Vehicles	£500.00	7721
<b>Charge Card Statement</b>		
Eventbright - Conference Ticket - 'Supporting Historic High Streets'	£145.00	
Frome Town Council - 2 x Delegates to Climate Emergency Workshop	£24.00	
Cotswold Conservation Board - Dry Stone Walling Course	£99.00	
Hoses Direct - Blue PVC Lay Flat Hose	£56.52	
J & A International Ltd - Name Badges for Councillors and Staff	£60.76	
Emorsgate Seeds - Wild Flower Seed for Old Cemetery	£119.60	
Sports Warehouse - Basketball Backboard for Neston	£234.99	
Screwfix - Health & Safety Street Signs/Litter Pickers/Industrial Wipes	£111.95	
<b>Sub total</b>	<b>£49,090.31</b>	
<b>Payments Made by Direct Debit/Standing Order</b>		
West Mercia Energy - Newlands Road Public Conveniences Electricity	£37.65	
West Mercia Energy - Guide Hut Electricity	£22.51	
Vodafone - Mobile Telephones	£225.55	
Peninsula - Health & Safety Advice and HR Consultancy	£392.40	
SGW Payroll - Monthly Payroll Processing	£52.80	
Hills Waste Solutions - Waste Collections and Skip Exchange	£224.34	
Excalibur - Monthly Contract for IT Support	£0.00	
Wiltshire Council - Business Rates for Public Conveniences	£89.00	
Mainstream Digital - Broadband Charges and Fraud Protection	£150.68	
Viking - Stationery	£129.98	
UK Fuels - Fuel for Work Vehicles	£87.51	
<b>SUB TOTAL</b>	<b>£1,412.42</b>	
<b>TOTAL</b>	<b><u>£50,502.73</u></b>	

### Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.44pm. There were no members of the public present.

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CHAIRMAN

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DATE