

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

**Present** Councillor S Abbott (Chairman)  
Councillors P Anstey, T Alberga, L Bray, N Farmer, R Hopkinson,  
M Jackson, D Jarman, D Jones, S Moysey, G Sanders, R Taylor,  
M Wakeman and A White

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

**150/19 Apologies**

Apologies were received from Councillors C Fuller, R LeVar, J Maloney and C Woodward.

**151/19 Public Question Time and Petitions**

There were none.

**152/19 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.

**153/19 Minutes of the Council Meeting held on 14 October 2019**

**Resolved**

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

**154/19 Matters Arising from the above Minutes**

There were no matters arising.

**155/19 Policing and Community Safety**

PC Bray would be sending a report which will be sent to Councillors once received.

## **156/19 Chairman's Announcements**

On 17 October interviews of sculptors and artists for the Cross Keys Public Art were held.

On 17 October the Chairman attended the Environment Task Group meeting.

On 18 October the Chairman attended the Pickwick Capers musical which was part of the StoryTown weekend. The Chairman thanked the Head of Community Services and Arts and Tourism Officer for their input in helping to organise the StoryTown event.

On 22 October the Chairman attended the Corsham in Bloom presentations.

On 25 October the Chairman attended an event at Wadswick Green retirement village.

On 30 October the Chairman attended the Refugees Fostering event organised by Wiltshire Council in the Town Hall. He reported that it had been a well organised event with many people attending.

On 6 November the Chairman attended the Corsham Area Board meeting held at the Town Hall.

On 9 November the Chairman attended the Transcoco Give and Take event. Despite the weather, it was well attended.

On 10 November the Chairman attended the Remembrance Day Parade and thanked Councillors who also attended.

The Chairman reminded Councillors that their Skills Audit Questionnaire needed to be returned by 18 November.

## **157/19 Correspondence**

i) Members Information Sheets Nos. 434 and 435 were noted.

ii) Late correspondence

Wadswick Green had sent an invitation for Councillors to attend their open evening on 19 November to showcase their new apartments and learn more about the Retirement Village.

## **158/19 Reports from Council representatives appointed to outside bodies**

Councillor A White had attended a Walking Festival meeting and reported that a draft programme and a new Box Trail map had been produced.

Councillor A White reported that Paul Martin had been asked to attend the Twinning Event in May 2020.

Councillor N Farmer and R LeVar had attended a Fairtrade presentation at Wadswick Green.

Councillor G Sanders informed the meeting that Wessex Water had offered to pay for taxis if residents were finding it difficult getting to town during the closure of the footbridge at The Cleeve.

**159/19 Minutes of the Council (Planning) meeting held on 23 October 2019**

**Resolved**

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

**160/19 Matters Arising from the above Minutes**

There were no matters arising.

**161/19 Minutes of the Finance and Administration Committee meeting held on 30 October 2019**

**Resolved**

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

**162/19 Matters Arising from the above Minutes**

There were no matters arising

**163/19 Minutes of the Council (Planning) Committee meeting held on 6 November 2019**

**Resolved**

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

**164/19 Matters Arising from the above Minutes**

There were no matters arising.

**165/19 Minutes of the Corsham Youth Council meeting held on 21 October 2019**

That the Minutes be noted.

**166/19 Annual Town Meeting/Community Celebration 2020 (*Minute 75/19*)**

Further to the Council meeting on 8 July, when the Annual Town Meeting and Community Awards Event was discussed, a report proposing ways to alter the format of the evening to make it more celebratory was considered. Councillors were asked to agree a suitable name for the event and approve the suggested changes to the format.

## **Resolved**

- i) That the changes outlined in the report be approved;
- ii) That the event be called 'Corsham Celebrates' also includes 'incorporating the Annual Town Meeting'.

### **167/19 Corsham Parish/Town Council 125<sup>th</sup> Anniversary (*Minutes 255/18 and 190/18*)**

Further to previous meetings, the working group set up to help progress the suggestions to mark the 125<sup>th</sup> Anniversary of the Town Council had met to discuss the plans. It was agreed to pursue the following actions:

- Summer Fete (4 July) – Link to the 125<sup>th</sup> Anniversary, as well as something to mark 75<sup>th</sup> anniversary of VE Day;
- Involve schools – Writing/art competition, possible project for StoryTown in October to find out what young people think Corsham will be like in 125 years' time;
- Logo – New Corsham Town Council logo for the year, marking 125 years;
- Exhibition – Start with a small exhibition at April's Annual Town Meeting, with a wider exhibition on display for a period in the summer;
- Pencils – Order a supply linked to the anniversary in some way (logo or wording);
- Civic Event/Annual Town Meeting – Give the Meeting a new look in the Town Council's 125<sup>th</sup> year;
- Public Art/Mural – Potential to do something that links with Bath Academy;
- Tree Planting – Ideas considered: working with Woodland Trust, potential for 1,250 trees – one for every child in Corsham, or create an anniversary woodland if suitable land could be identified;
- Newsletter – January 2020's newsletter will be eight pages (dependent on cost), with the normal four pages supplemented by an 'anniversary special' featuring history, memories from former Chairmen/Councillors, pictures, etc.

## **Resolved**

That the above suggestions be taken forward to mark the 125<sup>th</sup> Anniversary of Corsham Town Council.

### **168/19 Payphone Consultation**

BT had notified Wiltshire Council of a 90-day consultation period and process for the removal of 71 public payphones in Wiltshire. Wiltshire Council was canvassing the views of the local community. Two of the payphones were in Corsham. The number of calls in the past 12 months for the two planned for removal was: Dicketts Road (7 calls), and Kings Avenue (5 calls).

## **Resolved**

That the consultation on payphones be noted and that no objections be raised over the removal of the payphones at Dicketts Road and Kings Avenue.

## 169/19 Community Infrastructure Levy Income

It was reported that Wiltshire Council had recently paid the Town Council almost £60,000 CIL income which should have been paid to Chippenham Town Council. This followed a series of errors where the Town Council had been paid CIL money which should have gone to other local councils. Concerns had been raised on each occasion, and assurances given that the problems were being resolved.

Previous errors include receipts due to Chippenham Town Council (almost £51,000); Colerne Parish Council (over £900); and Box Parish Council (almost £4,500). In total, Wiltshire Council had paid Corsham Town Council £115,477.77 which should have been paid to other Councils. Apart from the most recent error, all sums had been refunded. Similar errors had occurred with other Town Councils.

### Resolved

That Wiltshire Council be refunded the CIL money which they paid in error, and that the concern be raised with the appropriate cabinet member.

## 170/19 Councillor Vacancy for Corsham Town Ward, Co-option Process

Subject to candidates coming forward by the closing date of 2 December, the Town Council would be able to co-opt a new Councillor at the December Council meeting. The Chief Executive outlined the co-option process to be adopted. After discussion it was agreed that the preferred voting method for the co-option would be voting papers.

## 171/19 Issues for Corsham Area Board Consideration (*Minute 102/19 and others*)

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

It was suggested that a review of the signage in and around the town should be investigated and suggestions be brought to the Area Board at a future meeting.

## 172/19 Authorisation of cheques and payments

### Online Banking Payments

Salaries & Payments - CTC Staff	£20,099.57
Wiltshire Pension Fund - Pension Contribution for November	£6,456.27
HMRC - Tax & NI for November	£6,603.53
Methuen Hall Trust - CTC Room Hire for October 2019	£741.00
Wiltshire Council - CIL Returned as Paid in Error by Wiltshire Council	£59,282.97
Sharon Thomas - CIB Trophy Engraving, Art Competition Prizes, Refreshments	£228.25
Sarah Leigh - Travelling Expenses for Bid Writing Workshop	£16.90
Hartham Park Estates Ltd - Middlewick Allotments Water	£230.39
Innov8 Sportz - Corsham Hub Club Sessions x 3	£240.00
Matt's Books - StoryTown Festival Workshop	£75.00

Newsquest - Advertising StoryTown and Christmas Lights	£600.00	
Corsham Area Heritage & Info Centre - Contribution Towards A/House Electricity	£115.69	
Steve Tomlinson - Cross Keys Public Art Preparation/Design	£180.00	
Richard Janes - Cross Keys Public Art Preparation/Design Proposal	£150.00	
Alan Dun - Cross Keys Public Art Preparation/Design Proposal	£150.00	
Jane Rickards - Cross Keys Public Art Preparation/Design Proposal	£150.00	
Circling the Square Ltd - Cross Keys Public Art Preparation/Design	£180.00	
Visit Wiltshire - Annual Travel Trade Group Partnership Membership	£366.00	
Tudor Environmental - Yard Broom	£7.50	
Mines Hire - Glass Breakages x 2	£3.78	
Wiltshire Council - Contribution Towards Spring Lane Resurfacing HGV Signing at Gastard and Chapel Plaister	£13,550.00	
Deli at Corsham - Buffet Lunch for Public Art Interviews/ICCM Memorial Course	£206.50	
Screwfix - Metal Cutting Discs, Fence Life Paint, Lawn Scarifier, Landscaping Rake	£120.93	
Corsham Print - Neighbourhood Plan Posters	£18.00	
Mrs H Solomons (Art Dynamic) - StoryTown Workshop	£80.00	
June Wentland - Activities for StoryTown	£200.00	
WHY Sports Media - Health and Inactivity Conference 2020 x 1 Delegate	£138.00	
Ideverde - Grounds Maintenance Contract	£1,865.41	
R J Harte - Install Waterless Urinal in Public Conveniences	£265.00	
Emorsgate Seeds - 18Kg of Wildflower Seeds for Springfield	£886.08	
Wired Publishing (West Wilts Magazine) - Christmas Lights Advert	£186.00	
Sharon Tregenza - Corsham StoryTown Book Fair Event	£300.00	
Redpin Publishing Ltd - Christmas Lights Advertising	£120.00	
Professional Sportsturf Design (NW) Ltd - Cemetery Development Consultancy	£1,200.00	
Pickwick W.I. - Refreshments for Environment Task Group Launch	£100.00	
Workwear Express Ltd - Uniform/Protective Clothing	£41.87	
Simon Williams - 2 x Guided Walks StoryTown and GWW Tour	£100.00	
SLCC - Regional Training Seminar	£96.00	
Yandell Publishing Ltd - Advert in Group Leisure & Travel Magazine	£420.00	
Blanchere Illuminations UK Ltd - LED Lights, Sparklight and Icicle Connectors	£165.60	
Wiltshire Tool Hire - Rotavator for S/Field, Wacker Plate for Centenary Gardens	£68.40	
<b>Payment By Cheque</b>		
Petty Cash	£203.52	7744
Royal British Legion Poppy Appeal 2 x Wreaths	£37.00	7745
<b>Grants</b>		
Corsham Town Football Club	£340.00	
Alzheimer's Support	£500.00	
Corsham Bowls Club	£500.00	
Olive Branch Counselling	£500.00	
<b>Charge Card</b>		

Mole Valley Farmers - Gate for Springfield Recreation Grounds	£93.96
<b>Sub total</b>	<b>£118,179.12</b>
<b>Cheques / Internet Banking Paid Outside of Meeting</b>	
Shedstore - Shed for Santa's Grotto	£309.99
<b>Payments Made by Direct Debit/Standing Order</b>	
West Mercia Energy - Newlands Road Public Conveniences	
Electricity	£39.54
West Mercia Energy - Guide Hut Electricity	£20.27
Water to Business - Newlands Road Public Conveniences	£1,034.91
Peninsula - Health & Safety Advice and HR Bright Consultancy	£391.26
SGW Payroll - Monthly Payroll Processing	£48.96
Hills Waste - Waste Collections	£359.24
Excalibur (Bridge Solutions) - Monthly Service Plan Contract for IT	
Support, Switch Configuration	£701.40
Wiltshire Council - Business Rates for Public Conveniences	£91.48
UK Fuels - Fuel for Work Vehicles	£123.56
Viking - Stationery and Postage	£350.76
Vodafone - One Net Business Telephone/Mobile Charges	£470.40
Mainstream Digital - Quarterly Line Rental	£62.28
<b>SUB TOTAL</b>	<b>£4,004.05</b>
<b>TOTAL</b>	<b><u>£122,183.17</u></b>

### Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.35pm. There were no members of the public present.

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CHAIRMAN

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DATE