

Minutes of the Council Meeting held at the Town Hall on Monday 12 February 2018

Present Councillor Mrs R Hopkinson (Chairman)
Councillors S Abbott, P Anstey, Miss L Bray, Mrs K Duckhouse, M Jackson,
D Jarman, D Jones, R LeVar, S Moysey, Mrs G Sanders, R Taylor and
Mrs A White

In Attendance Mrs K Gilby (Planning Officer)
Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)
Sgt D Pocock (Wiltshire Police)

221/17 Apologies

Apologies were received from Councillors N Farmer, C Fuller, N Pocock,
Mrs M Wakeman and Mrs C Woodward.

222/17 Public Question Time and Petitions

There were none.

223/17 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.

224/17 Minutes of the Town Council Meeting held on 8 January 2018

Resolved

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

225/17 Matters Arising from the above Minutes

Minute 201/17 – Public Question Time and Petitions – The Chairman updated
Councillors on a public question raised at the previous meeting regarding the
possible relocation of the defibrillator. The Chairman planned to contact the person
who had raised the matter.

226/17 Chairman's Announcements

Past Appointments

January

- 12th Corsham Railway Station Town Team
- 16th Strategic Planning Workshop Two
- 18th Market Towns Steering Group
- 22nd Meeting with Officers regarding Arnold House

Forthcoming Appointments

February

- 13th Bath Spa University Liaison Panel Meeting
- 14th Chamber of Commerce Breakfast Meeting
- 16th Crime in Corsham Meeting
- 17th Clean up Katherine Park
- 27th Tourism Presentation

March

- 1st Market Towns Forum
- 6th Transcoco Event
- 9th Visit by Lady Penny Marland, High Sheriff of Wiltshire

Other Issues

The Chairman reminded Councillors to promote the Community Awards Scheme within the community as the closing date was 2 March.

227/17 Policing and Community Safety

Sgt Pocock from Wiltshire Police gave an update on recent policing and community safety issues in Corsham.

The Springfield Campus was causing concern with young people gathering inside the Campus and causing a nuisance to the users and staff. The Police were actively pursuing the individuals who were causing the trouble and action was being taken against them.

A 15-year-old girl was approached by a male whilst she was walking down the alleyway by the Fire Station on her way to school. Enquiries had been made.

The Chairman and Councillors thanked Sgt Pocock and his colleagues for their continued support and policing in Corsham.

PC Hazel Anderson had sent the following report on recent policing and community safety issues including:

On 4 January unknown suspect/s had forced the offside front door of a white Citroen Berlingo gaining entry to the vehicle and removed a socket set valued at £50.00.

On 7 January an unknown suspect had broken into a white Vauxhall Vivaro parked on Coulston Road by making a hole in the back door. A petrol disc cutter and a laser level had been stolen. Also on 7 January unknown persons had entered a secure site at Thingley Junction railway sidings where a battery from a tipper vehicle and a tower light had been taken.

On 26 January a blue Volkswagen Polo was reported stolen from the Hare & Hounds car park.

On 1 February a 22-year-old male from Corsham was stopped and searched in a black Vauxhall Corsa. He was found to be in possession of cannabis and was issued with a Cannabis Street Warning.

On 6 February an unknown suspect had stolen both registration plates from a black Toyota which was parked on Poynder Road. Also on 6 February an unknown suspect had removed the spare wheel from the rear of a silver Honda CRV whilst it was parked on Brook Drive.

On 8 February an unknown suspect had used an unknown method to open the up-and-over garage door at a property on Brook Drive to gain access. No property had been stolen.

On 9 February a known male youth suspect had taken a victim's pedal cycle from him and caused criminal damage to it by throwing it around and ripping the saddle.

228/17 Correspondence

- i) Members Information Sheets Nos. 389 and 390 were noted.

Members Sheet 390 – Delegation of Services – Concern was expressed about the services which Wiltshire Council was looking to delegate to town and parish councils. The Chief Executive had arranged to meet Wiltshire Council Officers to discuss service delegation and asset transfers. The Chief Executive would report back to Councillors following the meeting.

- ii) Late correspondence

Fairtrade Fortnight – An invitation to attend the Fairtrade event on 6 March at The Pound had been received. Councillor Mrs K Duckhouse would attend the event on behalf of Corsham Town Council.

229/17 Reports from Council representatives appointed to outside bodies

Councillor R LeVar had attended the Corsham Walking Festival meeting on 15 February and reported that the funding was in place for the event and that walks had been arranged.

Councillor P Anstey and Simon Scott (Head of Technical Services) had visited Frome and Paulton to look at outside gym equipment installed by two different suppliers who had quoted for the Springfield outside gym.

Councillor S Abbott had attended a WALC meeting.

Councillor S Abbott had chaired the Retailer Forum at the Town Hall on 6 February. The meeting was not very well attended but those who did come along were very positive.

Councillor Mrs K Duckhouse had attended a Splitz Support Service meeting.

Councillor Mrs K Duckhouse reported that the Twinning Association was holding a fundraising evening on 17 March to raise funds for the Jargeau visit later in the year.

Councillor Mrs K Duckhouse reported that a Storytown Festival was being planned for Corsham in the autumn.

230/17 Minutes of the Property and Amenities Committee meeting held on 10 January 2018

Resolved

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

231/17 Matters Arising from the above Minutes

There were none.

232/17 Minutes of the Community Services Committee meeting held on 17 January 2018

Resolved

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

233/17 Matters Arising from the above Minutes

There were none.

234/17 Minutes of the Council (Planning) Meeting held on 24 January 2018

Resolved

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

235/17 Matters Arising from the above Minutes

There were none.

236/17 Minutes of the Corsham Youth Council meeting held on 15 January 2018

Resolved

That the minutes be noted.

237/17 Corsham Neighbourhood Plan Submission to Wiltshire Council (*Minute 215/17 and others*)

Further to the previous meeting, the Neighbourhood Plan Steering Group and Officers had overseen, reviewed and updated the draft documentation for approval by the Town Council (the Qualifying Body) prior to submission to Wiltshire Council for validation and Regulation 16 Consultation. The documentation to be submitted included the following:

- Corsham Neighbourhood Plan Part 1 – Core Policies
- Corsham Neighbourhood Plan Part 2 – Design Guide
- Corsham Neighbourhood Plan Part 3 – Batscape Strategy
- Basic Conditions Statement
- Community Consultation Statement
- Strategic Environmental Assessment

Wiltshire Council's Ecologist had confirmed that the Habitats Regulations Assessment screening had been concluded and that the Corsham Neighbourhood Plan was compliant. Formal confirmation of this was awaited.

The Chairman and Councillors expressed thanks to the Steering Group, particularly members who were not Councillors, Mrs K Gilby (Administration Officer (Planning)) and the consultants at Johns Associates.

Resolved

That the draft Corsham Neighbourhood Plan documents be submitted to Wiltshire Council for validation and Regulation 16 Consultation.

238/17 Strategic Plan 2018-2022 (*Minute 213/17*)

Further to the previous meeting and the Strategic Plan Workshop held on 16 January, documents summarising progress to date, including possible next steps, were considered. It was felt that the current Town Council vision needed little or no revision, but the six themes should be revised to reflect ambitions for 2018-2022. The Council discussed a preferred process for producing the Strategic Plan and addressing the proposed immediate next steps.

Resolved

- i) That the Vision Statement be left as it is.
- ii) That the Draft Themes be revised to reflect the wording agreed at the Workshops.
- iii) That a Strategic Planning Group meeting, to which all Councillors would be invited, be arranged to discuss what had been agreed so far and to form sub-groups to help take the process forward.

239/17 General Data Protection Regulation (GDPR)

The Chief Executive gave a brief overview of how the Town Council was planning to address GDPR which comes into force in May 2018. The Regulations affect individual Councillors as well as Officers and the Town Council as a whole.

A meeting with a GDPR Consultancy organisation had been arranged to discuss what external support could be provided. Some training had already taken place, and further training would be offered for Councillors and Officers prior to the Regulations coming into force. The matter would be considered at the next Finance and Administration Committee meeting.

240/17 Authorisation of cheques and payments

Online Banking Payments

Name

Salaries & Payments - CTC Staff	£18,002.09
Wiltshire Pension Fund - Pension Contribution for February 2018	£5,878.35
HMRC - Tax & NI for February - Reference 214PR001684021612	£5,819.43
Methuen Hall Trust - CTC Room Hire for January 2018	£590.00
Corsham Area Heritage & Info Centre - Contribution Towards Elec	£456.78
Beazer Electricals - 2 x Lamps Supplied	£12.48
St John Ambulance - 2 x Refresher First Aid Course, 1 x 3 Day First Aid Course	£684.00
Corsham Tyre Services - 3 Tyres and Wheel Alignment for Great Wall	£335.58
Charles Wilson - Hire, Delivery and Collection of Telehandler to Remove Christmas Lights	£444.00
Ultra Warm - Service of Gas Fire in Flat 1 and Landlords Certificate	£96.00
Travis Perkins - Springfield Stile Repair and Timber for Xmas Tree Fence, Playground Repairs and TIC Tap Repair	£223.83
Amazon Business - Radar Keys and 2 x A3 Porfolio Cases for N/Hood Plan Docs	£35.32
SLCC Enterprise - GDPR Webinar	£84.00
SLCC - Annual Membership Fee	£439.00
Corsham Print - Winter Newsletters and Guide to Corsham Brochures	£986.00
Align Your Org - Consultancy and Facilitate Strategic Plan Workshop	£2,194.20
J H Jones & Sons - Grave Digging	£590.00
Corsham Chamber of Commerce – Chairman’s Ticket for Network Working Event	£11.00

Wiltshire Assoc of Local Councils - GDPR Briefing x 2 Delegates	£84.00
Screwfix - Safety Boots and Trousers	£57.98
Kaz Lammie Creative - Music for Christmas Lights	£50.00
Corsham Hardware – Grounds Team Consumables	£50.43
Kevin Johnson Plumbing & Heating - Cistern Repair in Public Toilets	£96.90
Idverde - Grounds Maintenance and Public Convenience Cleaning	£2,905.67
Alarms & Electrical - Annual Service Charge for Intruder Alarm/Fire Alarm	£312.00
Newsquest - Advertising Cleaner/Caretaker Vacancy	£983.51
Wiltshire Council - Repay CIL Money Sent to CTC in Error	£4,472.57
Auditing Solutions Ltd - Internal Audit January 2018	£504.00
The Pound Arts Trust - 2nd Grant Payment	£2,000.00
DCK Accounting Solutions - VAT Partial Exemption Cert Year End	£468.00
Groundcare Machinery - Annual Ground Machinery Service	£439.64
Wiltshire Council - Market Town Forums Contribution Towards Lunch	£20.00
Online Playgrounds - Metal Post Feet for Play Equipment	£119.60
D & H Surveys - Topographic Survey of High Street/High Street Car Park	£1,920.00
Johns Associates - Ongoing Planning Support for the N/hood Plan	£3,870.00
A P Johnson - Replace Missing Slates at Arnold House	£75.00

Payment by Cheque

Petty Cash	£131.85
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Charge Card

Green Tulip - Bamboo Plates for Taste of Corsham Art Project	£14.95
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Sub total

£55,458.16

Cheques / Internet Banking Paid Outside of Meeting

There were none

Payments Made by Direct Debit/Standing Order

West Mercia Energy - Newlands Road Public Conveniences Electricity	£33.87
West Mercia Energy - Guide Hut Electricity	£23.49
Vodafone - Mobile Telephones	£208.71
Peninsula - Health & Safety Advice	£260.40
Peninsula - Provision of HR Consultancy	£300.00
Mainstream Digital - Line Rental, Fraud Protection and Business Level Care	£268.44
Hills Waste Solutions - Waste Collections and Skip Exchange	£237.90
SGW Payroll Ltd - Monthly Payroll Processing and Pension Calculation	£110.88
Excalibur - Monthly Contract for IT Support	£403.92
Wiltshire Council - Business Rates for Public Conveniences	£86.00
UK Fuels	£138.34
Viking - Stationery and Display Stand	£458.54

SUB TOTAL

£2,530.49

TOTAL

£57,988.65

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.01pm. There were two members of the public present.

CHAIRMAN

DATE