

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

Present Councillor Mrs R Hopkinson (Chairman)
Councillors S Abbott, P Anstey, Miss L Bray, N Farmer, C Fuller, M Jackson,
D Jarman, D Jones, R LeVar, S Moysey, N Pocock, Mrs G Sanders,
R Taylor, Mrs A White and Mrs C Woodward

In Attendance Mrs M Jones (Head of Finance and Administration)
Supt M Luffman (Wiltshire Police)
D Martin (Chief Executive)

241/17 Apologies

Apologies were received from Councillors Miss T Alberga and Mrs M Wakeman.

242/17 Public Question Time and Petitions

There were none.

243/17 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.

A member of the public asked questions regarding the Town Council's planning process, as well as that of Wiltshire Council, in view of a recent decision at Mansion House Mews.

244/17 Minutes of the Town Council Meeting held on 12 February 2018

Resolved

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

245/17 Matters Arising from the above Minutes

There were none.

246/17 Chairman's Announcements

Past Appointments

February

- 13th BSU Liaison Meeting
- 13th Tour of Mansion House
- 14th Chamber of Commerce Breakfast Meeting
- 16th Crime in Corsham Meeting
- 17th Litter Pick at Katherine Park Green
- 27th Syrian Refugee Sponsorship Meeting

March

- 6th Fairtrade Fortnight Event
- 9th Visit by Lady Penny Marland, High Sherriff of Wiltshire
- 12th Follow-up Tour of Mansion House

Forthcoming Appointments

March

- 13th Outdoor Gym Presentation
- 21st Corsham Business Show
- 22nd Community Awards Meeting

April

- 4th Strategic Planning Meeting
- 6th Town Team Meeting

247/17 Policing and Community Safety

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

The recent incident in Salisbury had taken police officers from around Wiltshire to help with the incident and extra specialised police had also been drafted in. Supt Luffman reported that Corsham was still well supported by police officers and PCSOs.

The anti-social behaviour at the Springfield Campus was calming down and the Police were actively pursuing the individuals. Arrests had been made and Youth Cautions had been issued to individuals. Pulse Patrols at the Campus and outside The Corsham School, where further problems had arisen, had been successful.

248/17 Correspondence

- i) Members Information Sheets Nos. 391 and 392 were noted.

Members Sheet 392 – Councillors Briefing Note 340 – Impact of Universal Credit in Corsham. The Chief Executive would write to Greensquare and ask if they had carried out an impact assessment along the lines of Wiltshire Council's and, if they had, ask if they would send a copy of the assessment or report to share with our Councillors.

- ii) Late correspondence

An invitation had been received from The Bakery Workshops at The Red Forge Studio in Station Road. Councillors were invited to attend workshops on 17 March, 24 March and 7 April.

249/17 Reports from Council representatives appointed to outside bodies

Councillor C Fuller had attended an Emergency Response Meeting.

Councillor R LeVar had attended the Corsham Walking Festival meeting on 14 February and reported that 27 walks over the three days had been organised. Tickets would be on sale from 3 April. The Walking Festival will have a stand at the Annual Town Meeting.

Councillor N Pocock had attended a Local Youth Network meeting earlier that evening.

250/17 Minutes of the Council (Planning) meeting held on 14 February 2018

Resolved

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

251/17 Matters Arising from the above Minutes

There were none.

252/17 Minutes of the Finance and Administration Committee meeting held on 21 February 2018

Resolved

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

253/17 Matters Arising from the above Minutes

There were none.

254/17 Minutes of the Council (Planning) Meeting held on 7 March 2018

Resolved

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

255/17 Matters Arising from the above Minutes

There were none.

256/17 Minutes of the Corsham Youth Council meeting held on 26 February 2018

Resolved

That the Minutes be noted.

257/17 Application for Street Trading Consent, Leafield Way, Corsham

The Town Council was being consulted under the Local Government (Miscellaneous Provisions) Act 1982 on an application for street trading consent as follows:

Trading Name: Thai and Thai Again

Articles for Sale: Hot food to include handmade burgers, sausages, chips, bacon, tea, coffee and cold drinks. Also, a limited selection of Thai street food and fish and chips on Fridays.

Trading Location: In the Hammerhead on Leafield Way, Corsham adjacent to the fence-line of Units 15 & 17.

Trading Times: Monday – Friday (inclusive) 07:00 – 14:30.

Wiltshire Council's criteria for determining such applications was available.

The application was considered by Councillors where several concerns were raised, including:

- i) The position of any vehicle, trailer or stand in the trading position shown on the map is such that it would interfere with safe vehicle and pedestrian access to and from businesses in Leafield Way.
- ii) The location poses a serious hazard to customers of Thai and Thai Again as they would be forced to stand and queue in a heavily used road to be served. The footpath along Leafield Way stops short of site location, giving no alternative but for customers to stand in the road.
- iii) Customers' vehicles would cause nuisance and obstruction in the Hammerhead and are likely to enter the private property of adjacent businesses to turn.
- iv) Local Businesses within Leafield Way have expressed concerns about the site location and possible impact, should consent be granted.

Resolved

That the Town Council objects to the application for Street Trading Consent on the grounds of site safety and nuisance as detailed above.

258/17 Community Sponsorship Corsham

A local group was being established to sponsor and support vulnerable people fleeing conflict. The aim was to help a family of refugees settle in Corsham through the Government framework. The Government Guidance can be found online at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/626810/Community_sponsorship_guidance_for_prospective_sponsors_July_2017.pdf. Cllr Ruth Hopkinson had been asked to join the group and the group had also asked for free use of the Town Hall for occasional meetings.

Resolved

- i) That Cllr Ruth Hopkinson represents the Town Council on the Community Sponsorship Group
- ii) That, subject to availability, the Community Sponsorship Group be offered free use of the Town Hall for their meetings.

259/17 Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 49/17*)

At the Finance and Administration Committee meeting on 21 February 2018 it was reported that the annual review had been completed and only one change was proposed to the Town Council's Standing Orders (Ref: SO 18.6). The change was to update the value of contracts where certain EU procurement rules apply from £164,176 to £181,302. This change was introduced by the Office of Government Commerce and came into effect from January 2018. The Committee was recommending to the Full Council that the amendment be made.

Resolved

That the contract value stated in Standing Order 18.6 be updated from £164,176 to £181,302 in accordance with EU rules.

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

The Town Council reviewed its Investment Strategy annually for the new Financial Year. A copy of the Strategy and Policy had been circulated. At the previous review, a discussion on the ethics of the Town Council's investments took place and it was agreed that this would be explored and considered at a future meeting. This was addressed by the Finance and Administration Committee through its Annual Finance Report (*Minute F&A 57/16*). Security, liquidity and yield remained the highest priorities, with ethical considerations being explored when investments are reviewed or renewed.

Resolved

That the Investment Strategy be approved.

261/17 General Data Protection Regulation (GDPR)

Further to the previous meeting, the Finance and Administration Committee had agreed to appoint a support specialist company to assist the Town Council in complying with GDPR, including fulfilling the role of Data Protection Officer. GDPR comes into force on 25 May 2018. The company had been appointed for one year initially. The company would help with the information governance health check and readiness assessment. It would provide compliance training to Councillors and Officers later in the year. In addition, NALC had produced a GDPR Toolkit for Local Councils.

Resolved

That the update be noted.

262/17 Strategic Planning

- i) **Strategic Plan 2014-2018 Monitoring and Evaluation (*Minute 197/17 and others*)**

Further to the December 2017 Council meeting, the Council considered an update of progress with the Strategic Plan. Each Committee monitors its specific actions at every meeting.

Resolved

That the updated Strategic Plan Monitoring and Evaluation sheet be noted.

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

Further to the previous meeting, the Strategic Planning Group meeting, to which all Councillors are invited, would be held in the Town Hall at 7pm on Wednesday 4 April. The meeting would cover what had been agreed so far and form sub-groups to help take the process forward. The Vice-Chairman and Chief Executive were working on the steps to be followed to produce the new Plan over the next few months.

The Chief Executive and Vice-Chairman gave a short presentation updating Councillors of the Vision and Themes they had been working on.

263/17 Authorisation of cheques and payments

Online Banking Payments

Name

Salaries & Payments - CTC Staff	£18,008.18
Wiltshire Pension Fund - Pension Contribution for March 2018	£5,969.11
HMRC - Tax & NI for March - Reference 214PR001684021612	£5,906.57

Methuen Hall Trust - CTC Room Hire for February 2018	£477.00
Workwear Express - Workwear for Cleaner/Caretaker	£70.97
Travis Perkins - Timber for Street Furniture Repairs and Grounds Team Consumables, Play Area Repairs	£122.09
Artisan Hire Centre - Hire of Rotovator for Allotments	£66.00
Newsquest - Advertisement in 'Connect Trowbridge' for Visit Corsham	£90.00
Amazon Business - Easter Chicks, Chocolate Bunnies for Easter Egg Hunt and Gift Bags and Tags for Group Travel Visits, 2 x Art Portfolios	£104.26
Konica Minolta - Printing and Copier Hire 24/2/18 to 23/5/18	£487.81
Corsham Tyres - New Wiper Blades and Bulb for WV14 CYC Van	£30.90
SRD Portable Appliance Testing - PAT Testing for Town Council Appliances	£104.25
Online Playgrounds - Playground Spare Parts	£302.24
Melksham Groundcare Machinery - Chainsaw Servicing	£77.72
Mant Leisure - Black Touch Up Paint for Benches	£47.40
Beazer Electricals - Work at Flats 1 & 2 Arnold House, Replacement Light Fitting at the TIC and Christmas Lights Fixings	£1,159.24
Corsham Twinning Association - Attendance/Dinner for Chairman	£30.00
Johns Associates - Planning Support for Neighbourhood Plan	£4,320.00
Screwfix - Workwear Trousers	£59.98
Weightmans LLP - VAT Element of Invoice for Freeguard v CTC Insurance Claim	£700.40
Idverde - Grounds Maintenance for Open Spaces, Public Toilet Cleaning	£2,905.67
Chippenham Town Council - ROSPA Playground Inspection Course	£228.00
The Corsham Estate - Corsham Cemetery Drainage Balance	£3,630.00
Keith Marland - Bus Shelter Cleaning as per the Schedule	£300.00
Langley Nurseries - Winter Planting and Hanging Baskets, Bulbs, Compost, Christmas Trees	£1,193.92
Bath & North East Somerset - Data Protection Support Service for 1 Year	£1,800.00
M C Publishing Ltd - Bath Magazine Advertising	£90.00

Payment By Cheque

		Chq No.
Petty Cash	£74.14	7681
Information Commissioners Office - Data Protection Registration Fee	£35.00	7682
Royal Mail - Spring Newsletter Delivery	£600.00	7683

Charge Card

John Lewis - Plate for Taste of Corsham Art Project - Later Returned	£8.50
Hanging Systems - Artwork Hanging System for Chamber	£327.97
Eventbrite - Bid Writing Workshop	£95.00
Eventbrite - Historic High Street Workshop x 2 Delegates in 2	£420.00

Sessions	
Hanging Systems - Additional Hanging Cords for Chamber	£54.86
DVLA - Road Tax for YX13 VJE and WV14 CYC	£480.00
ACCUGroup - Neston Play Area Maintenance	£41.70
Frome Town Council - Breaking the Mould Training Event	£198.00

Sub total **£50,616.88**

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	£37.84
West Mercia Energy - Guide Hut Electricity	£24.73
Vodafone - Mobile Telephones	£211.47
Peninsula - Health & Safety Advice & HR Consultancy	£392.40
Mainstream Digital - Call Charges, Line Rental, Fraud Protection	£154.34
Hills Waste Solutions - Waste Collections and Skip Exchange	£485.84
Excalibur - Monthly contract for IT Support	£403.92
Wiltshire Council - Business Rates for Public Conveniences	£86.00
UK Fuels - Fuel for Work Vehicles	£221.20
Viking - Stationery - Paper, Envelopes, Scissors, Stamps, Paper Clips	£202.77

SUB TOTAL **£2,220.51**

TOTAL **£52,837.39**

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.40pm. There was one member of the public present.

CHAIRMAN

DATE