

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

**Present** Councillor S Abbott (Chairman)  
Councillors Miss T Alberga, P Anstey, Mrs K Duckhouse, C Fuller,  
Mrs R Hopkinson, M Jackson, D Jarman, D Jones, S Moysey,  
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)

**153/18 Apologies**

Apologies were received from Councillors Miss L Bray, N Farmer, R LeVar and N Pocock.

**154/18 Public Question Time and Petitions**

There were none.

**155/18 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.

**156/18 Minutes of the Council Meeting held on 8 October 2018**

**Resolved**

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

**157/18 Matters Arising from the above Minutes**

There were no matters arising.

**158/18 Chairman's Announcements**

The Chairman reported that the Public Realm meeting held on 5 November had been well attended and progress was being made.

The Strategic Plan was now available as a printed document.

The Corsham in Bloom presentation on 9 October had been a successful evening with many local residents attending and receiving awards.

The Chairman reported that the Storytown event over the weekend of 19-21 October had been an excellent event and will carry on in future years. Congratulations to all involved.

On 22 October Corsham Youth Council celebrated their 10-year anniversary.

The Chief Executive of Dorothy House, John Davies, visited the Town Council and gave a talk during his 'One Man and His Dog' tour.

The Chairman attended the Wiltshire Council Local Plan Review Meeting with the Planning and Events Officer and P Tapscott on 25 October.

The Chairman reported that Remembrance Day had been well attended and all the WW1 activities over the past four years had been a great success. The two Corsham Youth Councillors who attended Remembrance Day would be thanked for their support.

Councillor Mrs R Hopkinson reported that the culmination of events over the last four years had been excellent. All the projects and events organised by the Town Council had been successful. The Heritage Lottery grant of £6,000 had been used to renovate the WW1 memorial which had been found in the old chapel at Ladbrook Lane Cemetery and is now in St Bartholomew's Church. A painting of the poppy fields by Margaret Gray had been donated and is hanging at the Town Hall. Trees had been planted at Beechfield Nature Area and elsewhere, and a display of 115 rockets had been launched to remember those people of Corsham who had died during the war.

Councillors wanted to record thanks to the Head of Community Services, Mrs S Thomas, and all staff who had been involved in events over the past four years.

### **159/18 Policing and Community Safety**

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

On 12 October an unknown suspect had spray painted lines over the wall and front door of a property on Charles Street.

Also, on 12 October an unknown suspect had entered an unsecure storage container on Pound Pill and stole a nail gun valued at £945.00.

On 15 October an unknown suspect had gained entry to a white Mercedes parked on Stokes Road.

On 23 October an unknown suspect had stolen a watch from the changing room in Springfield Campus.

On 24 October an unknown suspect had gained access to a property on Bradford Road and carried out a search of the property. Money and jewellery were stolen.

On 27 October a lady left her mobility scooter outside the Springfield Campus as it had broken down. It had then been reported stolen.

On 27 October an unknown suspect had stolen a set of external doors valued at £1000 from the building site at Pickwick Court.

On 4 November an unknown female had entered Pickwick Service Station and stole two bottles of champagne.

On 6 November two females had stolen two new panel heaters from the open porch at a property on Kings Avenue.

On 7 November a lady was cutting her hedge at her home address on Pickwick Road. She left the hedge cutter unattended and it was stolen.

### **160/18 Correspondence**

- i) Members Information Sheets Nos. 408, 409 and 410 were noted.
- ii) Late correspondence – there was none.

### **161/18 Reports from Council representatives appointed to outside bodies**

Councillor C Fuller had attended a meeting at MOD Corsham with David Lynham MBE, Director of Service Development.

On 7 November Councillor P Anstey had attended a Potley and Pockeridge Community Association meeting. He reported that the Brunel Shed was making good use of the facilities.

Councillor Mrs R Hopkinson reported that a recipient of a Corsham in Bloom award had been delighted to receive an award having never won one in the past. Councillor Mrs A White also commented that the Pickwick residents were very pleased to receive a Corsham in Bloom award.

Councillor Mrs R Hopkinson reported that the Corsham Refugees sponsorship was going well.

Councillor Mrs G Sanders had attended a Transcoco meeting on 9 October. She reported that they were carrying out plastic waste audits on Corsham businesses in conjunction with their Plastic Waste Free Corsham.

Councillor Mrs G Sanders had attended the Community First AGM on 11 October.

**162/18 Minutes of the Finance and Administration meeting held on 17 October 2018**

**Resolved**

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

**163/18 Matters Arising from the above Minutes**

There were no matters arising.

**164/18 Minutes of the Council (Planning) meeting held on 24 October 2018**

**Resolved**

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

**165/18 Matters Arising from the above Minutes**

There were no matters arising.

**166/18 Minutes of the Corsham Youth Council meeting held on 22 October 2018**

**Resolved**

That the Minutes be noted.

**167/18 Use of the Council Chamber by Nationwide Building Society (*Minute 52/18*)**

At the Council meeting on 11 June 2018, it was resolved: i) That Councillors support free use of the Council Chamber fortnightly for the next four months, and ii) That, during this period, Nationwide be asked to record visits from customers and the types of transactions/advice they are giving/receiving and report back to the Town Council.

Nationwide stated that they would be happy to continue providing the service they were offering if the Town Council felt it was something the town required. From their point of view, they would be happy to continue as they were still getting people through the door.

**Resolved**

To continue offering Nationwide free use of the Town Hall fortnightly on Tuesdays for the next six months when it would be reviewed again.

**168/18 Plastic Waste Audit (*Minute 129/18*)**

Further to the previous meeting, the Chief Executive had met with a representative of Transcoco to discuss single-use plastics used by the Town Council. The plastics

audit demonstrated that the Town Council had a good awareness of plastic uses, and there were a few points identified for future consideration.

## Resolved

The Town Council would continue to explore its use of single-use plastics and report back to Council in six months.

### 169/18 MOD Corsham Community Liaison Panel

It was reported that the MOD Corsham Community Liaison Panel meeting had been postponed, and an alternative date would be arranged for the New Year.

### 170/18 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£18,175.91
Wiltshire Pension Fund - Pension Contribution for November 2018	£5,633.28
HMRC - Tax & NI for November - Reference 214PR001684021612 17 08	£6,224.95
Methuen Hall Trust - CTC Room Hire for October 2018	£356.00
Corsham Twinning Association - Deposit for 2019 Twinning Visit	£220.00
Newsquest - Story Town Advertising, WW1 Events Advertising, G&H Advert	£832.73
Corsham Print - Business Cards for J W, Storytown Banners, Stickers, Postcards and Promotional Material, SP Booklets, Poetry Booklets, Posters, WW1 Banners, Mirage Signs Ltd - Supply & Fit Vehicle Graphics for New IZUZU Pickup	£1,287.60
Media Clash - Quarter Page Advert for Christmas Lights	£414.00
Redpin Publishing - Half Page Advert for Xmas Lights - Life in Magazine	£150.00
Zurich Municipal - Increase in Insurance Premium to Cover Parkour and Outside Gym Equipment	£198.00
SLCC Enterprises - 11th Edition of Local Council Administration and Seminar	£165.94
Corsham Hardware – Grounds Team Consumables	£198.79
Langley Nurseries - Planters with Flowers x 14	£55.66
Auditing Solutions Ltd - First Interim Internal Audit	£252.00
Cosh Design - Document Design, Artwork and Production of Strategic Plan, WW1 Banners & Artwork, Xmas Banners & Artwork	£516.00
Screwfix - Safety Boots for Outside Staff x 3	£1,428.00
Beazer Electrical - Lamps for Guide Hut, Battery for Public Conveniences	£128.97
Amazon Business - Sharps Bins for Vehicles and Mobile Phone Cover	£24.78
St John Ambulance - First Aid at Work 3 Day Course for James Whittleton	£21.47
	£360.00

Travis Perkins - Play Area Repairs and Guidehut Maintenance, Timber and Wire	£179.78	
Excalibur - Dell Optiplex Computer, Configuration, Hardware and Installation	£865.79	
Wessex Tree Consultancy - Test and Report of 8 Trees at Ladbrook Lane Old Cemetery	£820.00	
Woods Business Services - 2 Office Chairs	£357.60	
Visit Wiltshire - Stand at South West Group Travel Show 16/2/2019	£300.00	
Hartham Park Estates - Middlewick Allotments Water Charge 1/4/18 to 30/9/18	£353.71	
Liskeard Town Council - Hire of Room	£17.00	
Innov8 Sportz CIC - Payment for Corsham Hub Club 28/9 to 26/10/18	£350.00	
Idverde - Fell Willow at Neston, Grounds Maintenance, Public Toilet Cleaning	£3,583.34	
J H Jones - Additional 6 Weeks Hire of Heras Fencing and Grave Digging	£2,176.00	
Eberline - Updates to Council Website, 2 x SSL Certificates, Renewal of NP Domain Name for 2yrs	£704.12	
MC Publishing - Entry into the Bath Magazine November 2018	£180.00	
Wired Publishing - 1/2 Page Advert in the West Wilts Magazine	£186.00	
BB Fixings Ltd - Gloves, Spray Paint, Blue Paper Towel Roll, Wipes, Bolts	£196.17	
Access Displays Ltd - Hire of Display Screens for WW1 Exhibition	£340.80	
Judi Buchanan - 'Their Past My Present' History Research Display for WW1 Project	£100.00	
Corsham Area Heritage & Information Centre - Contribution towards Electric	£110.14	
T W Landscapes Ltd - Turf for Levelling a Grave at the Cemetery	£9.90	
James Long Masons Ltd - Memorial Repairs at the Cemetery	£1,560.00	
GTW Media Ltd - Advertising in Travel World in November	£240.00	
Anya Beaumont Art - Artwork for the WW1 Remembrance Event	£228.21	
<b>Payment By Cheque</b>		
Petty Cash	£230.78	7706
Water2Business - Public Conveniences Water, Standpipes at Grove Road Allotments and Springfield Rec	£2,180.61	7707
Pensilva Health Centre - Confidential Personnel Report	£84.00	7708
Margaret Gray - Artwork for Corsham Commemorates WW1	£185.00	7709
Royal British Legion - Donation for 2 x Poppy Wreaths £18 and 1 Civic Poppy Wreath at £25	£61.00	7710
St Patricks Primary School - Materials for WW1 Bunting Display	£60.28	7711
<b>Grants</b>		
Gastard Village Hall	£500.00	IB
Wiltshire Citizen's Advice	£500.00	IB
Corsham Town Football Club	£500.00	IB

**Charge Card Statement**

Dropbox - Annual Renewal of Licence	£79.00
Paradise Trading - Picture Frames for CIB Presentation Evening	£124.20
Caketoppers - CYC 10 Year Anniversary Cake Decorations	£25.20
Ironmongery Direct - Key Safe for Guidehut	£23.82
Baker Ross - Santa's Gifts for Xmas Lights	£81.35
Screwfix - Pressure Washer	£399.99
Gentsworks Ltd - Lithium Battery for Public Conveniences	£28.80

**Sub total** **£54,566.67**

**Cheques / Internet Banking Paid Outside of Meeting**

Goughs Solicitors - 5% Deposit for Services Relating to New Cemetery	£2,662.50	IB
HMRC - Tax and NI Additional Payment	£224.13	IB

**Payments Made by Direct Debit/Standing Order**

West Mercia Energy - Newlands Road Public Conveniences Electricity	£39.61
West Mercia Energy - Guide Hut Electricity	£20.29
Vodafone - Mobile Telephones	£226.63
Peninsula - Health & Safety Advice & HR Consultancy	£392.40
SGW Payroll - Monthly Payroll Processing	£50.88
Hills Waste Solutions - Waste Collections and Skip Exchange	£272.76
Excalibur - Monthly Contract for IT Support	£487.56
Wiltshire Council - Business Rates for Public Conveniences	£89.00
Mainstream Digital - Telephone Charges and Superfast Broadband	£275.24
UK Fuels - Fuel for Work Vehicles	£269.01
Viking Direct - Stationary	£464.61

**SUB TOTAL** **£5,474.62**

**TOTAL** **£60,041.29**

**Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.21pm. There were no members of the public present.

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CHAIRMAN

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DATE