

**Minutes of the Council Meeting Held Remotely on Monday 12 October 2020**

**Present** Councillor S Abbott (Chairman)  
Councillors H Belcher, A Brown, A Crockford, T Ellis, N Farmer,  
R Hopkinson, M Jackson, D Jarman, S Moysey, G Sanders, M Wakeman

**In Attendance** A Coulling (Gigaclear)  
M Glead (Gigaclear)  
Mrs M Jones (Head of Finance and Administration)  
D Martin (Chief Executive)  
C Morris (Gigaclear)

**67/20 Apologies**

Apologies were received from Councillors L Bray, C Fuller, R LeVar and A White.

**68/20 Public Question Time and Petitions**

There were none.

**69/20 Declarations of Interest**

Agenda item 18 - Authorisation of cheques and payments - Councillor S Abbott declared a non-pecuniary interest in *Corsham Cricket Club grant* which was a payment on the Accounts Payable, as a member of the Cricket Club.

**70/20 Minutes of the Council Meeting held on 10 August 2020**

**Resolved**

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

**71/20 Matters Arising from the above Minutes**

There were no matters arising.

**72/20 Policing and Community Safety**

No report had been received. It was reported that the Town Council's mobile CCTV camera had been moved to the High Street at the request of the police following reports of anti-social behaviour.

### **73/20 Chairman's Announcements**

The Pound Arts – The Pound had received a Cultural Recovery Grant from Arts Council England.

Remembrance Sunday – There would not be a formal Remembrance Day Service or Parade due to Covid-19. Groups were asked to mark the occasion in their own way and people were being encouraged to mark the 8th and 11th November at home by standing on their doorsteps at 11am to observe two minutes' silence. The Chairman and Chief Executive would lay a wreath on Sunday 8 November on behalf of the Town Council.

The Chairman had attended a Wiltshire Area Localism and Planning Group meeting on 9 October which had been organised by Wiltshire Council at the request of WALPA. Wiltshire Council reported that they anticipate providing an update on the Five-Year Housing Land Supply some time in November.

### **74/20 Broadband Service for Corsham (Gigaclear)**

Christopher Morris (Gigaclear's Community Engagement Manager for Wiltshire) and his colleagues attended the online meeting and presented plans for a new broadband service for Corsham. They answered questions from Councillors and members of the public about the service and likely disruption to property whilst the works were carried out.

Building the network involved digging trenches on private land (with permission), the carriageway, verges, and paths. The work was part of the Wiltshire Online project.

### **75/20 Correspondence**

- i) Members' Information Sheets Nos. 469 to 472 were noted.
- ii) Late correspondence – there was none.

### **76/20 Reports from Council Representatives Appointed to Outside Bodies**

Councillor N Farmer reported that the StoryTown event was starting at the weekend. An online meeting with Bath Spa University would be taking place on Tuesday 13 October.

### **77/20 Minutes of the Council (Planning) meeting held on 16 September 2020**

#### **Resolved**

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

### **78/20 Matters Arising from the above Minutes**

There were no matters arising.

**79/20 Minutes of the Council (Planning) meeting held on 7 October 2020**

**Resolved**

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

**80/20 Matters Arising from the above Minutes**

There were no matters arising.

**81/20 Notes of Recent Committee Meetings**

Notes of the following informal Committee Meetings had been circulated to Councillors' for comment:

Property and Amenities Committee held on 23 September 2020.

Strategic Planning Working Group held on 24 September 2020.

There were no comments.

**82/20 Annual Governance and Accountability Return for the year ended 31 March 2020**

The Annual Governance and Accountability Return had been audited and the Notice of Conclusion of Audit was being advertised on the Town Council's website. No issues or concerns had arisen.

**Resolved**

That the Annual Governance and Accountability Return be noted.

**83/20 Issues for Corsham Area Board Consideration (*Various minutes*)**

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

It was agreed to request that an agenda item be included, asking for clarification over the relationship between Wiltshire Online, Wiltshire Council and Gigaclear, who were supplying broadband services in Corsham.

**84/20 Authorisation of cheques and payments**

**Accounts for Payment - Corsham Town Council - 12 October 2020**

**Online Banking Payments**

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£22,934.15
Wiltshire Pension Fund - Pension Contribution for October 2020	£7,930.27
HMRC - Tax & NI for October	£8,893.92
Department for Work and Pensions - DEA Payment for Employee 53	£166.14

Methuen Hall Trust - Hire of Council Chamber for Office Space	£250.00	
Lewis Dickenson - Busking in High Street on 26.9.20	£50.00	
DragonFly Music - Busking in High Street on 19.9.20	£50.00	
Craig Mitchell, Funk City Band - Busking in High Street on 29.8.20 & 30.9.20	£100.00	
Tudor Environmental - Chainsaw Trousers for Ground Staff	£138.53	
James Long Mason - Health & Safety Inspections on Cemetery Memorials	£540.00	
Tracey Kelly - Busking in High Street on 19.9.20	£50.00	
Health Assured - HR Advice Management Referral	£326.40	
PKF Accountants - Professional Services for Annual Governance & Accountability Return for Year End 31 March 2020	£2,400.00	
Newsquest - Adverts for Free Parking in Gazette & Herald, Wiltshire Times and Online	£408.00	
Alarms and Electrical - Service Fire Extinguishers at Guide Hut/Arnold House and Intruder Alarm Service	£331.80	
Screwfix - Safety Boots for Ground Staff and Grounds Team Consumables	£50.58	
Online Playgrounds - 2 x Cradle Swing Seats	£350.40	
Idverde - Grounds Maintenance Contract, Cleaning Public Toilets	£2,964.01	
Isuzu - Annual Service for Vehicle WV68OVO	£420.98	
Enterprise Flexi-E-Rent - Hire of Vehicle for Grounds Staff	£694.30	
Haine & Smith Opticians - 3 x Staff Eye Tests/Contribution Towards VDU Lenses	£102.95	
Corsham Print - Autumn Newsletter, Design and Printing & StoryTown Programmes	£1,782.00	
TAN Electrics Ltd - Electrical Works at Arnold House Flats	£212.40	
Charles Saunders - Grounds Team Consumables	£68.53	
CD Fencing & Construction Services - Chain-link Fence at The Batters	£2,998.32	
Kevin Johnson - Public Toilet Repair	£145.00	
Travis Perkins - Concrete Edging Stones for Cemetery	£61.93	
Agripower - New Cemetery Construction Certificate 5	£25,063.84	
Cliff Gater - Busking in Corsham	£50.00	
John Miller - Battery Operated Ground Staff Gardening Equipment	£1,417.20	
Circling the Square - Sketch Ideas for Springfield Public Art	£180.00	
Inclusive Intergenerational Dance - Behind Closed Doors Health & Wellbeing Grant	£2,000.00	
Matthew Tett - StoryTown Co-ordinating and Additional Expenses	£1,219.39	
Teagle Domestic Services - Investigate and Repair Faulty Cooker Hood	£70.00	
<b>Cheque</b>		
Petty Cash	£0.00	
SSE - Springfield Electricity	£131.15	7765
<b>Grant</b>		
Corsham Cricket Club	£500.00	IB
<b>Charge Card</b>		
Toolstation - Smoke Pellets for Flat 2 Chimney	£10.98	
Hire Station Ltd - Hire of Weed Rotating Brush	£100.46	
Pest Control Supermarket - Pest Control Pellets	£33.94	

Dropbox - Annual Subscription Renewal	£95.88
<b>Sub total</b>	<b>£85,293.45</b>
<b>Cheques / Internet Banking Paid Outside of Meeting</b>	
Global Radio Services Ltd - Radio Advertising for 12 Weeks	£2,963.66
Palladio Stone Ltd - Deposit for High Street Paving	£16,500.00
<b>Payments Made by Direct Debit/Standing Order</b>	
West Mercia Energy - Public Conveniences Electricity	£49.40
West Mercia Energy - Guide Hut Electricity	£24.30
Peninsula - Health & Safety Advice and HR Bright Consultancy	£390.04
SGW Payroll - Monthly Payroll Processing	£48.96
Hills Waste - Waste Collections	£379.87
Excalibur (Bridge Solutions) - Monthly IT Support & Services, Cabling and Socket for Additional Telephone	£1,726.86
UK Fuels - Fuel for Work Vehicles x 4 and Annual Card Charge	£165.41
Vodafone - One Net Business Telephone/Mobile Charges	£500.07
Wiltshire Council - Business Rates for Public Conveniences	£96.00
SSE - CCTV Electricity	£13.46
Viking - Stationery Items	£95.44
<b>SUB TOTAL</b>	<b>£22,953.47</b>
<b>TOTAL</b>	<b><u>£108,246.92</u></b>

That the cheques and transfers be authorised for payment.

## 85/20 Covid-19 Emergency Update, Recovery Plan and Q&A

Updates included:

- Recovery Plan – The Plan had been updated and published on the Town Council's website.
- Remembrance Day – Wiltshire Council would be updating the Chief Executive at a briefing on 13 October.
- Green Recovery – Wiltshire Council to update the Chief Executive on 13 October.
- Covid-19 Time Allocation – the Chief Executive reported that staff spent almost half of their working time on Covid-19 during the first six months of the pandemic.

The update was noted.

The meeting commenced at 7.30pm and closed at 9.03pm. There were seven members of the public present at the start of the meeting and none at the end.

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CHAIRMAN

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DATE