

**Minutes of the Annual Council Meeting held at the Town Hall on Monday 14 May 2018**

**Present** Councillor S Abbott (Chairman)  
Councillors Miss T Alberga, P Anstey, Ms L Bray,  
N Farmer, Mrs R Hopkinson, D Jones, R Le-Var, J Maloney, S Moysey,  
N Pocock, Mrs G Sanders, R Taylor, Mrs A White and Mrs C Woodward

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

**01/18 Apologies**

Apologies were received from Councillors C Fuller, M Jackson, D Jarman and Mrs M Wakeman.

**02/18 Election of the Chairman of the Council**

Councillor N Farmer proposed that Councillor S Abbott be elected as Chairman for the forthcoming Council year, seconded by Councillor Miss T Alberga. There being no further nominations, it was:

**Resolved**

That Councillor S Abbott be elected Chairman of Corsham Town Council for the forthcoming year.

**03/18 Declaration of Acceptance of Office by the Chairman**

Councillor S Abbott accepted the Office of Chairman for the forthcoming year and signed the Declaration of Acceptance of Office.

**04/18 Election of Vice Chairman of the Council**

Councillor S Abbott proposed that Councillor Mrs R Hopkinson be elected as Vice-Chairman for the forthcoming year, seconded by Councillor R Le-Var. There being no further nominations, it was:

**Resolved**

That Councillor Mrs R Hopkinson be elected Vice-Chairman of Corsham Town Council for the forthcoming year.

## **05/18 Public Question Time and Petitions**

There were none.

## **06/18 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.

## **07/18 Minutes of the Town Council Meeting held on 9 April 2018**

### **Resolved**

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

## **08/18 Matters Arising from the above Minutes**

There were no matters arising.

## **09/18 Matters Arising from the Annual Town Meeting held on 19 April 2018**

There were no matters arising.

## **10/18 Chairman's Announcements**

The Chairman suggested to Councillors that the recent Twinning gift of wine could be auctioned at an event and the money raised be given to the Chairman's nominated charity. The Chairman would chose a charity at a later date.

## **11/18 Policing and Community Safety**

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

On 11 April a 17-year-old male had been apprehended in Arnolds Mead and found to be in possession of an unknown quantity of drugs with intent to sell. He was arrested and later released under investigation.

On 19 April unknown suspects had stolen a trailer-mounted woodchipper from a driveway on Coulston Road.

In the early hours of 20 April an unknown suspect had forced entry into the Co-op, Martingate Centre, and stolen a quantity of cigarettes from the secure cabinets.

Officers from the Community Tasking Team attended Bath Police Station and joined with Avon and Somerset police, who had also been dealing with a series of burglaries. Wiltshire Police arrested and interviewed two males on suspicion of a number of burglaries, who were charged with the burglary at Barnett Brothers and the Co-op in Box, Corsham and other areas nearby.

On 26 April unknown suspects had entered the old Mansion House on Pickwick Road and caused approximately £2,000 worth of damage and stole a large amount of lead from the roof.

On 29 April a suspect had approached Pickwick Service Station on foot, filled up a container of unleaded petrol and made off without paying. Enquiries were ongoing.

On 28 April unknown suspects had slashed all the tyres of a BMW car parked at the rear of Bences Lane.

On 1 May unknown persons had removed lead flashing from a roof on Kirby Road.

Also on 1 May, unknown suspects had damaged a grey Dacia Duster parked on Tupman Road causing a dent to the passenger side front wing. On the same day, an unsecured bicycle had been stolen from Newlands Road.

On 6 May an unknown suspect had slashed two tyres on a Vauxhall Vivaro parked on Potley Lane.

PCSO Shaun Redmond had been involved with some excellent community engagement involving the Co-op in the Martingate Centre and a local school. It was suspected that some youths had been involved in shoplifting. Youths had been spoken to in school with parents present to prevent any further issues.

## **12/18 Appointments to Committees, Working Groups and Panels, and Election of Committee Chairmen and Vice-Chairmen**

### **i) Appointment of Property and Amenities Committee (9 to 12 Members)**

Councillors P Anstey  
Miss L Bray  
Mrs K Duckhouse  
C Fuller  
D Jones  
N Pocock  
Mrs G Sanders  
R Taylor  
Mrs M Wakeman  
Mrs A White

### **ii) Election of Chairman and Vice-Chairman of the Property and Amenities Committee**

Councillor S Abbott proposed that Councillor P Anstey be elected Chairman of the Property and Amenities Committee for the forthcoming year, seconded by Councillor D Jones. There being no further nominations it was:

**Resolved**

That Councillor P Anstey be elected Chairman of the Property and Amenities Committee for the forthcoming year.

Councillor P Anstey proposed that Councillor Mrs G Sanders be elected Vice-Chairman of the Property and Amenities Committee for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations, it was:

**Resolved**

That Councillor Mrs G Sanders be elected Vice-Chairman of the Property and Amenities Committee for the forthcoming year.

**iii) Appointment of Community Services Committee (9 to 12 Members)**

Councillors Ms L Bray  
N Farmer  
C Fuller  
M Jackson  
D Jarman  
J Maloney  
Mrs G Sanders  
R Taylor  
Mrs M Wakeman  
Mrs A White  
Mrs C Woodward

**iv) Election of Chairman and Vice-Chairman of the Community Services Committee**

Councillor Mrs R Hopkinson proposed that Councillor N Farmer be elected Chairman of the Community Services Committee for the forthcoming year, seconded by Councillor J Maloney. There being no further nominations it was:

**Resolved**

That Councillor N Farmer be elected Chairman of the Community Services Committee for the forthcoming year.

Councillor N Farmer proposed that Councillor D Jarman be elected Vice-Chairman of the Community Services Committee for the forthcoming year, seconded by Councillor Mrs A White.

**Resolved**

That Councillor D Jarman be elected Vice-Chairman of the Community Services Committee for the forthcoming year.

v) **Appointment of Finance and Administration Committee (9 to 12 Members)**

Councillors S Abbott  
P Anstey  
Mrs R Hopkinson  
M Jackson  
D Jarman  
D Jones  
R Le-Var  
S Moysey  
R Taylor  
Mrs A White

vi) **Election of Chairman and Vice-Chairman of the Finance and Administration Committee**

Councillor P Anstey proposed that Councillor R Le-Var be elected Chairman of the Finance and Administration Committee for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations, it was:

**Resolved**

That Councillor R Le-Var be elected Chairman of the Finance and Administration Committee for the forthcoming year.

Councillor R Le-Var proposed that Councillor S Moysey be elected Vice-Chairman of the Finance and Administration Committee for the forthcoming year, seconded by Councillor J Maloney.

**Resolved**

That Councillor S Moysey be appointed Vice-Chairman of the Finance and Administration Committee for the forthcoming year.

vii) **Appointment of Accounts Sub-committee (4 Members + 2 reserves)**

Councillors P Anstey  
M Jackson  
D Jones  
J Maloney (reserve)  
R Taylor (reserve)  
Mrs A White

viii) **Appointment of Neighbourhood Planning Steering Group (5 to 6 Members)**

Councillors S Abbott  
Miss T Alberga  
D Jarman

R Le-Var  
J Maloney  
Mrs G Sanders

### **Election of Chairman of the Neighbourhood Planning Steering Group**

Councillor Mrs R Hopkinson nominated Councillor S Abbott as Chairman of the Neighbourhood Planning Steering Group for the forthcoming year, seconded by Councillor N Farmer.

#### **Resolved**

That Councillor S Abbott be elected Chairman of the Neighbourhood Planning Steering Group.

#### **ix) Appointment of Community Awards Panel (4 to 5 Members)**

Councillors Ms L Bray  
Mrs K Duckhouse  
N Farmer  
Mrs R Hopkinson  
R Le-Var

#### **x) Appointment of Staffing Panel (5 Members)**

Councillors N Farmer  
R Le-Var  
S Moysey  
Mrs M Wakeman  
Mrs A White

#### **xi) Appointment of Appeals Panel (5 Members)**

Councillor Miss T Alberga  
Ms L Bray  
M Jackson  
J Maloney

#### **xii) Appointment of Strategic Planning Working Group**

The Strategic Planning Group comprises of the Chairman and Vice-Chairman of the Council and Chairmen of Committees.

#### **Resolved**

That in addition to the Chairman and Vice-Chairman of the Council and the Chairmen of Committees, Councillors D Jarman, S Moysey and Mrs G Sanders be appointed to the Strategic Planning Group.

## **13/18 Appointments to Outside Bodies**

### **Resolved**

That the following appointments to outside bodies be made for 2018/19:

- i) Bath Spa University Liaison (2/3 Members + Council Chairman) – S Abbott (Chairman), Mrs K Duckhouse, D Jarman and Mrs A White
- ii) Campaign to Protect Rural England (1 Member + 1 reserve) – C Fuller, N Farmer (reserve)
- iii) Community First (1 Member + 1 reserve) – Mrs A White
- iv) Corsham Area Transport Group (2 Members) – P Anstey, R Taylor
- v) Corsham Chamber of Commerce (1 Member + 1 reserve) – Mrs R Hopkinson, D Jarman (reserve)
- vi) Corsham in Bloom (up to 4 Members) – Ms L Bray, D Jones, Mrs R Hopkinson
- vii) Corsham Local Youth Network (2 Members + 1 reserve) – S Moysey, N Pocock, Mrs K Duckhouse (reserve)
- viii) Corsham Railway Station Town Team (3 Members) – S Abbott, R Le-Var, Mrs A White and S Moysey (reserve)
- ix) Corsham Twinning Association (1 member + 1 reserve) – Mrs K Duckhouse, J Maloney (reserve)
- x) Corsham for Walking (1/2 Members) – Mrs A White
- xi) Corsham Youth Council (2 Members + 1 reserve) – N Farmer, Mrs K Duckhouse, S Moysey (reserve)
- xii) Emergency Planning Volunteer (1 Member) – C Fuller, Mrs C Woodward (reserve)
- xiii) Fairtrade (1 Member + 1 reserve) – N Farmer, Mrs R Hopkinson
- xiv) Potley & Pockeridge Community Association (1 Member + 1 reserve) – P Anstey, M Jackson (reserve)
- xv) The Pound Arts Trust Ltd (1 Member + 1 reserve) – N Farmer, Mrs K Duckhouse (reserve)
- xvi) Town Council Surgery (4 Members) – S Abbott, Miss T Alberga, Mrs R Hopkinson, R Le-Var
- xvii) Transcoco Mrs G Sanders, Mrs C Woodward
- xviii) Wiltshire Association of Local Councils - (1 Member + 1 reserve) – J Maloney, N Farmer (reserve)
- xix) Wiltshire Market Towns Forum (1 Member) – Mrs A White
- xx) World War One Centenary Commemorations (up to 6) C Fuller, Mrs R Hopkinson, D Jones, Mrs G Sanders, Mrs M Wakeman

### **14/18 Appointment of Representative on Environment Issues (1 Member + 1 reserve)**

Councillors Mrs G Sanders, C Fuller (reserve)

### **15/18 Appointment of Representative on Health Issues (1 Member + 1 reserve)**

Councillors R Taylor, Mrs C Woodward (reserve)

## **16/18 Correspondence**

- i) Members Information Sheets Nos. 395, 396 and 397 were noted.
- ii) Late correspondence – The Chief Executive circulated a helpers rota for the Taste of Corsham event.

## **17/18 Reports from Council representatives appointed to outside bodies**

*Councillor Mrs R Hopkinson* – had attended a Crime in Corsham meeting on Friday 11 May which had been organised by MP Michelle Donelan.

*Councillor Mrs R Hopkinson* – reminded Councillors that the Corsham Refugee launch was on 15 May at the Town Hall.

*Councillor R Le-Var* – had attended the Corsham Walking Festival meeting and reported that there were still some places left on four of the walks and administration help was required over the weekend.

*Councillor Mrs A White and other Councillors* – had attended the Highways meeting on 8 May. One of the issues discussed was blocked gullies. The annual clearing of gullies for Corsham would be on 6 June. Blocked gullies could be reported to Mrs D Wilkins in the office.

*Councillors Mrs G Sanders and Mrs C Woodward* – had attended the Transcoco meeting on 24 April and reported how successful the monthly litter picks were.

## **18/18 Minutes of the Finance and Administration Committee meeting held on 11 April 2018**

### **Resolved**

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

## **19/18 Matters Arising from the above Minutes**

There were no matters arising.

## **20/18 Minutes of the Council (Planning) Meeting held on 18 April 2018**

### **Resolved**

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

## **21/18 Matters Arising from the above Minutes**

There were no matters arising.



## **22/18 Minutes of the Council (Planning) Meeting held on 9 May 2018**

### **Resolved**

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

## **23/18 Matters Arising from the above Minutes**

There were no matters arising.

## **24/18 Minutes of the Corsham Youth Council meeting held on 30 April 2018**

### **Resolved**

That the Minutes be noted.

## **25/18 General Data Protection Regulations (GDPR) Update**

The Chief Executive updated the Council on progress with the implementation of GDPR which was coming into force on 25 May 2018.

Regular meetings were taking place between the Chief Executive, Head of Finance and Administration and Administration Officer. A staff audit had been carried out on where and how we retain data. Templates and policies had been received from i-West, the appointed specialist company and Data Protection Officer. Due to legislation changes smaller councils no longer require a Data Protection Officer, although it was good practice to appoint one.

## **26/18 Localism Act 2011, Standards**

Further to Wiltshire Council's correspondence from the Monitoring Officer on the Localism Act 2011 Standards, the Chief Executive had responded to Part 1 - Code of Conduct and Part 2 – Registration of Interests. Corsham Town Council had no further comments to make on the Government Consultation on Ethical Standards. Regarding future training, it was suggested that short training and information videos and tutorials would be useful.

## **27/18 Electoral Review of Wiltshire Council**

Wiltshire Council's update on the Consultation on New Division Boundaries was noted.

## **28/18 Town and Parish Councils Training and Networking Day**

The Town Council had been invited to send up to two representatives to a training and networking day on Friday 15 June at County Hall, Trowbridge. Councillor Mrs R Hopkinson and Councillor P Anstey would attend.

## 29/18 Authorisation of cheques and payments

### Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£19,214.34
Wiltshire Pension Fund - Pension Contribution for May 2018	£6,310.67
HMRC - Tax & NI for May - Reference 214PR0016840216121702	£6,401.27
Methuen Hall Trust - Quarterly Grant	£4,074.50
Methuen Hall Trust - CTC Room Hire for April 2018	£320.00
Wiltshire Council - Pest Control Services for Arnold House & Flats	£196.00
J H Jones & Sons - Grave Digging	£1,180.00
Hartham Park Estates Ltd - Middlewick Lane Allotment Water	£23.14
Corsham Print - Spring/Neighbourhood Plan Newsletters and Consultation Banners, Recruitment Banners	£1,724.00
Wiltshire Council - Lead Groundsman Advertising on WC Website	£118.80
Charles Saunders - 1500 x Black Bags	£314.64
GTW Ltd - Advertising Corsham as a Destination, Advertising in May WI Issue and On-Line Listings Subscription	£419.99
Travis Perkins - Play Area Repairs at Neston, Transformer Hire, Allotment Maintenance	£97.90
Online Playgrounds - Screws and Caps for Playground Repairs	£23.76
Amazon Business - iPad Case for Office iPad	£20.88
Cooke Auto - Annual Service Vehicles YX13VJE & WV14 CYC	£529.70
Redpin Publishing Ltd - Advertisements in Melksham & Bradford On Avon 'Life In' Magazines and Advert Upgrade Fee	£432.00
DCK Accounting Solutions - Pre-Year End Check	£463.92
Dentons Directory - Entry in 2019 Directory	£108.00
Lance Print Ltd - Advertising in Wiltshire Women's Institute Newsletter	£169.19
Cosh Design - Artwork for N/Plan Banners, Spring Newsletter, Taste of Corsham, Recruitment Banner and Adverts	£1,231.50
Corsham Area Heritage & Info Centre - Contributions Towards Electricity at A/House	£413.31
RBS Solutions Ltd - Omega Software Maintenance	£444.00
M J Fews Land Rover - Deposit for New Grounds Maintenance Vehicle	£500.00
Screwfix - 1 x Safety Work Boots	£36.99
Newsquest - Visit Corsham Advert in Wiltshire Times and Uptown Magazine	£270.00
The Chelsea Magazine - Advertising in 'A Year in The English Garden'	£240.00
The Pound Arts Trust Ltd - First Instalment of The Pound SLA 2018-19	£3,000.00
Idverde - Public Toilet Cleaning, Grounds Maintenance	£2,939.60
Corsham Tyre Service - Service and MOT Vehicle AV08 ZCY	£426.72
Local Toilet Hire - 5 x Event Toilets for Summer Fete	£528.00
Wired Publishing (West Wilts Magazine) - Advertising	£118.80

Wiltshire Council - Annual Business Rates for Ladbrook Lane Cemetery	£223.20	
The Big Draw - Registration Fee for the 2018 Big Draw	£150.00	
Brooks Smith Creative - Redesign of Corsham Town Map	£180.00	
<b>Payment by Cheque</b>		
Petty Cash	£120.20	7687
Water 2 Business - Water Usage at Public Conveniences, Standpipe at S/Field and Grove Road Allotments	£1,880.33	7688
SSE - Skate Park Electricity	£30.66	7689
<b>Grants</b>		
Wiltshire Cricket Club	£350.00	IB
Corsham 60+ Club	£250.00	IB
<b>Charge Card - April &amp; May Statements</b>		
DVLA - Road Tax for YX13 VJE and WV14 CYC	£485.00	
Curry's - iPad - £319.00	£319.00	
Hampshire Flags - RAF Flag - 45.53	£45.53	
Lloyds Charge Card - Annual Fee	£32.00	
GWR - 2 x Rail Tickets for Royal Garden Party	£108.40	
Chartered Institute of Marketing - Tourism and Marketing Training Events	£130.00	
There but Not There - WW1 Silhouettes	£182.18	
<b>Sub total</b>	<b>£56,778.12</b>	
Cheques / Internet Banking Paid Outside of Meeting		
Bentley Model Railway Group - Funds Returned as S/Field Recreation Ground too wet to use as a Car Park	£400.00	
Deli at Corsham - Food Hamper for Twinning Gift	£70.48	
<b>Payments Made by Direct Debit/Standing Order</b>		
West Mercia Energy - Newlands Road Public Conveniences Electricity	£38.69	
West Mercia Energy - Guide Hut Electricity	£23.73	
Vodafone - Mobile Telephones	£215.08	
Peninsula - Health & Safety Advice & HR Consultancy	£392.40	
SGW Payroll - Year End Employee P60's, April & May Monthly Payroll Processing	£158.40	
Hills Waste Solutions - Waste Collections and Skip Exchange	£305.45	
Excalibur - Monthly Contract for IT Support	£403.92	
Wiltshire Council - Business Rates for Public Conveniences	£89.00	
Mainstream Digital - Telephone Charges and Fraud Protection	£278.79	
Viking - Stationary Items, Postage, Grounds Team Consumables, Office Chairs	£492.43	
UK Fuels - Fuel for Work Vehicles	£129.07	

SUB TOTAL	£2,997.44
TOTAL	£59,775.56

**Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.52pm. There were no members of the public present at the meeting.

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CHAIRMAN

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DATE