

Minutes of the Council Meeting held at the Town Hall on Monday 14 October 2019

Present Councillor S Abbott (Chairman)
Councillors P Anstey, R Hopkinson, M Jackson, D Jarman, R LeVar,
J Maloney, G Sanders, M Wakeman, A White and C Woodward

In Attendance PC A Bray (Wiltshire Police)
K Gaskin (Corsham Community Area Health and Wellbeing Group)
Mrs M Jones (Head of Finance & Administration)
S Lewis (Wessex Water)
D Martin (Chief Executive)

124/19 Apologies

Apologies were received from Councillors L Bray, N Farmer, C Fuller, T Alberga,
D Jones and S Moysey.

125/19 Public Question Time and Petitions

There were none.

126/19 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.

127/19 Minutes of the Council Meeting held on 9 September 2019

Resolved

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

128/19 Matters Arising from the above Minutes

There were no matters arising.

129/19 Chairman's Announcements

14 September – The Street Fair was another great event, the weather was good and
the fair was well attended. The Chairman thanked all the Officers and Councillors
who had helped on the day.

14 September – The Chairman attended the Ride and Stride event at St Bart's.

27 September – The Chairman attended the Show of Hands exhibition at Bath Spa University, in Corsham Court.

28 September – The Chairman attended the Transcoco litter pick.

30 September – The Chairman attended a Public Realm consultation meeting with residents, at the Town Hall.

1 October – The Chairman attended the Local Plan Review Consultation.

3 October – The Chairman attended the Bath Spa University Liaison meeting.

4 October – The Chairman attended the Peacock Arts Trail launch evening at the Town Hall.

9 October – The Chairman attended the RUH Governors/Members Forum.

9 October – The Chairman attended a meeting at the Town Hall to discuss how to mark/celebrate the 125th Anniversary of the Council.

9 October – The Chairman chaired the Retailers' Forum meeting.

11 October – The Chairman and Chief Executive attended a MOD Corsham meeting to discuss environmental issues.

14 October – The Chairman attended the Remembrance Day planning meeting at the Town Hall.

130/19 Policing and Community Safety

PC Bray introduced herself as she had recently replaced PC Anderson. She updated the meeting on recent changes within the policing teams at Chippenham and Corsham.

It was suggested that the Policing and Community Safety agenda item be covered earlier on the agenda so as not to have the police representative waiting longer than necessary. It was agreed to place this agenda item before Chairman's Announcements.

131/19 Correspondence

- i) Members Information Sheets Nos. 432 and 433 were noted.
- ii) Late correspondence – There was none.

132/19 Reports from Council representatives appointed to outside bodies

Councillor A White had attended the Community First AGM in Devizes.

Councillor A White had attended a Twinning Association meeting and informed Councillors that a visit from Jargeau was planned for May 2020.

Councillor A White reported that the Walking Festival dates for 2020 would be 12 - 14 June.

Councillor A White reported that the Pickwick Association was performing a musical called Pickwick Capers as part of the StoryTown weekend.

Councillor R Hopkinson had attended the RUH AGM.

Councillor G Sanders reported that Transcoco was having a Give and Take Day on 9 November at the Campus.

133/19 Minutes of the Council (Planning) meeting held on 11 September 2019

Resolved

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

134/19 Matters Arising from the above Minutes

There were no matters arising.

135/19 Minutes of the Community Services Committee meeting held on 25 September 2019

Resolved

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

136/19 Matters Arising from the above Minutes

There were no matters arising.

137/19 Minutes of the Council (Planning) Committee meeting held on 2 October 2019

Resolved

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

138/19 Matters Arising from the above Minutes

There were no matters arising.

139/19 Minutes of the Strategic Planning Working Group meeting held on 16 September 2019

Resolved

That the Minutes be approved as a true record.

140/19 Matters Arising from the above Minutes

There were no matters arising.

141/19 Minutes of the Corsham Youth Council meeting held on 23 September 2019

That the Minutes be noted.

142/19 Temporary Closure of Railway Footbridge between Pound Mead/Station Road and The Cleeve, Corsham

Stuart Lewis of Wessex Water attended the meeting and explained what was being proposed to repair a damaged section of sewer that runs along the southern railway embankment through Corsham and the urgent measures being implemented to ensure that sewerage services can continue uninterrupted. Unfortunately, this would mean the footbridge over the railway (i.e. The Cleeve) would be closed for around six weeks from the beginning of November to enable a pumping station to be installed.

Mr Lewis explained that sections of the sewer pipe were in very poor condition and that sections of the embankment also needed maintenance. An emergency pumping station would be installed in case of any emergencies during the time the work was being carried out. Network Rail would be working alongside Wessex Water during the works. Maps and handouts were given to the Council and would also be delivered to residents' homes in the area.

Mr Lewis answered Councillors' questions about the scheme and how it would impact on residents.

143/19 Strategic Plan Update

- i) Theme 1: A Safe and Healthy Community (*Minute 188/18*) – Kevin Gaskin gave a report on the work of the Corsham Community Area Health and Wellbeing Group and the Chief Executive gave an update on progress with actions which arose from the report to the December 2018 Council meeting. Points raised included: U3A/FE; the Corsham Health and Wellbeing Group; working with schools and Corsham Institute; intergenerational events, and IT scams. It was felt that it was worth exploring what measures could be taken to increase the impact that the Health and Wellbeing Group had by investing Town Council Strategic Plan funds in this area.

It was agreed to arrange a meeting between Kevin Gaskin, Ros Griffiths (Wiltshire Council's Community Engagement Manager) and Town Council representatives to explore how health and wellbeing activity could be expanded in Corsham in line with Strategic Plan objectives.

- ii) Strategic Plan Update (*Minute 78/19 and others*) – The second quarterly report of 2019/20 was noted.

144/19 Climate Debate/Environment Task Group

Further to previous Council meetings and the establishment of the Corsham Environment Task Group with agreed Terms of Reference, Councillors were asked to

consider whether the expression 'climate emergency' should be used by the Town Council. Whilst this term was becoming widely used, it was still disputed by several scientists. A lengthy and detailed discussion took place on the issue. An update on the activity of the Environment Task Group was also given, including the drafting of a Town Council Action Plan for dealing with carbon reduction. The draft Action Plan was being discussed by the Group at its next meeting, along with the initial findings of the Carbon Audit of Town Council activity.

Resolved

That Corsham Town Council uses the term 'climate emergency' in appropriate circumstances but does not declare a climate emergency.

145/19 Corsham Neighbourhood Plan Update (*Various Minutes*)

It was reported that the referendum on the Corsham Neighbourhood Plan would take place on Thursday 14 November 2019. The Information Statement and the Notice of Referendum were being advertised as from the approved dates and a copy of the Statutory Referendum Timetable had been circulated. Flyers were being delivered by Royal Mail to Corsham residents. The Notices and further information were available on the Wiltshire Council website.

Counting of votes would commence as soon as possible after the close of the poll at 10pm at Springfield Campus. However, this location could change if a snap General Election was called.

Resolved

That the update on the Neighbourhood Plan be noted.

146/19 Electoral Review of Wiltshire Council and Community Governance Reviews (*Minute 99/19 and others*)

i) Electoral Review - Further to previous meetings, The Local Government Boundary Commission for England had announced its final recommendations for Unitary Divisions within Wiltshire. A Summary Report of the proposed changes and Map of the Parish Warding Arrangements for Corsham were provided.

ii) The recommendations would be laid before Parliament and could not be amended, only approved or rejected. The final recommendations and full details can be found on the LGBCE website. Once approved, the divisions would take effect from the next local elections in May 2021.

The final recommendations also covered warding arrangements for Town and Parish Councils. The LGBCE had taken some of the Town Council's comments on board, but not changed the Valley Road boundary from its previous recommendation.

There would still be 20 Town Councillors, but from May 2021 they would be divided as follows: Corsham Gastard 1; Corsham Ladbrook 8; Corsham Neston 3 and, Corsham Pickwick 8.

- iii) Community Governance Review - Wiltshire Council was again seeking expressions of interest for any changes to governance arrangements desired by parishes. Wiltshire Council was re-contacting all parishes to ask them to examine the LGBCE recommendations, which included consequential changes to parish arrangements in many areas, to see if this had any bearing on the requests they had submitted or any lack of request. At the August Town Council meeting, the Town Council *Resolved: 'That Wiltshire Council be informed that whilst the Town Council does not wish to request a CGR review at this time, it reserves the right to request a review in the future'*. It was not felt that the changes were significant enough to warrant a change to the previous resolution at this time.

Resolved

That the Electoral Review of Wiltshire Council and request to consider a Community Governance Review be noted.

147/19 Remembrance Parade and Service

Names of those Members attending the Remembrance Parade and/or morning Church Service on Sunday 10 November 2019 were requested.

Resolved

That Councillors S Abbott, R Hopkinson, M Jackson, J Maloney, G Sanders, M Wakeman and A White would attend the Remembrance Parade and/or Service.

148/19 Issues for Corsham Area Board Consideration (*Minute 102/19 and others*)

Further to previous meetings, this regular agenda item asked the Town Council to identify issues for Area Board consideration. No new issues were raised.

149/19 Authorisation of cheques and payments

Online Banking Payments

Salaries & Payments - CTC Staff	£20,419.48
Wiltshire Pension Fund - Pension Contribution for October 2019	£6,617.07
HMRC - Tax & NI for October - Reference 214PR001684021612 17 0	£6,909.69
Methuen Hall Trust - CTC Room Hire for September 2019	£488.00
Methuen Hall Trust - Wiltshire Council Paid Hall Hire Invoice 2623	
Wrong Account	£140.00
Methuen Hall Trust - Quarterly Grant	£3,995.00
David Groundwork - Hire of Excavator/Operator Bradford Rd Depot	£696.12
Matthew Tett - Co-ordinating StoryTown 2019 (Sept and October)	£1,000.00
Mega-Rod - Clear Blocked Drain at Flat 2 Arnold House	£390.00
Amazon - Items for Street Fair Prizes and a Portable PA System, LED	
Lights, Instrumental CDs for Events	£175.43
Newsquest - Advertising Youth Events in Various Editorials and	£1,277.99

Online	
Screwfix - Angle Grinder, Pipe Insulation, Safety Boots, Putty/Tape	£208.63
WALC - Chaining Skills Training Course x 2 Delegates	£156.00
Goughs Lawyers Ltd - Fees for Novation of Contract	£234.00
Mines Leisure Hire - Wooden Benches for Street Fair, Glass Hire for Corsham in Bloom and Peacock Arts Launch	£347.86
Corsham Print - StoryTown Programmes, Stickers, Banner Stickers, Autumn Newsletter, Pull up Banner Peacock Art Trail, N/Plan Leaflets and Banners	£1,860.80
Ideverde - Toilet Cleansing for August/September and Grounds Maintenance	£4,013.79
Ultra-Warm Ltd - Emergency Repair and Replacement of Emersion Water Cylinder	£560.38
Wireless CCTV - New WCCTV 4G IR Speed Dome	£6,000.00
Parklife UK - Repair and Parts for the Roundabout at Springfield	£770.00
Charles Saunders - Black Bags, Protective Gloves, Paper Towel Rolls	£256.82
Cosh Design - Design and Artwork for Street Fair Leaflet, N/Plan Banner	£660.00
Auditing Solutions - Internal Audit First Interim Visit	£534.00
Visit Wiltshire - Advertising in Great West Way Travel Magazine 2020, Social Media Training	£798.00
M & P Engineering - 2 Support Bars for Basketball Nets and Frame	£100.00
Johns Associates - Modifications to Corsham Neighbourhood Plan	£3,165.00
Gentworks - Waterless Urinal and Cleaner	£644.40
Sharon Thomas – Refreshments for Peacock Arts Trail Launch and Corsham in Bloom Presentation	£101.77
Redpin Publishing - Full Page Christmas Lights Advert in 'Life in'	£120.00
TW Landscapes (Wiltshire Turf Supplies) - Turf for Cemetery	£66.00
Travis Perkins - Edging Stones, Yale Lock, Multi-Purpose Wipes	£70.93
Innov8 Sportz - 4 x Hub Club Sessions	£320.00
Peacock Arts Trail - Grant	£1,500.00
J H Jones - Grave Digging	£320.00
Peahen Publishing Ltd - StoryTown Writing Workshop	£500.00
Kingfisher Media Ltd - Advertising Corsham in Welcome to Wiltshire Hotel Guide	£294.00
M Forbes - StoryTown Projects with Local Schools	£2,175.00
Corsham Tasty Bites - Helpers Food at Street Fair	£75.00
Neville Farmer - Travelling Expenses for Chaining Skills Course	£22.15
Professional Sportsturf Design (NW) Ltd (TGMS) - New Cemetery Consultancy	£2,400.00
R J Harte - Flat 1 A/House Cistern Repair	£80.00
Alarms & Electrical - Guide Hut Intruder Alarm Annual Service Charge	£88.80
Agripower Ltd - Cemetery Construction	£127,338.46

Payment By Cheque

Petty Cash	£142.19	Chq 7742
SSE - Unmetered Electricity Supply Charges	£21.73	7743

Charge Card

Brunel Building Supplies - Mendip Dust for Centenary Gardens	£157.68
WHY Sports Media - New Approach to Volunteering Conference	£45.00
Eventbrite - How to Write Great Applications	£132.00

GWR - Train Fare Chippenham to London 18/9/19	£146.20
Travis Perkins - Bark Chippings	£90.00
See Tickets - Interpreting History Conference	£105.95
Dropbox International - Annual Renewal	£95.88
GWR - Train Travel to London for Conference	£134.70
Fine Art Foto (Picture Frames Direct) - In Bloom/Peacock Art Trail	£208.80
Visit Wiltshire Ltd - Great West Way Travel Trade Marketplace x 1 Delegate	£160.34
Toolstation - Masonry Paint	£79.98

Sub total **£199,411.02**

Cheques / Internet Banking Paid Outside of Meeting

Royal Mail Group Ltd - Neighbourhood Plan Referendum Leaflet Delivery	£600.00	7741
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Payments Made by Direct Debit/Standing Order

West Mercia Energy - Newlands Road Public Conveniences Electricity	£43.66
West Mercia Energy - Guide Hut Electricity	£24.17
Peninsula - Health & Safety Advice and HR Bright Consultancy	£391.26
SGW Payroll - Monthly Payroll Processing	£48.96
Hills Waste - Waste Collections, Skip Exchange, Street Fair Bins	£951.76
Excalibur (Bridge Solutions) - Monthly Service Plan Contract for IT Support, Repair a Faulty Telephone Switch and Recycle 4 x Old PCs	£1,103.88
Africa Project	£91.48
Wiltshire Council - Business Rates for Public Conveniences	£239.23
UK Fuels - Fuel for Work Vehicles	£336.27
Viking - Stationery and Postage	£471.87
Vodafone - One Net Business Telephone/Mobile Charges	£0.17
Mainstream Digital - Balance from a Credit	

SUB TOTAL **£4,302.71**

TOTAL **£203,713.73**

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.35pm. There were no members of the public present.

CHAIRMAN

DATE