

Minutes of the Council Meeting held at the Town Hall on Monday 8 January 2018

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

In Attendance Mrs M Jones (Head of Finance and Administration)
Inspector M Luffman (Wiltshire Police)
D Martin (Chief Executive)
S Lodge (KIK Radio)

200/17 Apologies

Apologies were received from Councillors R Le-Var, R Taylor and Mrs M Wakeman.

201/17 Public Question Time and Petitions

A member of the public asked if the Town Council's defibrillator could be moved from the wall of the public toilets to a more prominent place in the centre of town. The Chairman responded that she would investigate with officers and get back with an answer in due course.

202/17 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.

There were none.

203/17 Minutes of the Town Council Meeting held on 11 December 2017

Resolved

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

204/17 Matters Arising from the above Minutes

There were no matters arising.

205/17 Chairman's Announcements

Past Appointments

December

- 12th Strategic Planning Workshop
- 13th Chamber of Commerce Meal
- 18th Silman Close playground consultation

January

- 3rd Councillor Meal
- 5th BBC Radio Wiltshire interview with regards to local bank branches closing and the effect it has had on the town

Forthcoming Appointments

January

- 12th Corsham Railway Station Town Team
- 16th Strategic Planning Workshop
- 18th Market Towns Steering Group
- 22nd Meeting with Officers with regards to Arnold House

206/17 Policing and Community Safety

Inspector Luffman from Wiltshire Police gave an update on recent policing and community safety issues including:

The rising number of van break-ins and valuable tools that had been stolen. The Police were urging members of the public to make sure vans were secure with extra locks if possible.

A new PCSO, Will Todd, would be allocated to Corsham shortly to work alongside PCSO Redmond.

To contact the police on any crime issues the public should ring 101 and also sign up to Community Messaging for the latest police updates (<https://www.wiltsmessaging.co.uk/>).

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

On 12 December, unknown suspects had tried to force entry to a white Peugeot Partner van which was parked securely on Freestone Way. Entry had not been gained.

On 16 December, unknown suspects had thrown eggs at the windows of a property in Station Road.

On 25 December, unknown suspects had stolen an unsecured electric bike from outside the front of a property in Broadmead.

On 30 December, unknown suspects had slashed three car tyres on a silver Ford Fiesta car. They also damaged a wing mirror and scratched the doors whilst the car was parked on Beechfield Road.

On 4 January, an unknown suspect had gained entry to a secure vehicle parked on Kings Avenue. Electric drills and batteries had been stolen.

207/17 Correspondence

- i) Members Information Sheets Nos. 387 and 388 were noted.
- ii) Late correspondence – there was none.

208/17 Reports from Council representatives appointed to outside bodies

Councillor N Pocock had attended a Walkers are Welcome meeting. He reported that plans for the 2018 Walking Festival were well under way and that Airbus would be sponsoring the event.

209/17 Minutes of the Council (Planning) Meeting held on 13 December 2017

Resolved

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

210/17 Matters Arising from the above Minutes

There were none.

211/17 Minutes of the Council (Planning) Meeting held on 3 January 2018

Resolved

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

212/17 Matters Arising from the above Minutes

There were none.

213/17 Strategic Plan 2018-2022 Workshops

The outcome of the first Strategic Plan Workshop and outline of the format for the next workshop was discussed. A short video presentation of the first workshop was shown to Councillors.

One action from the first workshop was to provide guidance for Councillors when dealing with negative comments about the Town Council posted on social media. A draft decision guide, in the form of a flowchart, had been circulated for Councillors to

consider. It was suggested that the flowchart be amended to include a holding reply when necessary, in order to seek further information before replying in full.

Another action arising from the first workshop was a Members' Area of the Town Council's website. The Chief Executive reported that this had been created, and would be populated with relevant information and links over the next few weeks.

The Chairman reminded Councillors of the importance of attending the second Strategic Planning Workshop when the 2013-2018 Vision would be re-visited; a 2022 Vision would be formulated; ideas and challenges would be identified, and the key actions and next steps would be developed.

Resolved

That the Councillors' Social Media Guide, as amended, be adopted.

214/17 Corsham Railway Station Update (Minute 170/17)

The Chief Executive updated the meeting on the following:

- i) The Government's '*Strategic Vision for Rail*' was published on 29 November 2017 and includes information on franchises. The '*Great Western Rail Franchise Public Consultation*' was published the same day and responses were required by 21 February 2018. A public consultation event would be held in Trowbridge from 24 January 2018. Councillors were asked to consider a response prepared by the Chairman of the Town Team.

Resolved

That the Great Western Rail Franchise Public Consultation response, as drafted by the Chairman of the Town Team, be approved.

- ii) The Chief Executive informed Councillors that administration support for the Town Team meetings and Terms of Reference would need to be updated following changes to Corsham Institute's priorities. The Institute had previously offered to administer the Town Team and deal with any accounts. It was recommended that, once the draft Neighbourhood Plan was submitted to Wiltshire Council, the administrative support for the Town Team be carried out by Town Council staff, primarily by the Administration Officer (Planning). The provision of a new station and stopping service had strong links with the Neighbourhood Plan delivery and monitoring activity. The administration would include support for meetings, events, Town Team website and social media, as well as income and expenditure.

Resolved

That the Town Council takes on the responsibility for administering the Corsham Railway Station Town Team.

215/17 Neighbourhood Plan Consultation Update and Next Steps (*Minute PL 51/17*)

Further to the recent Regulation 14, six-week public consultation on the Draft Corsham Neighbourhood Plan, the Chief Executive updated the Council on the responses received, action being taken and next steps.

Over 200 individual comments had been received which were broken down into categories. It was reported that the most common comments were regarding a new supermarket, redevelopment of Newlands Road and cycling and walking. The second highest number of comments were giving overall support of the consultation and draft Plan. Officers had met with Johns Associates to agree responses to all of the comments, following which any necessary amendments could be made to the draft Plan.

A Newsletter would be produced, ready for the next consultation exercise. The revised Draft Neighbourhood Plan would be considered by the Neighbourhood Plan Steering Group prior to consideration by the Full Council in February. Once approved by the Town Council it would be submitted to Wiltshire Council in order for them to validate it and carry out the next round of consultation.

The update was noted.

216/17 Councillors' Skills Audit

The Chief Executive presented a summary of the findings from the Councillors Skills Audit which was completed in December 2017. The information could be used to help decide which Councillors are most suited to which committees and working groups; improve mentoring and identify future training needs. The wide range of skills, knowledge and experience would be beneficial when progressing the next Strategic Plan.

Any further suggestions for using the data would be considered by the Chief Executive and Head of Finance and Administration and incorporated into the Training and Development Policy. The presentation would be sent to Councillors via the Members Information Sheet for information.

217/17 Community Awards 2018

It was reported that the Community Awards Panel members had reviewed the arrangements for the 2018 Awards Scheme. Posters and application forms had been produced and the awards scheme was open for nominations until 2 March 2018. Presentation of the awards will take place at the Annual Town Meeting on 19 April 2018. Local individuals and groups were eligible for awards.

Members were strongly encouraged to promote the award scheme within the Corsham area.

218/17 NHS England Consultation on Proposed Pharmacy in Colerne (*Minute 147/17*)

Further to the Council meeting in October 2017, NHS England was inviting representations on an application to provide a Pharmaceutical Service in Colerne. The previous application contained an error, therefore NHS England had decided to

undertake a new consultation. Previously, the Town Council *Resolved*: 'That the NHS England Consultation on a proposed pharmacy in Colerne be noted'.

Resolved

That the Town Council's response to the NHS England Consultation remains as before.

219/17 Budget 2018/19 (Minute F&A 39/17 and others)

With reference to the Finance and Administration Committee meeting held on 6 December 2017 the draft budget was discussed. Since the meeting, the Government had announced that it intended to defer the setting of referendum principles for town and parish councils for three years. This was conditional upon the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they were not already earmarked for other uses or for 'invest to save' projects which would lower ongoing costs, and the Government seeing clear evidence of restraint in the increases set by the sector as a whole.

The Town Council's overall draft budget showed an increase in the precept of £58,892 (8.82%). An extra 265.38 Band D Equivalent properties would bring the percentage increase down to 2.52%. The overall Band D Equivalent charge would increase from £149.46 to £153.52 per property (An increase of £4.06 per year).

Resolved

- i) That the budget proposals for 2018/19 be approved, resulting in an overall budget of £817,540.
- ii) That a Precept of £726,604 for 2018/19 be approved.

220/17 Authorisation of cheques and payments

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£17,430.57
Wiltshire Pension Fund - Pension Contribution for January 2018	£5,794.13
HMRC - Tax & NI for January	£5,943.13
Methuen Hall Trust - Quarterly Grant	£5,052.50
Methuen Hall Trust - CTC Room Hire for December 2017	£347.00
Corsham Tasty Bites - Buffet/Helpers Food for Christmas Lights	£112.50
WCCTV - 3 Year Air Time Agreement for CCTV	£2,340.00
Visit Wiltshire - 1 x Delegate Intermediate Social Media Training	£72.00
Travis Perkins - Crowd Barrier Hire for Christmas Lights	£252.28
St John Ambulance - Provision of First Aid at Christmas Lights	£99.36
Cosh Design - Design Artwork for Visit Corsham Banner, Taste of Corsham Ad and January Newsletter	£378.00
Johns Associates - Survey Software Set Up, Report and Consultation	£990.00
Idverde - Monthly Grounds Maintenance and Public Toilet Cleaning	£2,905.67

Corsham Tyre Services Ltd - Tyre and Inner Tube	£16.20	
Avonside Engineering - CCTV Bracket	£264.00	
Marquess of Bath's Estate - 3 x Christmas Trees	£438.01	

Payment by Cheque

Petty Cash	£79.60	7677
Water2Business - Water Charges for Grove Rd Allotments and Standpipe at Springfield Rec.	£180.08	7678
SSE - CCTV Electricity and Skatepark Electricity	£78.23	7679

Charge Card

Tooltime UK - Rechargeable Lights for Christmas Lights Market Stalls	£219.90	
Great Western Railway - Three Return Rail Tickets for Fields of Trust Presentation	£103.80	

Sub total **£43,096.96**

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	£36.82
West Mercia Energy - Guide Hut Electricity	£22.75
Vodafone - Mobile Telephones	£209.25
Peninsula - Health & Safety Advice	£260.40
Peninsula - Provision of HR Consultancy	£300.00
Hills Waste Solutions - Waste Collections and Skip Exchange	£228.28
SGW Payroll Ltd - Monthly Payroll Processing	£48.96
Excalibur - Monthly contract for IT Support	£376.08
Wiltshire Council - Business Rates for Public Conveniences	£86.00
UK Fuels	£105.12
Viking - Stationery and Office Equipment	£94.14

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.50pm. There were two members of the public present.

CHAIRMAN

DATE