

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

Present Councillor S Abbott (Chairman)
Councillors Miss T Alberga, P Anstey, Ms L Bray, N Farmer, D Jones,
M Jackson, D Jarman, R Le-Var, 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)

121/18 Apologies

Apologies were received from Councillors Mrs K Duckhouse, C Fuller and N Pocock.

122/18 Public Question Time and Petitions

There were none.

123/18 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.

Councillor Mrs R Hopkinson declared a non-pecuniary interest in *Agenda Item 21 Electoral Review of Wiltshire, as a wiltshire councillor*. She remained in the room during the discussion and decision on the item.

124/18 Minutes of the Council Meeting held on 10 September 2018

Resolved

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

125/18 Matters Arising from the above Minutes

Minute 108/18 Corsham Railway Station – Members of the Town Team had met with Parvis Khansari, Director of Transport and Highways of Wiltshire Council at County Hall Trowbridge on 2 October. It was a positive meeting which focussed on the Wiltshire Rail Strategy.

126/18 Chairman's Announcements

The Chairman had been on a tour of Ark Data Centre at Westwells. It was a very impressive centre with significant contracts undertaken on behalf of the Government and major companies.

The Chairman reminded Councillors that the Corsham in Bloom presentation evening was on Tuesday 9 October.

The Chairman informed Councillors of the Jonathan Sanders Exhibition and the unveiling of the Corsham Lion which would take place on 2 November at the Town Hall.

127/18 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 17/09/2018 an unknown suspect or suspects had entered a property on Upper Potley after forcing entry through the front door. Jewellery and cash had been stolen.

On 30/09/2018 an unknown male suspect had stolen the glass from the vehicle passenger door mirror of a black Citroen parked on Station Road.

128/18 Correspondence

- i) Members Information Sheets Nos. 406 and 407 were noted.
- ii) Late correspondence – Wiltshire Council was holding its Annual Public Event 'Focusing in the Future' at Monkton Park Council Offices, Chippenham on 22 November. Councillors S Abbott and N Farmer agreed to attend.

129/18 Reports from Council representatives appointed to outside bodies

Councillor Mrs G Sanders had attended a Transcoco event with regards to reducing plastic in the community. She would be attending a meeting with Adam Walton, Treasurer of Transcoco, on 19 October to see how the Council can support this very important project. Transcoco was holding a Give and Take Day on 13 October.

Councillor Mrs A White had attended the Walkers are Welcome AGM where new volunteers had come forward to help with social media.

Councillor Mrs R Hopkinson had travelled to London on 2 October to attend an awards presentation, representing Corsham Sponsors Refugees where they had won third place.

Councillor Mrs R Hopkinson and Mrs S Thomas, Head of Community Services, had attended the South West in Bloom presentations in Yeovil on 4 October.

Councillor Mrs R Hopkinson reminded Councillors that the Corsham Commemorates activities were coming to an end. Mrs S Thomas, Head of Community Services, had been successful in applying for a Heritage Lottery Fund WW1 grant.

Councillor N Farmer reported that Russ Tunney, Director, was now back at The Pound. Councillor Farmer wished to thank Sophie Moysey for standing in for Mr Tunney over the past months.

Councillor N Farmer had attended the Wiltshire Market Towns Forum in Bradford on Avon along with the Chief Executive and the Planning and Events Officer on 4 October.

130/18 Minutes of the Council (Planning) meeting held on 12 September 2018

Resolved

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

131/18 Matters Arising from the above Minutes

There were no matters arising.

132/18 Minutes of the Community Services Committee meeting held on 19 September 2018

Resolved

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

133/18 Matters Arising from the above Minutes

There were no matters arising.

134/18 Minutes of the Property and Amenities Committee meeting held on 26 September 2018

Resolved

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

135/18 Matters Arising from the above Minutes

Minute P&A 18/18 – Tree WW1 Tree Planting, Meriton Recreation Ground. The Committee Chairman informed Councillors that the proposed tree planting plan had been sent to neighbouring residents. Comments and suggestions had been received and the planting scheme was being amended as a result.

136/18 Minutes of the Council (Planning) meeting held on 3 October 2018

Resolved

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

137/18 Matters Arising from the above Minutes

Minute PL 55/18 – 16 Partridge Close - Councillor Mrs G Sanders requested an update on this application. The Planning and Events Officer would send an update.

138/18 Minutes of the Strategic Planning Working Group meeting held on 1 October 2018

Resolved

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

139/18 Matters Arising from the above Minutes

There were no matters arising.

140/18 Minutes of the Corsham Youth Council meeting held on 24 September 2018

Resolved

That the Minutes be noted.

141/18 Electoral Review of Wiltshire: Warding Arrangements (*Minute 1176/18, 27/18 and MIS 405*)

Further to the previous meeting, Councillors Abbott and Anstey reported on their exploration into whether Corsham West Ward or one of the Box parish wards should be recommended for transfer to another division. A plan was presented with suggested minor changes to the divisional boundaries (*copy attached to these Minutes*).

Resolved

That Corsham Town Council has no objections to the proposed Wiltshire Council divisional boundary changes.

142/18 Housing Green Paper/Rough Sleeping Strategy (*Minute 111/18 ii, MIS 405*)

Further to the previous meeting, it was agreed that the Housing Green Paper, on the consultation on a Rough Sleeping Strategy, be considered by Members at this Council meeting.

Resolved

That Councillors be invited to respond to the consultation on the Green Paper individually.

143/18 Strategic Plan Update (*various Minutes*)

The Chief Executive updated the Council on the outcome of the Strategic Plan Working Group meeting held on 1 October, which included the overall priorities, indicative timescales and first quarterly report.

The Chief Executive reported that there were slight amendments to the Strategic Plan and that it was being prepared for publication in a more readable format.

144/18 Remembrance Parade and Service

Names of those Members attending the Remembrance Parade and/or morning Church Service on Sunday 11 November 2018 were requested. There would also be a First World War Centenary Service in St Bartholomew's Church in the afternoon at 2pm and an exhibition, from 1.30- 4pm at the Town Hall.

Resolved

That Councillors S Abbott, Miss T Alberga, Ms L Bray, Mrs R Hopkinson, M Jackson, Mrs G Sanders, Mrs A White and Miss C Woodward would attend the Remembrance Day Parade and Service.

145/18 County of Wiltshire Carol Service (*Minute 91/18 ii*)

Further to the Council meeting held on 13 August, Her Majesty's Lord-Lieutenant of Wiltshire, Mrs Sarah Rose Troughton, had invited all Corsham Town Councillors and staff to the County of Wiltshire Carol Service at 12 noon on Tuesday 4 December. The service is being held at St Bartholomew's Church.

Resolved

That Councillors S Abbott, Miss T Alberga, Mrs R Hopkinson and Mrs M Wakeman would attend the County of Wiltshire Carol Service at St Bartholomew's Church.

146/18 The Way Forward for Corsham Area Board

Councillor Mrs Ruth Hopkinson, in her capacity as Chairman of Corsham Area Board, was seeking to create a stronger relationship between the Board and Corsham Community Area's town and parish councils. It was anticipated that there would be two or three meetings each year with two representatives from each local council. The first meeting would be to agree the format and discuss what issues could be covered.

Resolved

That Councillors N Farmer and Miss C Woodward be appointed as the representatives to attend the Corsham Area Board meetings for town and parish councils.

147/18 Twinning Visit to Jargeau in 2019

Corsham Twinning Association was visiting Jargeau, France, from Thursday 9 May to Monday 13 May 2019. Two seats were being held for Town Council representatives.

Resolved

That Councillor Mrs K Duckhouse would represent the Town Council on the Twinning visit to Jargeau along with a partner or associate.

148/18 Corsham Neighbourhood Plan Update

The Chief Executive updated the Council on the Neighbourhood Plan examination process which had been delayed. The delay was to do with the Habitats Regulation Assessment Screening Report. A recent legal case elsewhere in the country meant that many Neighbourhood Plan examinations had been held up whilst government guidance was awaited. The guidance was expected several weeks ago but had not materialised.

Wiltshire Council's Link Officer was seeking advice from their legal team on the way forward with the Corsham Neighbourhood Plan. If the advice was that the HRA screening needed further clarification or changes, it would mean another five-week consultation with Natural England.

It was important that the Corsham Neighbourhood Plan was robust and not open to challenge if and when it proceeded to referendum.

The delay meant the referendum would not be until January 2019 at the earliest.

149/18 Annual Governance and Accountability Return for the year ended 31 March 2018

The Annual Governance and Accountability Return had been audited and the Notice of Conclusion of Audit was being advertised. The attached external auditor report (Section 3) stated that one of the disclosures was not correct. The disclosure related to the number of days the exercise of public rights was advertised – which was one day out.

Resolved

That the Chief Executive ensures that the Annual Governance and Accountability Return and associated notices, be checked thoroughly prior to submission and advertisement.

150/18 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£16,359.97
Wiltshire Pension Fund - Pension Contribution for October 2018	£5,010.66
HMRC - Tax & NI for October - Reference	£4,786.53

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Methuen Trust Quarterly Grant	£4,074.50
Methuen Hall Trust - CTC Room Hire for September 2018	£279.00
Sharon Thomas - Reimbursement for CIB Trophy Engraving at Timpson's	£111.60
Newsquest - Advertising in Prime Magazine, Street Fair Advertising, Advert in Uptown Magazine	£696.00
ElanCity - Speed Indicator Device and Battery	£2,301.60
Independent Media - Advertising Street Fair	£120.00
Kevin Johnson Plumbing - Supply/Fit Taps at Public Convenience Ladies Toilet	£470.00
J H Jones - Landscaping of Gym Area at Springfield & Remove Heras Fencing	£3,627.00
Dave Hickory - Balloon Entertainment at Street Fair	£260.00
Playforce - Timber Beams for Playgrounds	£318.60
The Little Zoo - Attendance at Corsham Street Fair	£335.00
Pound Arts Trust - Contribution Towards Library Lion, Story Town and the Big Draw Events	£900.00
James Long Masons - Repair Work to Memorials at Ladbrook Lane	£1,680.00
DCK Solutions - Preparing/Submitting VAT Partial Exemption.	£468.00
Proludic - Installation of New Gym at Springfield Recreation Ground and Spare Parts	£65,167.54
Cosh Design - Life In Magazine Artwork, Autumn Newsletter, Story Town Event Guide and Artwork Production	£1,008.00
Mines Leisure Hire - Hire of Folding Wooden Benches for Street Fair and Glasses Hire for CIB	£138.00
PKF Littlejohn LLP - Annual Return for 2018	£1,920.00
Online Playgrounds - Spare Parts for Play Areas	£33.36
G R King M E Walsh - Plumbing Repair in Public Conveniences Disabled Toilet	£144.00
Haine & Smith Opticians - Eye Examination	£21.00
AWD Online - Advertising Arts & Tourism Vacancy	£238.80
Kaz Lammie - Music Entertainment at Street Fair	£75.00
Amazon Business - Metric Measuring Wheel	£29.99
Idverde - Grounds Maintenance Contract, Public Conveniences Cleaning	£2,939.60
Corsham Tyre Services Ltd - Tyre and Inner Tube for Wheelbarrow	£16.20
M C Publishing - Advertising in Bath Life Magazine October	£180.00
Corsham Print - Printing of Story Town Programmes and Autumn Newsletters	£1,084.00
Visit Wiltshire - Great West Way Discovery Course	£54.00
Cooke Automotive - Replace Fog Lamp to Great Wall Vehicle	£93.66
Langley Nurseries - Hanging Baskets, High Street Planters, Window Boxes, Bedding Plants	£4,086.42

Bendry Brothers - Allotment Marker Pegs x 200	£164.16	
St John Ambulance - First Aid Cover at Street Fair	£115.20	
Andy Rose - Photography for Corsham Commemorates Book	£250.00	
Corsham Tasty Bites - Supply of Refreshments at Food Festival and Street Fair	£185.00	
Beazer - Supply and Install New Shower to Flat 2 Arnold House	£228.60	
Payment by Cheque		
Petty Cash	£219.80	7703
SSE - Skatepark Electricity	£91.40	7704
Royal British Legion - War Memorial Maintenance	£70.00	7705
Charge Card Statement		
Why Sports 2018 - Why Sports Media Conference	£354.00	
Great Western Railway - Ticket for Sports Media Conference	£37.50	
Ironmongery Direct - Soap Dispenser Public Conveniences	£103.80	
South West in Bloom - 2 x Tickets for Presentation	£36.00	
Group Travel World - Advertising Corsham as a Destination	£59.99	
Sub total	£120,943.48	
Cheques / Internet Banking Paid Outside of Meeting		
Royal Mail Group Ltd - Increase in Delivery Charge for Newsletter Delivery	£3.53	7702
M J Fews Ltd - Isuzu Pickup Vehicle WV68 OVO	£17,162.78	IB
Community First - Membership Renewal	£40.00	IB
Payments Made by Direct Debit/Standing Order		
West Mercia Energy - Newlands Road Public Conveniences Electricity	£53.09	
West Mercia Energy - Guide Hut Electricity	£18.91	
Vodafone - Mobile Telephones	£226.64	
Peninsula - Health & Safety Advice & HR Consultancy	£392.40	
SGW Payroll - Monthly Payroll Processing	£50.88	
Hills Waste Solutions - Waste Collections and Skip Exchange	£494.10	
Excalibur - Monthly Contract for IT Support	£403.92	
Wiltshire Council - Business Rates for Public Conveniences	£89.00	
Mainstream Digital - Telephone Charges and Superfast Broadband	£155.11	
UK Fuels - Fuel for Work Vehicles	£192.48	
Viking Direct - Stationery	£165.67	
SUB TOTAL	£19,448.51	
TOTAL	<u>£140,391.99</u>	

Resolved

That the cheques and transfers be authorised for payment.

151/18 Exclusion of Press and Public

Resolved

That the Press and public be excluded from the meeting for the next item of business to consider a confidential report on the acquisition of land.

152/18 Purchase of Land for New Cemetery, Lacock Road, Corsham (*Minute F&A 16/18 and others*)

A confidential report on the acquisition of land at Lacock Road, Corsham, for the purposes of a new cemetery and garden of remembrance was considered.

Resolved

That the Town Council accepts the landowner's counter offer for the land at Lacock Road, Corsham, and a Purchase Price Notice be served.

The meeting commenced at 7.30pm and closed at 8.49pm. There were no members of the public present.

CHAIRMAN

DATE