

Minutes of the Council Meeting held at the Town Hall on Monday 9 March 2020

Present Councillor S Abbott (Chairman)
Councillors P Anstey, A Brown, N Farmer, C Fuller, R Hopkinson,
M Jackson, D Jones, R LeVar, S Moysey, G Sanders, M Wakeman
and A White.

In Attendance Insp J Brain (Community Policing Team)
PC L Fletcher (Community Policing Team)
Mrs K Gilby (Planning and Events Officer)
D Martin (Chief Executive)

243/19 Apologies

Apologies were received from Councillors H Belcher, L Bray, and D Jarman.

244/19 Public Question Time and Petitions

There were none.

245/19 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.

246/19 Minutes of the Council Meeting held on 10 February 2020

Resolved

That subject to minor amendments to dates, the Minutes be approved as a true record and signed by the Chairman.

247/19 Matters Arising from the above Minutes

There were no matters arising.

248/19 Policing and Community Safety

It was reported that Inspector Mark Luffman had retired. The Town Council expressed thanks for his hard work and the Chairman would write a letter to this effect.

Insp J Brain and PC L Fletcher provided an update on neighbourhood policing and assured the Town Council that a written report would be sent for each Council meeting and that an Officer would endeavour to attend. PC L Fletcher had attended the recent Youth Council Meeting.

It was explained that the statistic of 34 incidents of violence in the February report were for the Corsham Community Area. They were mainly domestic disputes and also included public order offences.

The Town Council encouraged the police to also attend Area Board meetings in order to engage with other parishes in the Community Area.

249/19 Chairman's Announcements

Wadswick Green Apartment Block Opening – Councillor G Sanders officially opened the final accommodation block on 12 February.

Chamber of Commerce Meeting – The Chairman attended the evening meeting on 20 February.

Air Quality and Pollution – The Chairman met with Wiltshire Councillor B Anderson to discuss Wiltshire Council's Air Quality Strategy. The local priorities for monitoring would be discussed at the next Property and Amenities Committee meeting.

Corsham Railway Station Town Team – The Chairman, Chief Executive and Planning and Events Officer met with P Pearson (Vice-Chair of the Town Team) on 28 February. The Team was waiting for the publication of the SWLEP Industrial Strategy which was expected before the end of April 2020.

Corsham Rugby Club – The Chairman attended an event at the Rugby Club on 29 February.

Northern Area Planning Committee Meeting – The Chairman and Councillor R Hopkinson attending the meeting on the 4 March where the applications for 57 High Street were discussed. The applications were refused.

250/19 Correspondence

- i) Members Information Sheets Nos. 442 and 443 were noted. The Chairman highlighted the rotovating at Springfield Recreation Ground for the wildflower planting, that the path alongside the all-weather pitch would officially become a cycle route and also that the Head of Community Services had been asked to pass on thanks from the St Barts Men's Group to Councillors and staff for all their hard work.

ii) Late correspondence – there was none.

251/19 Reports from Council representatives appointed to outside bodies

Councillor N Farmer had attended the Fairtrade evening and reported that it had been a very successful event. The Fairtrade Group had thanked the Town Council for its support.

Councillor P Anstey had attended the Annual General Meeting of the Potley and Pockeridge Community Association. The Brunel Shed, in particular, was thriving.

Councillor A White reported that the Walking Festival brochure was now available.

Councillor A White had attended a Twinning Association Meeting. There was a shortage of accommodation for visitors.

Councillor R Hopkinson had attended the Corsham Connections and Corsham Sponsors Refugees meetings.

252/19 Minutes of the Council (Planning) meeting held on 19 February 2020

Resolved

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

253/19 Matters Arising from the above Minutes

There were no matters arising.

254/19 Minutes of the Finance and Administration Committee meeting held on 26 February 2020

Resolved

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

255/19 Matters Arising from the above Minutes

There were no matters arising.

256/19 Minutes of Corsham Youth Council meeting held on 10 February 2020

Resolved

That the Minutes be noted. The Chairman would write to Aanya Verma to thank her for her work with the Youth Council and to congratulate her on being elected as the Youth Parliament Member for North Wiltshire.

257/19 Environmental Action Plan Update (*Minute 144/19*)

Further to previous meetings, the Town Council's updated Action Plan on reducing carbon emissions was considered. The Environment Task Group was in the early stages on several other projects including: renewable energy installations; collective recycling for businesses; electric vehicle car club; carbon calculator and tree planting. In order to take some of the activity forward, the Finance and Administration Committee had approved, in principle, a new part-time post of Environmental Project Officer. The Chairman and Chief Executive were meeting with Bath Spa University about the post. The Town Council energy audit had been completed and SMARTech had presented a report to the Chief Executive and Head of Technical Services. The recommendations in the report would be considered at the Property and Amenities Meeting on 18 March 2020.

Resolved

That the update be noted.

258/19 Corsham Celebrates/Annual Town Meeting 2020 (*Minute 216/19, 166/19 and 75/19*)

The Chief Executive presented an update prepared by the Head of Community Services on plans for the Corsham Celebrates event being held on 23 April. Plans included inviting the 2019/20 grant recipients, past Chairmen of the Council and the Community Award Nominees and their guests. The theme for the evening would be the Environment and Transcoco/Fairtrade would be invited along with members of the Environment Task Group. The evening would be much less formal than previous Annual Town Meetings with no top table on the stage. Wine and nibbles would be provided, and Councillors dispersed amongst the guests. The running order would be available on the tables and more use would be made of the display screen for photos and possibly some of the Your Corsham Stories films from StoryTown. Other ideas that were discussed were to include a report from the outgoing Youth Council Chair and for the Councillors to have pre-set questions to prompt discussion of local issues

Resolved

That the plans for Corsham Celebrates/Annual Town Meeting 2020 be approved.

259/19 Appointment of Representatives for Corsham Youth Zone (*Minute 54/19*)

Further to the June 2019 Council meeting, Councillor N Farmer has stepped down as the Town Council's CYZ Representative. Councillor A Brown was prepared to replace him as representative for the remainder of the Council Year. Councillor R Hopkinson was willing to remain as reserve.

Resolved

That Councillor A Brown replace Councillor N Farmer as representative for Corsham Youth Zone for the remainder of the Council Year.

260/19 Review of Investment Strategy (*Minute 257/18 and others*)

The Town Council reviewed its Investment Strategy for the new Financial Year. It was suggested that, as well as current considerations, environmental issues be considered when investments are reviewed.

Resolved

That, subject to the inclusion of environmental issues being considered when investments are reviewed, the Investment Strategy be approved.

261/19 General Data Protection Regulations (GDPR) Update (*Various Minutes*)

Further to previous meetings, our GDPR Consultant and Data Protection Officer (i-West) had carried out its second annual audit of the Town Council's progress on GDPR and produced a Data Protection Compliance Report. The audit covered six areas, including the follow-up from the previous year. The Data Protection Compliance Report stated that the Town Council should continue to embed good data protection behaviour into the culture of the organisation and into business as usual. The report recommended that areas to focus on moving forward would be to further improve privacy notices; develop a data breach policy for its workforce; increase awareness of data protection with Councillors and further improve the policy framework and discuss it with staff to ensure it is understood and embedded. Officers would produce a new GDPR Action Plan to address the recommendations.

Resolved

That the GDPR update be noted.

262/19 Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 39/19*)

At the Finance and Administration Committee meeting on 26 February 2020, it was reported that the annual review had been completed and only one change was proposed, which was to the Town Council's Terms of Reference. The change was to the composition of the Strategic Planning Group and would come into effect from the Annual Council meeting in May 2020.

Resolved

That the proposed change to the Terms of Reference be approved.

263/19 Draft Calendar of Meetings 2020/21 (*Minute 237/19*)

Councillor S Moysey reported back on suggested amendments to the draft calendar of meetings. Changes to the frequency of Council Meetings could impact on some Councillors' ability to attend Council Meetings.

Resolved

That the decision on changes to the draft calendar of meetings be delegated to the Chief Executive in consultation with the Chairman, Vice Chairman and Councillor S Moysey following discussion with the Head of Finance and Administration.

264/19 Issues for Corsham Area Board Consideration (*Minute 240/19 and others*)

No new issues were raised.

265/19 Co-option to Fill Two Councillor Vacancies, Corsham Town Ward (*Minute 241/19*)

Five applications had been received by the closing date. The applicants were Alun Crockford, Tina Ellis, Ann Morris, Jane Roberton and Tracy Smith.

Councillor G Sanders entered the meeting during this item. The Chief Executive advised the Council that there was no reason she could not vote.

Resolved

That, after a number of rounds of voting, Alun Crockford and Tina Ellis be offered the positions of co-opted Councillors for the Corsham Town Ward.

266/19 Authorisation of cheques and payments

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£19,887.28
Wiltshire Pension Fund - Pension Contribution for March 2020	£6,426.14
HMRC - Tax & NI for March - Reference 214PR001684021612 17 0	£6,558.78
Department for Work and Pensions - DEA Payment for Employee 53	£141.59
Methuen Hall Trust - CTC Room Hire for February 2020	£301.00
Online Playgrounds - 2 x Cradle Swing Seats for Springfield	£386.40
Travis Perkins - Maintenance Items for Guidehut, Arnold House, Christmas Lights, Cemetery Maintenance	£99.26
Silvawood Ltd - Fell and Remove 8 Poplars at Ladbrook Lane Cemetery	£10,980.00
Greenway Training - Lantra Abrasive Wheel Course x 3	£594.00
Corsham Youth Zone Management Group - Grant Second Instalment	£1,750.00
Wiltshire Council - Lease of Parking Spaces for Six Months and Pay Machines Upgrade to Free Parking and Advertising Free Parking at the Campus	£38,276.03
Wiltshire Turf Supplies - Turf for Grave Levelling at Cemetery	£9.90
Tudor Environmental - Grounds Staff PPE	£120.24
MA Music and Leisure - Advertising in Wiltshire Life	£192.00
Parklife UK - Playground Repairs at Springfield, Neston and Westwells	£7,225.20
Wiltshire Publications Ltd - Advertising Free Parking	£198.00
Amazon - Grounds Staff PPE	£72.25
KJC Driver Training - Introduction to Towing x 2	£250.00
Innov8 Sportz - Corsham Hub Club Sessions in February	£320.00
Screwfix - Grounds Staff PPE	£89.97
Idverde - Public Toilet Cleaning Dec 2019, Jan and Feb 2020 and Grounds Maintenance	£5,087.98
Rialtas - Omega Purchase Ledger Training x 2 Delegates	£240.00
Charles Saunders - 1000 Heavy Duty Black Bags & Latex Gloves	£210.22
Konica Minolta - Photocopier Hire and Charges	£416.04

Goughs Solicitors - Professional Charges for Purchase of Land at Bradford Road	£155.20
SRD Portable Appliance Testing - Appliance Testing	£102.00
The Lock Genie - Repair Door Lock at Arnold House	£60.00
Highland News & Media - Advertising in Lyneham Community Guide	£120.00
Landcare Nursey Ltd - Trees for Recreation Areas	£486.50
Corsham & Box Matters - Advertising in Corsham & Box Matters for 1 Year	£240.00
Corsham Print - Free Parking Advert Design, Banners, Boards and Business Cards	£1,086.00
Newsquest - Advertising Free Parking	£60.00
Beazer Electrical - Repair to Disabled Toilet Public Conveniences	£312.00
Jane Rickards - Peace Feathers Sculpture Third Instalment	£1,500.00
The Pound Arts Trust Ltd - Second Instalment for Service Level Agreement 2019-20	£2,000.00
DVLA - Vehicle Tax for Vehicle YX13 VJE	£260.00
DVLA - Vehicle Tax for Vehicle WV14 CYC	£260.00
Kingfisher Visitor Guides - Advert in Welcome to Bristol 2020-21 Guide	£294.00
The Pound Arts Trust - Grant for Renovation Costs	£5,000.00
Scottish Provincial Press - Advert in Cotswold Service Community Guide 2019	£168.00
Wiltshire Council - Pest Control Services at The Ridge Allotments	£50.00
Smartech Energy - Energy Management Survey	£2,400.00
Signs Express - Peacock Signs for Springfield	£133.26
Boels Rental - Hire of Wood Chipper for Cemetery Works	£114.00
Payment By Cheque	
Petty Cash	£89.14
Royal Mail Group - Newsletter Delivery	£606.05
Grants	
Carer Support Wiltshire	£500.00
AFC Corsham	£500.00
Charge Card	
Currys Online - External Hard Drive and Backup	£114.99
Gov.UK - DBS Check	£23.00
Ironmongery Direct - Soap Dispensers for Public Conveniences	£58.62
Sub total	£116,525.04
Cheques / Internet Banking Paid Outside of Meeting	
Global Radio Services Ltd - Radio Advertising Free Parking in Corsham	£2,962.80
Payments Made by Direct Debit/Standing Order	
West Mercia Energy - Newlands Road Public Conveniences Electricity	£36.09
West Mercia Energy - Guide Hut Electricity	£31.53
Peninsula - Health & Safety Advice and HR Bright Consultancy	£390.04

SGW Payroll - Monthly Payroll Processing	£48.96
Hills Waste - Waste Collections and Skip Exchange	£640.17
Excalibur (Bridge Solutions) - Monthly Service Plan Contract for IT Support	£599.25
Wiltshire Council - Business Rates for Public Conveniences	£91.48
UK Fuels - Fuel for Work Vehicles	£182.07
Viking - Stationery and Postage	£67.07
Vodafone - One Net Business Telephone/Mobile Charges	£465.82
Mainstream Digital - Quarterly Line Rental	£147.60
SUB TOTAL	£5,662.88
TOTAL	<u>£122,187.92</u>

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.05pm. There were no members of the public present.

CHAIRMAN

DATE