

**Minutes of the Council Meeting held at the Town Hall on Monday 9 October 2017**

**Present** Councillor Mrs R Hopkinson (Chairman)  
Councillors S Abbott, Ms L Bray, Mrs K Duckhouse, N Farmer, C Fuller,  
M Jackson, R Le-Var, S Moysey, N Pocock, R Taylor, Mrs M Wakeman and  
Mrs A White

**In Attendance** K Gaskin (Corsham Community Volunteer)  
Mrs K Gilby (Administration Officer)  
Mrs S Gough (Wiltshire Council)  
Mrs M Jones (Head of Finance and Administration)  
T Martienssen (Wiltshire Council)  
D Martin (Chief Executive)

**125/17 Apologies**

Apologies were received from Councillors Miss T Alberga, P Anstey, D Jarman,  
D Jones and R Taylor.

**126/17 Public Question Time and Petitions**

There were none.

**127/17 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.

**128/17 Minutes of the Town Council Meeting held on 11 September 2017**

**Resolved**

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

**129/17 Matters Arising from the above Minutes**

There were no matters arising.

## **130/17 Chairman's Announcements**

### *Past Appointments*

#### September

- 13 – Chamber of Commerce breakfast meeting
- 16 – Street Fair
- 27 – Bath NHS Trust AGM
- 29 – Town Team meeting – Peter Pearson was elected Chairman
- 29 – Peacock Arts Trail Launch
- 30 – Wiltshire Fairtrade event at Springfield Campus

#### October

- 3 – Strategic Planning Working Group meeting
- 5 – South West in Bloom presentations

### *Forthcoming Appointments*

#### October

- 10 – Sports Forum
- 12 – House of Lords Reception
- 17 – Corsham in Bloom presentation evening

### *Other Announcements*

The Chairman thanked all Council staff who helped to make the Street Fair such a great success. It was well attended and feedback had been very positive.

The Chairman thanked everyone involved in the Peacock Arts Trail for a great event which had been well publicised and had brought many people into the area.

## **131/17 Policing and Community Safety**

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

On 5 September, an unknown suspect had poured white emulsion paint all along the driver's side of a grey Mercedes car parked on Priory Street.

On 8 September, around 11pm two unknown suspects had entered Café Grounded and taken artwork valued at £75.

Between 9 and 10 September, unknown suspects had gained access to the old library building and ripped out copper piping and caused damage to doors.

On 12 September, unknown suspects had stolen two floral displays from a front garden in Broadmead.

On 14 September, between the hours of 3pm and 4.30pm unknown suspects had stolen the catalytic convertor from a grey Nissan Qashqai parked on Hither Way.

An unknown suspect had forced the back door of a residence on Charles Street on 22 September between 8am and 9am. Once inside the suspect had then conducted a messy search of the property and stolen personal belongings. Two males had been arrested and were released while investigations took place.

On 22 September at 1pm, an unknown male suspect had entered the Factory Shop and selected a pair of jeans and a fleece from the display. He entered the changing room and was seen a short time later wearing the jeans. He left without making payment.

On 24 September, staff at the Factory Shop noticed a boxed floor cleaner missing from a display stand. Staff checked the CCTV which showed a male and female enter the store and the male can be seen walking out of the store without paying for the floor cleaner. Enquiries had been made.

On 1 October a VW Polo car had been keyed in the High Street car park. The damage included one long straight scratch across the driver's door.

On 3 October at the craft fair in the Community Campus, a quantity of wooden necklaces valued at £80 had been stolen from the stall. On the same day an exhibition of local arts and crafts had been held at the Campus and various items of jewellery had been taken from another stall valued at £300.

### **132/17 Correspondence**

- i) Members Information Sheets Nos. 381 and 382 were noted.
- ii) Late correspondence – there was none.

### **133/17 Reports from Council representatives appointed to outside bodies**

Councillor S Abbott and the Chief Executive attended the South West in Bloom presentations on 5 October where Corsham won Gold in the Pennant Cup and Best in the North Region of the South West.

Councillor S Abbott attended the Wiltshire Council Challenges Ahead meeting.

Councillor C Fuller attended the Flood Warden Seminar in Trowbridge on 5 September and reported that an up-to-date flood plan was being produced.

Councillors N Farmer and Mrs A White attended the Wiltshire Council Challenges Ahead meeting in Devizes.

Councillors N Farmer and N Pocock attended the Youth Council meeting on 25 September and reported that 19 youth councillors attended the meeting.

Councillor N Farmer attended a Fairtrade event and reported that the local Fairtrade group was taking over a raised bed at the Campus to grow tea. The next meeting would be held on 10 October.

Councillor N Farmer had attended a meeting at the Pound Arts.

Councillor R Le-Var had attended the Walking Festival AGM on 5 October. The festival dates for 2018 were confirmed as 8 to 10 June.

Councillor Mrs K Duckhouse would represent the Town Council on the Twinning Association visit to Jargeau during 19 – 23 October. A gift of a hamper with locally produced items had been purchased from the Deli at Corsham.

#### **134/17 Minutes of the Council (Planning) Meeting held on 20 September 2017**

##### **Resolved**

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

#### **135/17 Matters Arising from the above Minutes**

There were no matters arising.

#### **136/17 Minutes of the Community Services Committee Meeting held on 13 September 2017**

##### **Resolved**

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

#### **137/17 Matters Arising from the above Minutes**

There were no matters arising.

#### **138/17 Minutes of the Corsham Youth Council meeting held on 25 September 2017**

##### **Resolved**

That the minutes be noted.

#### **139/17 Mansion House Update (*Minute 177/16 and others*)**

Further to earlier meetings, Tim Martienssen (Head of Service) and Suzanne Gough (Senior Project Manager) of Wiltshire Council made a detailed presentation and answered questions on the Corsham Digital Mansion House project.

#### **140/17 Corsham Neighbourhood Plan Consultation Draft (*Minute PL 51/17*)**

Further to the update to the Council (Planning) meeting on 30 August, it was reported that the draft Corsham Neighbourhood Plan would be going to public consultation from 1 November to 13 December 2017. Reference copies of the draft Plan were

available in the Town Hall and online on the Neighbourhood Plan website [www.corshamneighbourhoodplan.co.uk](http://www.corshamneighbourhoodplan.co.uk) (log in required). Members were asked to review and approve the draft Plan prior to the formal consultation process commencing.

### **Resolved**

That the draft Corsham Neighbourhood Plan, with minor amendments, be approved for public consultation.

#### **141/17 Nationwide Building Society (*Minute 88/17 and others*)**

Further to previous meetings, Nationwide had held several drop-in sessions at the Town Hall with further visits planned. The Chief Executive updated the Town Council on a meeting that was held with Nationwide representatives earlier in the day. The petition numbers had increased further and publicity posters in the Town were being updated regularly by the Town Council with dates of when Nationwide were at the Town Hall. Nationwide would continue their fortnightly sessions in the Council Chamber and were planning to film one of their visits for use for marketing purposes.

#### **142/17 Corsham Railway Station Town Team Update (*Various Minutes*)**

Further to earlier meetings, the Town Team met on 29 September to discuss progression of the rail service and station. The Group approved the Terms of Reference and elected Peter Pearson as Chairman for the forthcoming year. Corsham Institute had agreed to continue to administer the Group. The next step was to arrange a meeting with Dr Carlton Brand (Corporate Director) of Wiltshire Council to discuss an event later in the year with the MP and various stakeholders. The event would aim to agree stakeholders' responsibilities and a course of action, with timescales.

It was understood that Wiltshire Council and/or Swindon and Wiltshire Local Enterprise Partnership had funding to produce a Rail Strategy. The Chief Executive would produce a brief report to update Councillors on the proposed railway station.

#### **143/17 Old Cemetery Agreement (*Minute P&A 78/16*)**

Further to the meeting of the Property and Amenities Committee on 29 March 2017 where it was Resolved '*That Wiltshire Council be approached and negotiations take place to enable the Town Council to take over responsibility for Ladbrook Lane Old Cemetery*', Officers, with advice from the Town Council's Solicitors, had reached agreement to take over the site. Due to the legal status of closed churchyards and cemeteries, the freehold could not be transferred. In accordance with Standing Order 22 a Town Council resolution was required before the legal agreement could be signed.

### **Resolved**

That responsibility for Ladbrook Lane Closed Cemetery be transferred to Corsham Town Council in accordance with the Agreement negotiated with Wiltshire Council.

#### **144/17 Annual Return for the year ended 31 March 2017**

The Annual Return had been audited and advertised. No issues of concern were raised although the external auditor had asked that one matter not affecting the opinion be drawn to the attention of the Council for consideration. A copy of the point raised was attached to the agenda and referred to the period for exercise of public rights being less than 30 days. However, it was also noted that the external auditor had made an error in the statement as it said the period ended 17 June 2017 when, in fact, it ended 17 July 2017. The Notice of Conclusion of Audit was being advertised on the Town Council's website.

#### **Resolved**

That the conclusion of the External Audit be noted.

#### **145/14 Remembrance Parade and Service –**

Names of those Members attending the Remembrance Parade and/or Church Service on Sunday 12 November 2017 were requested.

#### **Resolved**

That the Chairman Mrs R Hopkinson, Councillors S Abbott, C Fuller, M Jackson, N Pocock, Mrs M Wakeman and Mrs A White would attend the Church Service, Parade and/or ceremony at the War Memorial.

#### **146/17 Vacancies on committees, other groups and outside bodies (*Minute 100/17 and others*)**

Following the resignation of Councillors Debbie Anstis and Roy Preen, there were vacancies on the Property and Amenities Committee (two) and Finance and Administration Committee (one). There was also a vacancy on the Appeals Panel. Councillors willing to fulfil the roles could be appointed at the Council meeting.

#### **Resolved**

That Councillor Mrs A White be appointed to the Property and Amenities Committee and Councillor Mrs M Wakeman be appointed to the Appeals Panel.

#### **147/17 NHS England Consultation on Proposed Pharmacy in Colerne**

NHS England had invited representations on an application to provide a pharmaceutical service in Colerne. A detailed explanation, letter and application had been available at the meeting.

#### **Resolved**

That the NHS England Consultation on a proposed pharmacy in Colerne be noted.

## 148/17 Splitz Support Service AGM

Splitz Support Service had invited the Town Council to send a representative to its AGM being held on 18 October at Trowbridge Rugby Club.

### Resolved

That Councillor Mrs K Duckhouse would represent the Town Council at the AGM on 18 October 2017.

## 149/17 Authorisation of cheques and payments

### Online Banking Payments

Salaries & Payments - CTC Staff	£18,355.32
Wiltshire Pension Fund - Pension Contribution for October 2017	£5,628.55
HMRC - Tax & NI for October 2017	£6,217.06
Methuen Hall Trust - CTC Room Hire for September 2017	£497.50
Methuen Hall Trust - Quarterly Grant	£3,907.50
Johns Associates - Springfield Parkour Stage 2, N/hood Plan Phase 2, Design Guide & Final Document	£13,580.14
Lucy Spielberg - Balloon Entertainment at Street Fair	£200.00
Proludic - 4 x Plastic Wear Insert Bushes for Play Equipment	£90.14
Kevin Brown - Musician for Street Fair	£100.00
Miss C L Miller - (Louie Miller) Musician for Street Fair	£100.00
The Little Zoo - Exotic Animal Display for the Street Fair	£335.00
Newsquest - 2 x Full Page Adverts for Corsham Street Fair, Digital Adverts for Street Fair, 2 x Job Vacancy Adverts	£1,836.94
Benjamin Powell - Entertainment for Arts Trail Launch	£150.00
Jennifer Crook - Harpist for Arts Trail Launch	£165.00
Right Angle Picture Framing - Frames for Youth Art Winners	£128.16
Travis Perkins - Fence Panelling Hire for Playground, Cemetery Maintenance	£424.56
Ross Office supplies - Stationary Items	£99.44
Wiltshire Council - Provide Mains Power CCTV at Springfield	£1,934.22
Wiltshire Council - Council Tax Flat 2 A/house 4/9/17 to 12/9/17	£33.08
Wiltshire Council - Free Parking Friday's in Nov and Dec 1	£2,400.00
Haine & Smith - Eye Test and VDU Lenses for S Scott	£80.95
Creative Palaver - Circus Art Workshop at Street Fair	£250.00
Idverde - Grounds Maintenance and Public Toilet Cleaning	£2,905.67
DCM Surfaces - Supply and Install Safety Surfacing at Dicketts Rd Play Area	£13,860.00
Visit Wiltshire - Advertising in Food and Drink Map 2018	£150.00
Corsham Hardware (Browns) - Grounds Team Consumables	£29.70
Baker & Baker - Grounds Team Consumables	£28.74
Kaz Lammie Creative - Music Entertainment for Street Fair	£50.00
Corsham Print - Pull up Banners, Posters and Bannister Posters for Arts Trail	£180.00

Hartham Park Estates - Allotment Water 1/4/2017 to 30/9/2017	£205.00	
David Ingram - Management Fee for Flat 2 Arnold House	£40.50	
J H Jones - Grave Digging x 2	£640.00	
T W Landscapes - Turf for Grave Levelling at Cemetery	£57.60	
St John Ambulance - First Aid Cover at Street Fair	£131.04	
Cosh Design - Design and Artwork for Neighbourhood Plan Newsletter	£241.50	
SLCC Enterprise Ltd - 1 x Delegate for National Conference	£330.00	
GTW Media Ltd (Travel World Group) - Visit Corsham Advert	£150.00	
Charles Saunders - 15 x Boxes of Heavy Duty Black Bags	£280.26	
Tasty Bites - Buffet Lunches for SLCC Meeting and Helpers at Street Fair	£294.50	
The Inspection Company - Annual Play Area Inspections	£419.58	
<b>Payment by Cheque</b>		<b>Chq No</b>
Petty Cash	£283.95	7664
Gastard Village Hall - Booking for Thursday 9 November NP Consultation	£78.00	7665
Cliff Gater - Entertainment for Street Fair	£100.00	7666
SSE - Skate Park Electricity	£63.21	7667
SSE - CCTV Springfield	£15.60	7668
Charles Fuller - Travel Expenses to Trowbridge for Flood Seminar	£9.00	7669
<b>Charge Card</b>		
South West in Bloom - 2 x Tickets for 2017 Presentation	£36.00	
Dropbox - Annual Subscription Renewal	£79.00	
Treasure Trails - Competition Prizes	£22.46	
Tudor Environmental - Road Closed Warning Signs	£197.01	
Ideal Stencils - Peacock Feather Stencil	£14.99	
Majestic Wines - Wine & Glasses Hire	£137.88	
Corsham Chamber of Commerce - 1 x Delegate for Business Breakfast	£10.00	
<b>Sub total</b>	<b>£77,554.75</b>	
<b>Cheques / Internet Banking Paid Outside of Meeting</b>		
Modus Exhibitions - Exhibition Panels Including Hire, Installation and Transport for Peacock Arts Trail.	£1,500.00	
<b>Payments Made by Direct Debit/Standing Order</b>		
West Mercia Energy - Newlands Road Public Conveniences Electricity	£40.67	
West Mercia Energy - Guide Hut Electricity	£22.61	
Vodafone - Mobile Telephones	£209.80	
Peninsula - Health & Safety Advice	£260.40	
Peninsula - Provision of HR Consultancy	£300.00	
Mainstream Digital - Call Charges	£10.88	
Hills Waste Solutions - Waste Collections and Skip Exchange	£215.60	
SGW Payroll Ltd - Monthly Payroll Processing	£50.88	
Wiltshire Council - Business Rates for Public Conveniences	£86.00	



UK Fuels	£194.90
Excalibur - Monthly IT Service and Support as per Contract Plan	£375.60
<b>SUB TOTAL</b>	<b>£3,267.34</b>
<b>TOTAL</b>	<b><u>£80,822.09</u></b>

**Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.21pm. There were no members of the public present at the meeting.

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CHAIRMAN

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DATE