

Minutes of the Council Meeting held at the Town Hall on Monday 10 July 2017

Present Councillor Mrs R Hopkinson (Chairman)
Councillors S Abbott, P Anstey, Mrs D Anstis, Ms L Bray, Mrs K Duckhouse,
N Farmer, C Fuller, M Jackson, D Jarman, D Jones, R Le-Var, J Maloney,
N Pocock, R Preen, R Taylor and Mrs A White

In Attendance Mrs M Jones (Head of Finance & Administration)
S Lodge (KIK Radio)
D Martin (Chief Executive)

61/17 Apologies

Apologies were received from Councillors Mrs T Alberga and S Moysey.

62/17 Public Question Time and Petitions

There were none.

63/17 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.

64/17 Minutes of the Town Council Meeting held on 12 June 2017

Resolved

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

65/17 Matters Arising from the above Minutes

There were no matters arising.

66/17 Chairman's Announcements

Past Appointments

June 14 – Northern Area Planning with regards to the Redrow Development on Bradford Road

- 15 – Breakfast Meeting with Rachel Neaman, the new Chief Executive Officer at Corsham Institute
- 16 – Bath Spa University Poetry Symposium
- 17 – Taste of Corsham Food Festival
- 19 – Annual Site Visits
Wiltshire County Cricket match
- 22 – Swimming Gala and presentation of the Stephanie Millward MBE Cup
- 25 – Wiltshire Armed Forces weekend
- 27 – Meeting with The Rise Trust

Forthcoming Appointments

July

- 11 – South West in Bloom judging
- 13 & 14 – Corsham in Bloom local judging
- 25 – Councillor Induction

Other

The Chairman would like to thank all Town Council staff for their hard work in making the first Taste of Corsham event such a success. Everybody enjoyed the day and much positive feedback had been received.

67/17 Policing and Community Safety

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

On 13 June, entry was gained to a garage on Churchill Way and various tools and Army medals were stolen. On 15 June, an unknown suspect had stolen a bench from outside a property on Freestone Way.

A white male had stolen from the Co-op two crates of Budweiser bottled beer to the value of £20 and then left the store straight away making no attempt to pay.

On 23 June, an unknown suspect had entered a Faresaver bus parked on Newlands Road Corsham whilst the driver used the public conveniences nearby and stole his days takings which amounted to £53.60.

On 23 June, an unknown suspect had stolen a full sized American Flag from a garden in Nine Acre Drive, Katherine Park, causing damage to the flag pole in the process. The flag had been found in the local park and returned to the owner.

Pro-active patrols of Katherine Park were made a priority as there had been several incidents recently and graffiti sprayed in various locations.

An 18-year-old male from Paul Street in Corsham was subject to a Section 23 Stop Search and was issued a Cannabis Street Warning for being in possession of Cannabis.

Councillor Mrs Duckhouse reported that children as young as 10 years old had been approached and offered drugs to purchase at Springfield Recreation Ground. The Chief Executive would report this to PCSO Redmond and informed the meeting that a

new CCTV fixing was being installed at Springfield near the skate park, which would help prevent this activity, or provide evidence for the police.

68/17 Correspondence

- i) Members Information Sheets Nos. 374 and 375 were noted.
- ii) Late correspondence – The Walking Festival organisers had sent a letter thanking the Town Council for supporting the event by giving a grant. Each year more walkers were attending the walking festival and were travelling from further afield to take part.

69/17 Reports from Council representatives appointed to outside bodies

A350 Road Improvements – On 3 July, Councillor Mrs A White attended Griffiths Contractors drop-in session at Chippenham Rugby Club to view the plans for the road dualling programme taking place over the next 12 months on the A350.

St Patrick's School – On 12 July, Councillor S Abbott would be attending the 50th Anniversary Celebrations at St Patrick's School on behalf of the Chairman who was unable to attend.

Corsham Twinning – Councillor Mrs K Duckhouse reported that a BBQ and skittles evening would be held on 15 September in preparation for the Jargeau visit in October. A choir would be performing for the guests and anyone wishing to join the choir should contact the Twinning Association.

Fairtrade – Councillor N Farmer would be attending a meeting on 12 July to meet other members of the Fairtrade group.

Corsham Youth Council – Councillor N Farmer attended the last meeting of the academic year on 10 July.

Careers Day at Corsham School – Councillors N Farmer, R Le-Var and the Chief Executive had taken part in the Careers Day on 10 July.

70/17 Minutes of the Finance and Administration Committee Meeting held on 14 June 2017

Resolved

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

71/17 Matters Arising from the above Minutes

There were no matters arising.

72/17 Minutes of the Council (Planning) Meeting held on 28 June 2017

Resolved

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

73/17 Matters Arising from the above Minutes

There were no matters arising.

74/17 Minutes of the Property and Amenities Committee Meeting held on 5 July 2017

Resolved

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

75/17 Matters Arising from the above Minutes

There were no matters arising.

76/17 Vacancies on Committees, Other Groups and Outside Bodies (*Minute 49/17 and others*)

Further to previous meetings, there were opportunities to fill the remaining vacancies on committees, other groups and outside bodies for the remainder of the Council year. Any unfilled vacancies could be filled at future meetings.

Committees and other groups

Property and Amenities – maximum of four
Community Services – maximum of three
Finance and Administration – maximum of five
Accounts Sub-Committee – one reserve
Neighbourhood Planning – maximum of two
Community Awards – one
Staffing Panel – two
Appeals Panel – four

Outside bodies

Community First – one
Corsham Chamber of Commerce – one reserve
Corsham in Bloom – one
Corsham Local Youth Network – one reserve
Corsham Twinning Association – one reserve
Fairtrade – one reserve
Potley and Pockeridge Community Association – one reserve
Town Council Surgery – one
World War One Centenary Commemorations – one

Resolved

a) That:

- i) Councillors P Anstey and R Preen be appointed to the Property and Amenities Committee.
- ii) Councillor Mrs A White be appointed to the Community Services Committee
- iii) Councillors P Anstey, D Jarman and R Preen be appointed to the Finance and Administration Committee.
- iv) Councillor P Anstey be appointed to the Accounts Sub-Committee.
- v) Councillor J Maloney be appointed to the Neighbourhood Plan Steering Group.
- vi) Councillor J Maloney be appointed to Community Awards Panel.
- vii) Councillors C Fuller and D Jarman be appointed to the Staffing Panel.
- viii) Councillors Mrs D Anstis, N Farmer, J Maloney and N Pocock be appointed to the Appeals Panel.
- ix) Councillor S Abbott be appointed as the Chamber of Commerce representative.
- x) Councillor D Jarman be appointed as the reserve representative for the Corsham Local Youth Network.
- xi) Councillor J Maloney be appointed as reserve for Corsham Twinning Association.
- xii) Councillor P Anstey be appointed as reserve for Potley and Pockeridge Community Association.
- xiii) Councillor N Farmer be appointed as a reserve for Town Council Surgery.

b) That the remaining vacancies be deferred to the next Council meeting.

77/17 Chairman and Vice-Chairman of the Finance and Administration Committee (Minute 12/17)

The Chairman of the Finance and Administration Committee had indicated his wish to stand down from the position and the Vice-Chairman position was vacant. The Council was asked to elect a Chairman and Vice-Chairman of the Committee for the remainder of the Council year.

Resolved

- i) That Councillor P Anstey be elected Chairman of the Finance and Administration Committee;
- ii) That Councillor D Jones be elected Vice-Chairman of the Finance and Administration Committee for the remainder of the Council year.

78/17 Town Councillor Induction Evening

A Councillor induction evening had been arranged for 7.30pm on Tuesday 25 July in the Council Chamber. All Councillors were requested to attend. The aim was to cover areas specific to Corsham, rather than the generic new Councillor training carried out by the Wiltshire Association of Local Councils.

The proposed induction session was noted.

79/17 Mentoring for new Councillors

All new Councillors were offered a Mentor to support them through their first few months of joining the Town Council. Councillors were requested to let the Chief Executive know if they would like a Mentor so that experienced Councillors could provide that role.

Resolved

That Councillors S Abbott, P Anstey, N Farmer and Mrs R Hopkinson would be mentors for new councillors.

80/17 Nationwide Building Society (*Minute 50/17*)

Further to the previous meeting, Nationwide had attended the Taste of Corsham event to gauge the level of support and interest in them providing a branch or part-time presence in the Town. They were very pleased with the support and were interested in making a case for bringing their services to Corsham for at least one day per week.

To demonstrate the level of support Nationwide had suggested that a petition be organised. It would be important to publicise that Nationwide only deals with personal banking rather than business customers.

Resolved

- i) That an online and paper petition be set up and publicised on the Town Council's website and via social media.
- ii) That, subject to Councillors being available, a stand be set up in the town centre at busy times where the petition could be signed and support could be gathered.

81/17 Bank Mandate (*Minute 29/17*)

Further to the Annual Council Meeting, it was reported that past Councillors had been removed from the Lloyds Bank Mandate. To increase the number of authorised signatories, new Councillors were asked to complete a bank mandate form.

The Head of Finance and Administration informed Councillors that if they banked personally with Lloyds the process to become a signatory was much easier, as their personal details and identification were already held by the bank.

Resolved

That three Councillors who are already customers of Lloyds Bank would complete the mandate form and become authorised signatories.

82/17 Vacancy for Co-option to Corsham Town Ward (*Minute 56/17*)

There was one remaining vacancy for co-option to Corsham Town Ward. Nominations closed on Monday 3 July but there had been no applications. The vacancy was being re-advertised with a new closing date of Monday 7 August 2017. Members are asked to encourage potential candidates to apply.

83/17 Authorisation of cheques and payments

Online Banking Payments

Name	Amount	
Salaries & Payments - CTC Staff	£17,065.35	
Wiltshire Pension Fund - Pension Contribution for July 2017	£5,176.51	
HMRC - Tax & NI for July 2017 - Reference 214PR001684021612	£5,929.27	
Methuen Hall Trust - CTC Room Hire for June 2017	£255.00	
Methuen Hall Trust - Quarterly Grant	£5,750.00	
Beazer Electricals - 2 Pin Lamps	£12.48	
Newlands Road Garage - Van Running Costs, Tyre, Balancing & Disposal	£253.84	
Screwfix - Grounds Maintenance Equipment	£10.98	
Coppins - Supply and Engrave Trophy for Stephanie Millward	£149.99	
Corsham Print - Taste of Corsham Brochures, Walking Guides	£1,105.80	
David Cosh - Design and Artwork for Taste of Corsham Programme	£210.00	
Travis Perkins - Skate Park and Stock Items	£80.56	
Corsham Tasty Bites - Helpers Food/Buffer x 40 for Taste of Corsham	£252.00	
Newsquest - Advertising Taste of Corsham, Marlborough Connect Magazine	£212.81	
Media 10 - July Advertising in Good Homes Magazine	£180.00	
Twining Association - Second Deposit for Trip to Jargeau	£100.00	
Mines Hire - Wooden Benches for Taste of Corsham	£202.80	
Pear Technology - Large Map of Corsham Parish	£216.00	
Group Travel World - Advertising in Group Travel World Magazine	£180.00	
Goughs Solicitors - Legal Fees for New Cemetery	£466.20	
Wiltshire Council - Licence for CCTV Camera at Springfield	£545.00	
Police & Crime Commissioner - Policing at Food Festival on 17 June	£380.45	
IWS Water Hygiene - Water Hygiene Services for Public Conveniences	£134.40	
Payment by Cheque		
Petty Cash	£150.62	7654
SSE - CCTV Electricity	£15.85	7655
SSE - Skatepark Electricity	£65.36	7656
Grants		
Neston Memorial Hall	£500.00	7657
Bath Spa University	£500.00	IB
Charge Card		

Great Western Rail - Chippenham to Paddington Health & Safety Seminar	£130.90	
Xylem Water Solutions - Pressure Switch	£34.10	
Sub total	£40,266.27	
Cheques / Internet Banking Paid Outside of Meeting		
Ben Powell - Musician for Taste of Corsham Event	£100.00	IB
Kaz Lammie - Musician for Taste of Corsham Event	£50.00	IB
Excalibur - IT System, Set Up, Equipment, Support and Backup	£9,235.20	IB
Payments Made by Direct Debit/Standing Order		
West Mercia Energy - Newlands Road Public Conveniences Electricity	£80.03	
West Mercia Energy - Guide Hut Electricity April & May	£46.38	
Vodafone - Mobile Telephones	£203.68	
Peninsula - Health & Safety Advice	£260.40	
Peninsula - Provision of HR Consultancy	£300.00	
Mainstream Digital - Call Charges	£16.26	
Hills Waste Solutions - Waste Collections	£504.20	
SGW Payroll Ltd - Monthly Payroll Processing	£50.88	
Viking - Stationery, Postage and IT Keyboard	£396.64	
Wiltshire Council - Business Rates for Public Conveniences	£90.85	
Wiltshire Council - Arnold House Business Rates	£738.67	
UK Fuels	£134.91	
SUB TOTAL	£12,208.10	
TOTAL	£52,474.37	

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.41pm. There were no members of the public present at the meeting.

CHAIRMAN

DATE