

Minutes of the Council Meeting held at the Town Hall on Monday 11 December 2017

Present Councillor Mrs R Hopkinson (Chairman)
Councillors S Abbott, P Anstey, Miss L Bray, N Farmer, M Jackson,
D Jarman, D Jones, R Le-Var, S Moysey, N Pocock, Mrs G Sanders and
Mrs C Woodward

In Attendance K Gaskin (Corsham Health and Wellbeing Group)
Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)
S Lodge (KIK Radio)

177/17 Apologies

Apologies were received from Councillors Miss T Alberga, Mrs K Duckhouse,
C Fuller, J Maloney, Mrs M Wakeman and Mrs A White.

178/17 Public Question Time and Petitions

There were none.

179/17 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.

180/17 Minutes of the Town Council Meeting held on 13 November 2017

Resolved

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

181/17 Matters Arising from the above Minutes

There were no matters arising.

182/17 Chairman's Announcements

Past Appointments

November

- 14 Meeting with Chippenham Town Council
- 14 MOD Community Liaison Panel
- 16 Broadwood School Expansion Consultation
- 17 Joint Clerks/Chairman/SLCC Training and Networking Day
- 20 UNICEF – Refugee Film
- 23 Artists Café – The Pound
- 23 Corsham Area Board Meeting
- 27 CYC – making Christmas decorations for St Bart's tree
- 30 Christmas Window Judging

December

- 1 Christmas Lights Switch On Event

Forthcoming Appointments

December

- 12 Strategic Plan Workshop

January

- 3 Councillor Meal

Other Issues

The Chairman reported that Councillor Mrs M Wakeman was recovering from her recent hospital admission. Although she had been re-admitted, she was now back at home recovering.

183/17 Policing and Community Safety

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

On 15 November, a known suspect had entered the Co-op, Martingate Centre and taken eight bottles of whiskey, a bottle of vodka and a bottle of rum without paying. Enquiries were made.

On 15 November, a Land Rover Discovery was stolen off a driveway in Academy Drive. The keys had been secured in the owners' house.

On 17 November, a farmer on The Corsham Estate had been informed of sheep worrying. The farmer had later found one of his sheep dead in the lake. Enquiries were made.

On 19 November, a Nissan car had been involved in a road traffic accident near the Cross Keys on the A4. A 70-year-old male was arrested on suspicion of drink driving and was later released from custody under investigation.

On 21 November, an unknown male had entered The Factory Shop in the Martingate Centre and walked out of the store with a jukebox and speaker without paying. The male had been identified. He was not local and enquiries were made.

An unknown male had entered Boots and stolen Christmas gift sets on two occasions. Goods to the value of approximately £600 had been taken. The male had been identified and was not local.

Unknown suspects had removed two stones approximately 1ft (0.3m) x 1ft (0.3m) in size from the top of a 6ft (1.8m) garden wall at a property on Pickwick Road. They had placed them in front of the car that was parked on the drive.

On 25 November, an unknown suspect had stolen both number plates from a cream Mini Cooper in Home Mead.

On 25 November, known suspects had attempted to steal five Christmas gift sets from the Co-op in the Martingate Centre. When they tried to exit the shop, they were stopped by a member of staff. The suspects handed over the bag and left the store.

On 26 November, a male suspect had thrown bricks at two windows causing them to smash at the Three Brewers public house on Priory Street. Enquiries were made.

On 2 December, unknown suspects gained entry to a garage on Shearwater Way and had stolen a petrol lawnmower valued at £150.

On 6 December, an unknown suspect had gained entry to a blue Ford Transit parked on Arnolds Mead despite the alarm being activated. The owner attended the vehicle and the suspect ran from the area. At 11.45pm the police received a report of a burglary in progress in Bences Lane, Corsham. Two men were seen in the area wearing masks. Another report was received a few moments later of a theft from a van in the same street. Items stolen include various power tools worth several hundreds of pounds. Police believed the incidents were linked.

184/17 Correspondence

- i) Members Information Sheets Nos. 385 and 386 were noted.
- ii) Late correspondence – there was none.

185/17 Reports from Council representatives appointed to outside bodies

Councillor N Farmer had attended a Fairtrade meeting. Fairtrade would be meeting with Wiltshire College to raise awareness of Fairtrade in Corsham.

Councillor N Farmer and Mrs S Szakalo (Tourism and Events Officer) had attended a meeting with The Pound Arts with regards to organising a Literary event in 2018.

Councillor N Farmer had attended the Creative Café at The Pound Arts and reported there had been good attendance by local artists.

Councillor N Farmer informed Councillors that there was an exhibition at The Pound showcasing local artists.

Councillor N Farmer had attended the CYC meeting and reported that the Youth Councillors would be starting an anti-bullying campaign in the New Year and that UNICEF would be attending a meeting to make a presentation.

Councillor D Jarman was helping with the TEDx event being held at The Pound.

186/17 Minutes of the Properties and Amenities Committee meeting held on 15 November 2017

Resolved

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

187/17 Matters Arising from the above Minutes

There were no matters arising.

188/17 Minutes of the Council (Planning) Meeting held on 22 November 2017

Resolved

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

189/17 Matters Arising from the above Minutes

Minute PL 79/17 Decisions – Application 17/10664/FUL 1 Pickwick – Erection of a 40ft retractable amateur radio mast, had been listed as an approval when it was an application. The application would be considered at the Council (Planning) meeting on 13 December 2017.

190/17 Minutes of the Finance and Administration Committee Meeting held on 6 December 2017

It was pointed out that there had been one member of the public present at the start of the meeting and none at the end.

Resolved

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

191/17 Matters Arising from the above Minutes

There were no matters arising.

192/17 Minutes of the Corsham Youth Council meeting held on 27 November 2017

Resolved

That the Minutes be noted.

193/17 Twinning Visit to Jargeau (*Minute 172/17 and 49/17*)

Councillor Mrs K Duckhouse (Twinning Representative) was due to carry out a presentation on her Twinning visit to Jargeau but was unavailable. Once received, the presentation would be sent to Councillors on a Members' Information Sheet.

194/14 Fields in Trust Award, The Batters

The Town Council had been given a Showcase Centenary Field 2017 award by Fields in Trust for its excellent work at The Batters, commemorating the centenary of World War I. The site had been used for trench digging practice by the Scots Guards.

Resolved

That an article on the Centenary Field award be included in the next Town Council Newsletter.

195/17 Committee Vacancies (*Minute 146/17 and others*)

There were vacancies on the Community Services Committee (one), Finance and Administration Committee (two) and Property and Amenities Committee (two), all of which could have up to 12 members.

Resolved

- i) That Councillors Mrs G Sanders and Mrs C Woodward be appointed to the Property and Amenities Committee for the remainder of the Council year.
- ii) That Councillor Mrs C Woodward be appointed to the Community Services Committee for the remainder of the Council year.
- iii) That Councillor N Pocock be replaced by Mrs G Sanders on the Accounts Sub-Committee for the remainder of the Council year.

196/17 Notification of External Auditor for the 2017/18 Financial Year

Under the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) had appointed PKF Littlejohn LLP as the Town Council's External Auditor for the next five years. If any Councillor or close relation is employed by PKF Littlejohn LLP, this must be declared and the SAAA must be advised immediately. A reminder would be added to the next Members' Information Sheet to highlight to all Councillors the need to make a declaration to the SAAA if the above applies to them.

197/17 Strategic Plan Monitoring and Evaluation (*Minute 123/17 and others*)

Further to the September 2017 Council meeting the Strategic Plan Monitoring Sheets provided an update of progress with the Strategic Plan. Each Committee monitors its specific actions at every meeting.

Resolved

The updated Strategic Plan Monitoring and Evaluation sheets were noted.

198/17 Corsham Area Dementia Action Alliance

The Corsham Health and Wellbeing Group was working towards the status of a dementia-friendly town and was requesting the Town Council's support. A report by Kevin Gaskin, who administers the Group, explained the aims and benefits of dementia alliance groups. Dementia awareness was mentioned as part of the Council's Strategic Plan activity as well as one of the Health and Wellbeing Policies within the draft Neighbourhood Plan (*Policy CNP HW5*). The Town Council was asked to support the group in developing a set of appropriate actions.

Resolved

That the Town Council fully supports the Corsham Health and Wellbeing Group in working towards the status of Corsham becoming a dementia-friendly town.

199/17 Authorisation of cheques and payments

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£17,846.29
Wiltshire Pension Fund - Pension Contribution for November	£5,896.34
HMRC - Tax & NI for November 2017	£6,109.01
Methuen Hall Trust - CTC Room Hire for November 2017	£502.00
Corsham Chamber of Commerce - Christmas Lunch - Chairman	£35.00
Scewfix - Heavy Duty Sack Truck	£29.99
Konica Minolta - Hire and Printing Charges 24/8/17 to 23/11/17	£949.61
Corsham Tyre Service - Tyre, Wheel Balancing, Tyre Disposal	£111.89
CW Engineers - Telehandler for Xmas Lights Installation, Delivery & Fuel	£459.75
Cosh Design - Banner for NP, Wilts Life Artwork, Free Parking Artwork	£252.00
Media Clash - Bath Life Advert	£120.00
Corsham RFC - Banner Sponsorship 2017/2018 season at Rugby Ground	£300.00
Visit Wiltshire - Groups & Travel Package Jan to Dec 18 and 1 x Delegate to Attend South West Show Case Event Nov 2017	£420.00
The Pound Arts Trust - Sponsorship of Remembrance Sunday Tea Dance	£400.00
Corsham Band - Playing at Royal British Legion Remembrance Parade & Service on 12 Nov 17	£175.00

Newsquest - Advertising Free Parking Fridays, Street Fair, Lights Switch On,	£727.47
Melksham Groundcare Mach. - 3 x Chainsaw Helmets	£141.00
Goughs Solicitors - Interim Invoice for Land at Bradford Road	£4,736.40
Corsham Print - Promotional Cards and 2017 Christmas Cards	£114.00
Idverde - Grounds Maintenance and Toilet Cleansing	£2,905.67
JACS - Refurbished Corsham Bins x 4	£1,014.91
Anya Beaumont - Recycled Plastic Sculpture & Workshops	£196.38
Walkers are Welcome - Annual Subscription	£80.00
The Little Zoo - Reindeer for Christmas Lights	£585.00
Independent Media - Advertising Christmas Lights in the Sunday Independent	£240.00
Baker & Baker - Grounds Team Consumables and Christmas Lights Items	£62.88
Enlightened Lighting - Lights and PA System for Christmas Lights	£119.52
Ross Office Supplies - Stationery	£40.68
Charlotte Blake - Parkour Project Consultancy	£50.00
Teleshore UK Ltd - Parts for The Cemetery Grave Shoring	£134.40
K Marland - Bus Shelter Cleaning	£300.00
Beazer Electrical - Electrical Condition Report of Fixed Wiring at A/House and Flats 1 & 2	£774.00
Travis Perkins - Plumbing Items for Flat 2	£21.47
Aquatronic (AGM) - Service Maintenance Visit	£299.11

Grants

Corsham Bowls Club	£500.00	IB
Corsham Town Football Club	£500.00	IB
Shapeshifters Productions	£497.00	IB
Golden Oldies Charity	£330.00	IB
Volunteer Guides of The Corsham Almshouses	£500.00	IB
Wiltshire Citizens Advice (Section 137 Grant)	£500.00	IB
Revitalise Respite Holidays (Section 137 Grant)	£354.00	IB
Multiple Sclerosis Therapy Centre (Wessex) Ltd (Section 137 Grant)	£100.00	IB

Payment by Cheque

Petty Cash	£275.49	Chq No 7675
J T Creighton - Supply of PA system for Xmas Lights switch on 1/12/17	£400.00	7676

Charge Card

Majestic Wine - Wine and Glass Hire	£138.88
Paradise Trading/Picture Frames Direct - Certificate Frames for CIB	£180.96
RS Components - Key for Notice Board	£3.08
Amazon - 2 x Posting Boxes for Neighbourhood Plan Consultation	£8.66

Curry's PC World - Henry Vacuum (for Methuen Town Hall)	£124.99
Sub total	£50,562.83
Cheques / Internet Banking Paid Outside of Meeting	
Dave Hickory - Balloon Entertainment for Christmas Lights	£180.00
Payments Made by Direct Debit/Standing Order	
West Mercia Energy - Newlands Road Public Conveniences Electricity	£39.17
West Mercia Energy - Guide Hut Electricity	£23.98
Vodafone - Mobile Telephones	£208.71
Peninsula - Health & Safety Advice	£260.40
Peninsula - Provision of HR Consultancy	£300.00
Mainstream Digital - Call Charges, Quarterly Rental, Super-Fast Broadband and Fraud Protection Charges	£407.77
Hills Waste Solutions - Waste Collections and Skip Exchange	£225.34
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	£214.59
Public Works Loan Board - Loan Payment	£21,648.13
Viking - Stationery and Office Equipment	£94.73
SUB TOTAL	£24,113.86
TOTAL	£74,676.69

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.26pm. There was one member of the public present.

CHAIRMAN

DATE