

**Minutes of the Council Meeting held at the Town Hall on Monday 12 June 2017**

**Present** Councillor Mrs R Hopkinson (Chairman)  
Councillors S Abbott, Ms L Bray, Mrs K Duckhouse, N Farmer, M Jackson,  
D Jones, R Le-Var, N Pocock, R Taylor

**In Attendance** Mrs M Jones (Head of Finance & Administration)  
S Lodge (KIK Radio)  
D Martin (Chief Executive)  
R Smith (Chief Executive, SLCC)  
Mrs D Wilkins (Administration Assistant)  
M Unwin (Dorset & Wiltshire Fire and Rescue Service)

**31/17 Apologies**

Apologies were received from Councillor C Fuller.

**32/17 Public Question Time and Petitions**

There were none.

**33/17 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.

Councillor M Jackson declared a non-pecuniary interest in Agenda Item 26 as one of the co-option candidates was a family member.

**34/17 Minutes of the Town Council Meeting held on 8 May 2017**

**Resolved**

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

**35/17 Matters Arising from the above Minutes**

There were no matters arising.

**36/17 Chairman's Announcements**

### *Past Appointments*

#### May

- 15 – Sea Scouts Inspection by the Royal Navy
- 16 – Corsham Food Bank AGM

#### June

- 6 – Corsham Station Town Team Meeting
- 7 – Visit to Wadswick Green
- 8 – Meeting with Rod Bell, Head of The Corsham School
- 9 – Opening of the Walking Festival weekend

### *Forthcoming Activities*

- 14 – Northern Area Planning with regards to the Redrow Development
- 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
- 22 – Swimming Gala and presentation of the Stephanie Millward MBE Cup
- 26 – Pickwick Association AGM
- 27 – Meeting with The Rise Trust

## **37/17 Policing and Community Safety**

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

On 4 May an unknown suspect had stolen a pedal cycle from Birch Close. On 5 May, unknown suspects had climbed over the wall surrounding the old Mansion House property on Pickwick Road, lead was removed from the roof. Unknown suspects had forced open roller shutters to a commercial premise on Potley Lane; the roller shutters had been damaged but no entry was gained. On 16 May, a vehicle parked in Academy Drive had the rear left window smashed. No items had been stolen from the vehicle. An unknown suspect had thrown a brick through the window of the old Library, Pickwick Road.

On 21 May an adult female assaulted another female and had been charged and bailed to appear at Court. A local adult male was issued with a Cannabis Street Warning for possession of Cannabis on Pickwick Road. A local youth had been arrested and issued with a Youth Caution for causing damage to property in Corsham.

A male had entered the Co-op, Martingate Centre and selected bottles of alcohol which had been secreted in his jacket. He then picked up more alcohol and left the store, making no attempt to pay. A male suspect had entered McColls and selected 8-10 bottles of red wine and placed them in the basket. He then left the store with the basket full of goods without making any attempt to pay for them.

Graffiti had been painted in Freestone Way, Katherine Park. Unknown suspects had spray painted a wave onto the side of a car parked overnight on Freestone Way.

*Dorset & Wiltshire Fire and Rescue Service Update* – Mark Unwin from Corsham Fire Station gave an update which included the following:

Dorset & Wiltshire Fire and Rescue Service celebrated its first anniversary on 1 April 2017. A great deal of work had taken place prior to 1 April 2016 in order that the transition could occur with minimal disruption. This had been achieved and work was ongoing to align some of the management systems and methods of recording.

Over the past four months Corsham Fire Service had dealt with 115 incidents, comprising of: 21 primary fires; nine secondary fires; three road traffic accidents; 29 false alarm calls and 46 callouts and standbys. They had also responded to seven callouts to assist South West Ambulance Service to gain access to properties where life was at risk.

During the past few months the station had a number of community visits from outside organisations with over 120 children visiting the station for talks on fire safety.

### **38/17 Correspondence**

- i) Members Information Sheets Nos. 372 and 373 were noted.
- ii) Corsham's twin town of Jargeau, France had written to the Chairman following the Manchester and London terror attacks. The Chairman read out the emails she had received.
- iii) Late correspondence – The Chairman had received an invite from St Patrick's School to attend their 50th Anniversary celebrations on 12 July. The Chairman was unable to attend. Councillor S Abbott would represent the Town Council at the event.

### **39/17 Reports from Council representatives appointed to outside bodies**

*MOD Visit* – On 12 June Councillors N Farmer, N Pocock, Sharon Thomas, Head of Community Service and 14 Youth Councillors visited MOD Corsham for a tour of the site.

*Walking Festival* – On 9 June Councillor N Pocock attended the Walking Festival opening.

*Fairtrade Corsham* – On 13 June Councillor N Farmer was meeting with Fairtrade members. Councillor S Abbott had attended a Fairtrade meeting on 18 May.

### **40/17 Minutes of the Council (Planning) meeting held on 17 May 2017**

#### **Resolved**

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

### **41/17 Matters Arising from the above Minutes**

There were no matters arising.

**42/17 Minutes of the Community Services Committee meeting held on 24 May 2017**

**Resolved**

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

**43/17 Matters Arising from the above Minutes**

There were no matters arising.

**44/17 Minutes of the Property and Amenities Committee meeting held on 31 May 2017**

**Resolved**

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

**45/17 Matters Arising from the above Minutes**

There were no matters arising.

**46/17 Minutes of the Council (Planning) Meeting held on 7 June 2017**

**Resolved**

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

**47/17 Matters Arising from the above Minutes**

There were no matters arising.

**48/17 Minutes of the Corsham Youth Council meeting held on 15 May 2017**

**Resolved**

That the minutes be noted.

**49/17 Vacancies on Committees, Other Groups and Outside Bodies (*Minute 12/17 and 13/17*)**

Further to the Annual Council Meeting on 8 May and subsequent resignation of Andrew Duckhouse, there were opportunities to fill the remaining vacancies on committees, other groups and outside bodies. Any unfilled vacancies could be filled at subsequent meetings. The vacancies were:

*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**

- i) That Councillor Mrs K Duckhouse be appointed as the Corsham Twinning Association representative for the remainder of the Council year.
- ii) That the remaining vacancies be deferred to the next Council meeting.

**50/17 Lloyds Bank Closure (*Minutes 25/17 and 240/16*)**

Further to the previous discussions, meetings had been held with Lloyds Bank, Nationwide and Martingate Centre Ltd about future banking/building society services in the Town.

The Chief Executive had received correspondence from Ian Burgess, Local Director for Lloyds Bank after the meeting held on 5 June. Lloyds would not support a mobile branch due to the nearest branch of Lloyds Bank being only four miles away and that there were two ATMs in the High Street, and a Post Office which offers banking services to personal customers. Mr Burgess had also confirmed that following closure on 3 October the property would be marketed and sold.

The Nationwide Building Society would be having a stand at the Taste of Corsham food festival to gauge the interest and support of the local community for a possible branch or part-time presence in Corsham.

**51/17 Strategic Plan Monitoring and Evaluation (*Minute 232/16 and others*)**

Further to the March 2017 Council meeting the Chief Executive 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.

### **52/17 Internal Audit Report (Final Update) 2016/17**

A copy of the report from the most recent audit visit was considered. There was one new recommendation (R3) regarding settlement of an invoice, and this had been addressed.

#### **Resolved**

That the draft response to the internal audit report be endorsed.

### **53/17 Annual Return for the Year Ended 31 March 2017:**

Section 1 – Annual Governance Statement 2016/17.

The Annual Governance Statement was considered.

#### **Resolved**

That the Annual Governance Statement 2016/17 be approved.

### **54/17 Annual Return for the Year Ended 31 March 2017:**

Section 2 – Accounting Statements for 2016/17.

The Statements and supporting documentation were considered.

#### **Resolved**

That the Accounting Statements for 2016/17 be approved.

### **55/17 Annual Internal Audit Report 2016/17**

The Annual Internal Audit Report signed by the internal auditor was considered. No issues arose.

#### **Resolved**

That the Annual Internal Audit Report 2016/17 be noted.

### **56/17 Co-options and Casual Vacancy**

Councillor vacancies for co-option were considered. The ward vacancies were as follows: Corsham Gastard (1 vacancy), Corsham Neston (1 vacancy), Corsham Pickwick (1 vacancy), Corsham Town (4 vacancies) and Corsham West (1 vacancy). Nominations to fill the eight vacancies which followed the local elections had been advertised and 10 nominations were received.

The following candidates were co-opted to Corsham Town Council:

Mrs D Anstis - Corsham Gastard Ward  
P Anstey - Corsham Neston Ward

Mrs A White - Corsham Pickwick Ward  
Mrs T Alberga, D Jarman, J Maloney and R Preen - Corsham Town Ward  
S Moysey - West Ward

The casual vacancy arising from the resignation of Andrew Duckhouse would be a co-option and advertised accordingly.

### **57/17 Non-Party-Political Town Council**

Councillors were asked to confirm their commitment to the Town Council's Strategic Plan statement that 'once elected, party political allegiances are put aside to pursue a higher ideal: what is best for the town, residents and visitors to Corsham'. A unanimous vote followed.

#### **Resolved**

That Corsham Town Council remains a non-party-political Council.

### **58/17 Authorisation of cheques and payments**

#### **Online Banking Payments**

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£17,191.27
Wiltshire Pension Fund - Pension Contribution for June 2017	£5,313.74
HMRC - Tax & NI for June 2017 - Reference 214PR00168402161217	£5,747.55
Methuen Hall Trust - CTC Room Hire for May 2017	£232.50
Auditing Solutions Ltd - Provision of Internal Audit service for 16/2017	£504.00
JACS - Steel Box	£28.80
Newlands Road Garage - MOT Test and Repairs to Vehicle Reg AV08 ZCY and Van Running Costs	£457.02
Countrywide - 6 x Round Posts for Neston Recreation Ground	£21.54
Alarms & Electricals - Arnold House & Guide Hut Replace Alarm Batteries, Servicing and Replacement Fire Extinguishers	£543.72
Playforce - 2 x Treated Timber Beams	£109.09
DCK Accounting Solutions - Provide Services for Year End Closedown and Year End Preparation of Accounts	£1,123.92
T W Landscapes - Turf for Cemetery and Allotments	£100.80
M A Music Leisure & Travel Ltd - 1/2 Page Advert in Wiltshire Life	£480.00
The Last Baguette - Street Performance at 'Taste of Corsham' Event	£150.00
Zurich Insurance - Annual Premium Renewal	£5,973.22
Charles Saunders - Heavy Duty Black Bags and Floor Cleaner	£280.26
Travis Perkins - Permanent Pothole Repair Kit, Security Fence Hire, Concrete Path Edging and Various General Maintenance Items	£499.83

J H Jones & Sons - Shingle for Cemetery Grave Levelling	£149.04	
Community First - Annual Membership 2017/2018	£40.00	
Screwfix - Safety Boots x 2 and Maintenance Items	£101.97	
Immediate Media - Advertising Corsham as a Destination in Homes & Antiques Magazine and Directory Entry	£264.00	
Haine & Smith - 1 x Eye Test Plus VDU Lenses	£80.95	
Twinning Association - Deposit for October Visit to Jargeau	£100.00	
Baker Baker – Ground Team Consumables and S/field maintenance	£126.30	
The Chelsea Magazine Co - Advertising Corsham as a Destination	£660.00	
S J Aplin - Supply and Fit Chains for Basket Swing at Springfield	£524.35	
Newsquest - Recruitment Advertising, Taste of Corsham Advertising in Connect Magazine, Wiltshire Star and E-star, G&H E Edition	£1,902.55	
Beazer Electricals - Tap Assembly and Valve	£69.06	
Coach Tours UK - Advertising in Magazine for June 17	£300.00	
Eberline - March to May 2017 - Updates to Council Website	£478.80	
Hurst Media - Advertisement in Calibre Magazine	£420.00	
Corsham Print - 10 x Taste of Corsham Banners and 8 x Corex Signs	£289.20	
Wired Publishing – Advert Taste of Corsham in 'West Wilts' Magazine	£118.80	
M C Publishing Ltd - Advert in The Bath Magazine - June 17	£180.00	
Idverde - Grounds Maintenance and Public Toilet Cleaning	£1,972.97	
Bendry Bros - 18 x Garden Sleepers for Springfield	£526.63	
Vastern Timber - 10 x Sawn Oak Beams	£144.00	
Goughs Solicitors - Legal Searches for Cemetery Extension	£166.00	
Royal Agricultural University - LANTRA Wood Chipping Training	£150.00	
Anya Beaumont Art - Recycled Plastic Sculpture Workshop	£173.79	
Visit Wiltshire - Renewal of Partnership Membership for 2017/18 and Adverts in Visitor Guide and Visitor Maps	£1,404.00	
Wiltshire Council - Advertising Tourism and Events Officer on WC Website	£118.80	
Will Lawton Music - Musician for Taste of Corsham	£100.00	
Period Ideas for The Home - Advertising Corsham as a Destination	£180.00	
Keith Marland - Bus Shelter Cleaning	£300.00	
Media Clash - Advertising Taste of Corsham in Bath Life	£240.00	
<b>Payment by Cheque</b>		
Petty Cash	£178.72	7650
Water2Business - Water Charges for Grove Rd Allotments and Standpipe at Springfield Rec.	£30.47	7651
Royal Mail Group Ltd - Delivery of Newsletter	£600.00	7652
Mr J T Creighton (Rogerdean Promotions) - PA System and Staging for Taste of Corsham Event	£400.00	7653
<b>Charge Card</b>		
Oh So Cherished - Book of Condolence	£65.97	



JDA Fixings - Anti Tamper Nuts for Springfield Benches	£8.20
Annual Fee	£32.00
<b>Sub total</b>	<b>£51,353.83</b>
<b>Cheques / Internet Banking Paid Outside of Meeting</b>	
There were none	
<b>Payments Made by Direct Debit/Standing Order</b>	
Peninsula - Health & Safety Advice	£260.40
Peninsula - Provision of HR consultancy	£300.00
Mainstream Digital - Call Charges	£150.13
Vodafone - Mobile Telephone Charges	£208.15
Hills Waste Solutions - Waste Collections and Skip Hire	£541.21
SGW Payroll Ltd-Monthly Payroll Processing	£50.88
Viking - Stationery, Postage and 2 x PC Keyboards	£499.03
Wiltshire Council - Business Rates for Public Conveniences	£86.00
Public Works Loan Board - Loan Payment	£21,648.13

**Resolved**

That the cheques and transfers be authorised for payment.

**59/17 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.

**60/17 Land at Bradford Road, Corsham**

The Council considered a confidential report on the acquisition of land at Bradford Road for the purposes of allotments, depot and/or other community uses.

**Resolved**

That the Chief Executive be given delegated authority to proceed with the acquisition of the 'Community Building Land' at Bradford Road, Corsham.

The meeting commenced at 7.30pm and closed at 9.02pm. There was one member of the public present at the start of the meeting and none at the close.

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CHAIRMAN

\_\_\_\_\_  
DATE