

**Minutes of the Annual Council Meeting held at the Town Hall on Monday 13 May 2019**

**Present** Councillor G Sanders (In the Chair)  
Councillors T Alberga, N Farmer, R Hopkinson, M Jackson, D Jarman,  
D Jones, R Le-Var, J Maloney, S Moysey, R Taylor, A White, M Wakeman

**In Attendance** Mrs M Jones (Head of Finance & Administration)  
D Martin (Chief Executive)

Prior to the commencement of the meeting a one-minute silence was held in memory of former longstanding Councillor Jock Fraser who sadly passed away on 13 April.

**01/19 Apologies**

Apologies were received from Councillors S Abbott, P Anstey, L Bray, C Fuller, N Pocock and C Woodward.

**02/19 Election of the Chairman of the Council**

Councillor R Hopkinson proposed that Councillor S Abbott be elected as Chairman for the forthcoming Council year, seconded by Councillor M Jackson. There being no further nominations, it was:

**Resolved**

That Councillor S Abbott be elected Chairman of Corsham Town Council for the forthcoming Council year.

**03/19 Declaration of Acceptance of Office by the Chairman**

Councillor S Abbott had agreed to accept the Office of Chairman for the forthcoming year and would sign the Declaration of Acceptance of Office prior to the next meeting.

**04/19 Election of Vice Chairman of the Council**

Councillor R Le-Var proposed that Councillor G Sanders be elected as Vice-Chairman for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations, it was:

**Resolved**

That Councillor G Sanders be elected Vice-Chairman of Corsham Town Council for the forthcoming year.

## **05/19 Public Question Time and Petitions**

A resident from the High Street spoke in support of *Agenda Item 31 (see Minute 30/18) Resident's Parking Permits in the High Street.*

## **06/19 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.

Councillor N Farmer declared a non-pecuniary interest in *Agenda Item 31 (see Minute 30/18) Residents' Parking Permits* as a resident living near the High Street.

## **07/19 Minutes of the Town Council Meeting held on 8 April 2019**

### **Resolved**

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

## **08/19 Matters Arising from the above Minutes**

There were no matters arising.

## **09/19 Matters Arising from the Annual Town Meeting held on 11 April 2019**

There were no matters arising.

## **10/19 Chairman's Announcements**

On 21 April the Council Chairman attended the Parkour demonstration which was well supported by all ages.

On 28 April the Council Chairman attended the 10K run which is always a good event for Corsham with many spectators.

## **11/19 Policing and Community Safety**

The Chief Executive reported that Inspector Luffman had provided information about where to access details of incidents and crimes for specific areas.

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

On 4 April an unknown suspect had driven on to farmland in Pickwick and caused damage by joyriding on the land.

On 14 April a local adult male suspect was arrested after he caused damage to a gate in Academy Drive and then continued to be a nuisance to residents.

On 14 April an unknown person gained entry to a barn in Pockeridge and stole stump grinder.

On 4 May the rear windscreen of a silver Volkswagen Polo parked on The Laggar had been smashed and a black Volkswagen Tiguan had the windscreen smashed whilst parked on Priory Street.

On 4 May an unknown suspect had walked into the Co-op, Martingate Centre and selected various items including whisky and vodka and walked out of the store without making any attempt to pay for the items.

## **12/19 Appointments to Committees, Working Groups and Panels, and Election of Committee Chairs and Vice-Chairs**

The following appointments were made:

### **i) Appointment of Property and Amenities Committee (9 Members)**

Councillors T Alberga  
P Anstey  
L Bray  
N Farmer  
R Le-Var  
G Sanders  
R Taylor  
M Wakeman  
A White

### **ii) Election of Chair and Vice-Chair of the Property and Amenities Committee**

Councillor R Hopkinson proposed that Councillor G Sanders be elected Chair of the Property and Amenities Committee for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations it was:

#### **Resolved**

That Councillor G Sanders be elected Chair of the Property and Amenities Committee for the forthcoming year.

Councillor N Farmer proposed that Councillor P Anstey be elected Vice-Chair of the Property and Amenities Committee for the forthcoming year, seconded by Councillor D Jones. There being no further nominations, it was:

#### **Resolved**

That Councillor P Anstey be elected Vice-Chair of the Property and Amenities Committee for the forthcoming year.

### **iii) Appointment of Community Services Committee (9 Members)**

Councillors L Bray  
K Duckhouse  
N Farmer  
M Jackson

D Jarman  
N Pocock  
M Wakeman  
A White  
C Woodward

**iv) Election of Chair and Vice-Chair of the Community Services Committee**

Councillor D Jarman proposed that Councillor N Farmer be elected Chair of the Community Services Committee for the forthcoming year, seconded by Councillor M Jackson. There being no further nominations it was:

**Resolved**

That Councillor N Farmer be elected Chair of the Community Services Committee for the forthcoming year.

Councillor N Farmer proposed that Councillor D Jarman be elected Vice-Chair of the Community Services Committee for the forthcoming year, seconded by Councillor S Moysey.

**Resolved**

That Councillor D Jarman be elected Vice-Chair of the Community Services Committee for the forthcoming year.

**v) Appointment of Finance and Administration Committee (9 Members)**

Councillors S Abbott  
P Anstey  
R Hopkinson  
M Jackson  
D Jones  
J Maloney  
S Moysey  
G Sanders  
R Taylor

**vi) Election of Chair and Vice-Chair of the Finance and Administration Committee**

Councillor R Hopkinson proposed that Councillor S Moysey be elected Chair of the Finance and Administration Committee for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations, it was:

**Resolved**

That Councillor S Moysey be elected Chair of the Finance and Administration Committee for the forthcoming year.

Councillor S Moysey proposed that Councillor R Hopkinson be elected Vice-Chair of the Finance and Administration Committee for the forthcoming year, seconded by Councillor N Farmer.

**Resolved**

That Councillor R Hopkinson be appointed Vice-Chair of the Finance and Administration Committee for the forthcoming year.

**vii) Appointment of Accounts Sub-committee (4 Members + 2 reserves)**

Councillors M Jackson  
D Jones  
R Hopkinson (reserve)  
R Le-Var  
S Moysey  
M Wakeman (reserve)

**viii) Appointment of Neighbourhood Planning Steering Group (5 to 6 Members)**

Councillors S Abbott  
T Alberga  
N Farmer  
J Maloney  
R Hopkinson

**Election of Chair of the Neighbourhood Planning Steering Group**

Councillor D Jarman nominated Councillor S Abbott as Chair of the Neighbourhood Planning Steering Group for the forthcoming year, seconded by Councillor M Jackson.

**Resolved**

That Councillor S Abbott be elected Chair of the Neighbourhood Planning Steering Group.

**ix) Appointment of Community Awards Panel (4 to 5 Members)**

Councillors L Bray  
R Hopkinson  
R Le-Var  
M Wakeman  
A White

**x) Appointment of Staffing Panel (5 Members)**

Councillors T Alberga  
N Farmer  
R Hopkinson  
R Le-Var  
A White

**xi) Appointment of Appeals Panel (5 Members)**

Councillor L Bray  
M Jackson  
J Maloney  
S Moysey  
M Wakeman

**xii) Appointment of Strategic Planning Working Group**

**Resolved**

That Councillors S Abbott, P Anstey, N Farmer, R Hopkinson, M Jackson, J Maloney, G Sanders and C Woodward be appointed to the Strategic Planning Working Group.

**xiii) Environment Task Group (6 members)**

**Resolved**

That Councillors Councillors T Alberga, S Abbott, N Farmer, R Hopkinson, G Sanders and C Woodward be appointed to the Environment Task Group.

**13/19 Appointments to Outside Bodies**

**Resolved**

That the following appointments to outside bodies be made for the 2019/20 Council year:

- i) Bath Spa University Liaison (3+ Members + Council Chairman) – S Abbott (Chairman), R Hopkinson, D Jarman and C Woodward
- ii) Campaign to Protect Rural England (1 Member + 1 reserve) – R Le-Var, J Maloney (reserve)
- iii) Community First (1 Member + 1 reserve) – A White , R Hopkinson (reserve)
- iv) Corsham Area Transport Group (2 Members) – P Anstey, T Alberga
- v) Corsham Chamber of Commerce (1 Member + 1 reserve) – D Jarman, J Maloney (reserve)
- vi) Corsham for Walking (2 Members) – A White, G Sanders
- vii) Corsham Local Youth Network (2 Members + 1 reserve) – N Farmer
- viii) Corsham Railway Station Town Team (3 Members) – S Abbott, R Hopkinson, A White
- ix) Corsham Twinning Association (1 member + 1 reserve) – A White, J Maloney (reserve)
- x) Corsham Youth Council (2 Members + 1 reserve) – N Farmer, C Woodward, R Hopkinson (reserve)
- xi) Emergency Planning Volunteer (1 Member) – R Le-Var, C Woodward (reserve)
- xii) Fairtrade (1 Member + 1 reserve) – N Farmer, R Le-Var (reserve)
- xiii) Health Topic (1 Member + 1 reserve) – R Hopkinson, R Taylor (reserve)

- xiv) Potley & Pockeridge Community Association (1 Member + 1 reserve) – P Anstey, M Jackson (reserve)
- xv) The Pound Arts Trust Ltd (1 Member + 1 reserve) – N Farmer, C Woodward (reserve)
- xvi) Town Council Surgery (4 Members) – T Alberga, N Farmer, R Hopkinson, G Sanders
- xvii) Transcoco (2 Members) – G Sanders, C Woodward
- xviii) Wiltshire Association of Local Councils and NALC – (1 Member + 1 reserve) – J Maloney
- xix) Wiltshire Market Towns Forum (1 Member) – M Wakeman, R Hopkinson (reserve)

#### **14/19 MOD Liaison Panel**

Four to six Councillors were requested to attend the next MOD Liaison Panel meeting to be held in the Town Hall at 7pm on Tuesday 9 July.

#### **Resolved**

That Councillors S Abbott, N Farmer, R Hopkinson, D Jones, J Maloney, M Wakeman and A White would attend the MOD Liaison Panel meeting.

#### **15/19 Campaign to Protect Rural England AGM**

The Wiltshire Campaign to Protect Rural England AGM would take place at Bowood House from 11.30am on Thursday 20 June. A representative from the Town Council was invited to attend.

#### **Resolved**

That Councillor R Le-Var, as the representative for the Campaign to Protect Rural England, would attend the AGM on behalf of the Town Council.

#### **16/19 Correspondence**

- i) Members Information Sheets Nos. 421 and 422 were noted.
- ii) Late correspondence – An invitation had been received from the Corsham Churches Foodbank to their AGM on 21 May in St Aldhelm's Church at 7.30pm. Councillor R Taylor would attend the AGM and represent the Town Council.

#### **17/19 Reports from Council representatives appointed to outside bodies**

Councillor A White had attended a Corsham Walking Festival meeting and reported that six of the walks were now sold out. A quiz was being held on 8 June and teams were required.

Councillor J Maloney highlighted NALC correspondence on local planning matters.

Councillor N Farmer had attended a Pound Arts meeting where the StoryTown event was discussed. The Pound will also be taking part in the Taste of Corsham event with the Blue Sky Festival events.

Councillor R Hopkinson informed Councillors that sadly she had attended the funerals of the former Chairman and Councillor James Fraser and Mr William Hall, owner of the Martingate Shopping Centre in Corsham.

Councillor G Sanders had attended a Transcoco workshop on climate change matters. She had also attended a Food Action Group meeting where they had discussed local foods and where they come from.

Councillor G Sanders had assisted with the Corsham 10K run.

Councillor G Sanders reported that she had attended the Corsham Cycling Club taster session.

Councillors A White and N Farmer had attended the Public Consultation on a proposal for a Natural Burial Ground at Leafy Lane Woods, Box, by Aaron and Jonathan Bewley Funeral Directors.

**18/19 Minutes of the Finance and Administration Committee meeting held on 10 April 2019**

**Resolved**

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

**19/19 Matters Arising from the above Minutes**

There were no matters arising.

**20/19 Minutes of the Council (Planning) Meeting held on 17 April 2019**

**Resolved**

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

**21/19 Matters Arising from the above Minutes**

There were no matters arising.

**22/19 Minutes of the Property and Amenities Committee meeting held on 1 May 2019**

**Resolved**

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

**23/19 Matters Arising from the above Minutes**

There were no matters arising.



## **24/19 Minutes of the Council (Planning) Meeting held on 8 May 2019**

### **Resolved**

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

## **25/19 Matters Arising from the above Minutes**

There were no matters arising.

## **26/19 Minutes of the Corsham Youth Council meeting held on 29 April 2019**

### **Resolved**

That the Minutes be noted.

## **27/19 General Data Protection Regulations (GDPR) Update**

Further to staff and Councillor GDPR training sessions, there were a few actions identified which would clarify how data held by Councillors is managed, stored and deleted. Once the IT suppliers had provided advice and support, a new policy would be drafted for Councillors regarding information covered by the GDPR/Data Protection Act 2018. Copies of the slides from the training session on 1 May would be sent to all Councillors once available.

### **Resolved**

- i) That the GDPR training slides be sent to Councillors via the next Members' Information Sheet.
- ii) That a GDPR Policy be drafted regarding how Councillors should deal with Council data, including after they cease to be a Councillor.

## **28/19 Plastic Waste Audit (*Minute 168/18 and 129/18*)**

Further to the Council meeting on 12 November 2018, the Plastic Waste audit report produced by Transcoco had been reviewed and updated. The report showed further progress in reducing single use plastics as a result of increased awareness of the issue. It was anticipated that the newly formed Environment Task Group would assist in further improvement.

### **Resolved**

That the report be noted and that it be reviewed after a further six months.

## **29/19 Corsham Neighbourhood Plan Update (*Minute 277/18 and others*)**

Further to previous meetings, the Chief Executive updated the Council on progress with the Corsham Neighbourhood Plan examination. Wiltshire Council had stated that the examination programme of the Neighbourhood Plan was going to take several weeks. Once the examination programme was received it would be circulated to Councillors.

### **30/19 Nationwide Building Society Pop-up Branch**

Nationwide Building Society had regretfully decided to withdraw its fortnightly pop-up branch from the end of May 2019 due to low footfall. The number of customers using the service had dropped to one or two per session. It was unlikely that another building society or bank would open a branch in Corsham as this had been explored previously.

#### **Resolved**

That the Council write to thank Nationwide Building Society for their service and support over the last 18 months.

### **31/19 Residents' Parking Permits**

Concern had been raised over the limitations and costs imposed for residents' parking permits in Corsham's car parks. Wiltshire Council had altered the parking scheme by reducing the number of permits available and increasing the charges considerably. The Town Council was asked to comment and support a review of the residents' parking permits scheme.

#### **Resolved**

- i) Corsham Town Council requests that Wiltshire Council reviews its policy and decision on residents' car parking permits in Corsham with a view to reverting to the previous policy and pricing structure;
- ii) That Wiltshire Council be asked to hold a proper public consultation exercise on the use of residents' parking permits in Corsham town centre;
- iii) That Wiltshire Council be asked to confirm whether the current policy was introduced following formal, legitimate consultation with the affected residents.

### **32/19 Lacock Road Cemetery Funding (*Minute F&A 60/18 and ATM 09/19 and 10/19*)**

Further to the Finance and Administration Committee meeting on 10 April and the Annual Town Meeting on 11 April, the Council considered a detailed report on the funding for the new Cemetery planned for Lacock Road.

#### **Resolved**

After considering the report it was resolved:

- i) To consult with the residents of Corsham through an online survey, notices, website and social media.
- ii) To seek approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £100,000 over the borrowing term of 15 years as an annuity for the construction of Lacock Road Cemetery.

- iii) To increase the Council Tax Precept from 2020/21 for the purpose of the loan repayments by 0.94% which is the equivalent of an additional £7,727 per year (based on current interest rates). This equates to an increase of £1.58 per year on a Band D equivalent property. This will be subject to a precept increase consultation.

### **33/19 Issues for Corsham Area Board Consideration (*Minute 282/18 and others*)**

Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration.

#### **Resolved**

That the Town Council requests that concerns about residents' parking permits (*Minute 31/19*) be considered by Corsham Area Board.

### **34/19 Authorisation of cheques and payments**

Salaries & Payments - CTC Staff	£20,395.72
Wiltshire Pension Fund - Pension Contribution for May 2019	£6,363.53
HMRC - Tax & NI for May	£6,555.95
Methuen Hall Trust - CTC Room Hire for April 2019	£194.00
Methuen Hall Trust - Reimburse Annual Premises Licence Fee for Street Events Paid in Error by Methuen Trust	£70.00
St John's Ambulance - Manual Handling Training	£90.00
WALC - Annual Subscription 2019-20	£1,633.20
BB Fixings Ltd - Grounds Team Consumables	£302.19
Travis Perkins - Cement for Play Areas, Paint for Cemetery	£82.56
Cosh Design - Artwork for Various Publications Featuring Events	£318.00
R J Harte - Repair and Re-fit Sink in Public Conveniences	£160.00
Melksham Groundcare Machinery Ltd - Grounds Equipment Servicing	£161.61
Train Hard - Parkour Training/Demonstration	£560.00
Dentons - Advertising the Town Council	£108.00
Wiltshire Wildlife Trust - Beechfield Visit and Conservation Advice	£99.50
Rialtas Business Solutions - Omega Cashbook Annual Support	£454.80
Cooke Automotive - MOT for Vehicle WV14 CYC	£202.40
Online Playgrounds - Wetpour Binder	£28.80
Innov8 Sportz - Hub Club April 2019	£70.00
Redpin Publishing Ltd - Advertising in 'Life In' Edition for June	£120.00
West Wilts Magazine - Advertising Taste of Corsham	£118.80
J H Jones & Sons - Grave Digging	£320.00
Newsquest - Advertising Taste of Corsham	£96.00
Corsham Area Heritage & Information Centre - Contribution Towards Electricity at Arnold House	£454.53
Idverde - Grounds Maintenance Contract	£1,865.41
Eberlin Web Design - Website Updates	£661.50
Wiltshire Council - Rates for Ladbrook Lane Cemetery	£228.32
Zurich Municipal - Insurance Premium Various Budgets/Sites	£6,948.84
The Deli at Corsham - Hamper Gift for Twinning Visit	£64.87

Charles Saunders - Grounds Team Consumables	£309.60	
Screwfix - Half Round Wooden Rails	£209.99	
MA Music Leisure & Travel - Advertising in Wiltshire Life	£474.00	
ROSPA Play Safety - Playground Inspection Course (3 days)	£722.00	
<b>Payment By Cheque</b>		
Petty Cash	£195.17	7727
Water2Business - Grove Road Allotments, Springfield Standpipe	£48.00	7728
<b>Grants</b>		
Pickwick Association	£500.00	IB
Corsham 60+ Group	£250.00	IB
Wiltshire Cricket Club	£350.00	IB
Rewired Counselling	£500.00	IB
<b>Charge Card</b>		
Curry's PC World - Keyboard and Mouse	£14.99	
Luminati (Cake Stands Co) - Leaflet Stand	£79.79	
Emorsgate Seeds - Woodland Wildflowers	59.80	
Mole Valley Farmers - Digging Spades	£65.92	
Project Skills Solutions - 1 x Delegate Highway Training	£202.80	
Sub total	£52,710.59	
<b>Cheques / Internet Banking Paid Outside of Meeting</b>		
There were none		
<b>Payments Made by Direct Debit/Standing Order</b>		
West Mercia Energy - Newlands Road Public Conveniences Electricity	£42.98	
West Mercia Energy - Guide Hut Electricity	£20.64	
Peninsula - Health & Safety Advice and HR Consultancy	£392.40	
SGW Payroll - Monthly Payroll Processing, Year End Charges and Pension Year End Spreadsheet	£289.44	
Hills Waste Solutions - Waste Collections	£345.88	
Excalibur - Monthly contract for IT Support for April and May	£808.97	
Wiltshire Council - Business Rates for Public Conveniences	£91.48	
UK Fuels - Fuel for Work Vehicles	£147.58	
Mainstream Digital - Telephone Calls and Line Rental	£362.23	
Viking - Stationery and Postage	£409.27	
<b>SUB TOTAL</b>	£2,910.87	
<b>TOTAL</b>	£55,621.46	

### Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 9pm. There were four members of the public at the start of the meeting and none at the end.

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CHAIRMAN

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DATE