

**Minutes of the Annual Council Meeting held at the Town Hall on Monday 17 May 2021**

**Present** Councillor S Abbott (Chairman)  
Councillors H Belcher, A Brown, J Corbett, S Driver, T Ellis, N Farmer,  
R Hopkinson, M Jackson, D Jarman, L Jefferson and A White

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

**01/21 Apologies**

Apologies were received from Councillor A Crockford.

**02/21 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.

**03/21 Declaration of Acceptance of Office by the Chairman**

Councillor S Abbott agreed to accept the Office of Chairman for the forthcoming year and signed the Declaration of Acceptance of Office.

**04/21 Election of Vice-Chair of the Council**

Councillor S Abbott proposed that Councillor H Belcher be elected as Vice-Chair for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations, it was:

**Resolved**

That Councillor H Belcher be elected Vice-Chair of Corsham Town Council for the forthcoming year.

**05/21 Public Question Time and Petitions**

There were none.

## **06/21 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 H Belcher declared that she was now a Wiltshire Councillor for Corsham Pickwick.

## **07/21 Minutes of the Town Council Meeting held on 12 April 2021**

### **Resolved**

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

## **08/21 Matters Arising from the above Minutes**

There were no matters arising.

## **09/21 Policing and Community Safety**

No report had been received. Seargent Marshall hopes to attend future Council meetings.

## **10/21 Chairman's Announcements**

The Chairman attended an online WALPA meeting on 20 April.

On the 22 April the Chairman and Vice-Chair carried out the Annual Performance Review of the Chief Executive.

On the 29 April the new play equipment for Meriton Avenue was chosen, using the results of the public survey by Councillors and Officers in the Town Hall.

On 13 May the Chairman and Head of Technical Services met with Atkins to discuss the Public Realm progress being made for Newlands Road area.

On 16 May the Chairman attended the Royal British Legion 100<sup>th</sup> Anniversary wreath laying at the War Memorial.

The Chairman thanked Officers for producing the New Councillor Information File, which was very useful.

## **11/21 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 in order to pursue a higher ideal: what is best for the town, residents and visitors to Corsham'.

### **Resolved**

That Councillors voted unanimously in supporting the statement that Corsham Town Council remains non-party-political.

## **12/21 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 S Abbott  
H Belcher  
A Brown  
A Crockford  
S Driver  
T Ellis  
N Farmer  
A White  
(One vacancy)

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

Councillor S Abbott proposed that Councillor H Belcher 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 H Belcher be elected Chair of the Property and Amenities Committee for the forthcoming year.

Councillor H Belcher proposed that Councillor T Ellis be elected Vice-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 T Ellis be elected Vice-Chair of the Property and Amenities Committee for the forthcoming year.

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

Councillors A Brown  
A Crockford  
N Farmer  
M Jackson  
D Jarman  
L Jefferson  
A White  
(Two vacancies)

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

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

**Resolved**

That Councillor A Brown 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  
H Belcher  
J Corbett  
T Ellis  
R Hopkinson  
M Jackson  
A White  
(Two vacancies)

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

Councillor S Abbott proposed that Councillor R Hopkinson 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 R Hopkinson be elected Chair of the Finance and Administration Committee for the forthcoming year.

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

**Resolved**

That Councillor A White 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 S Abbott  
T Ellis  
R Hopkinson  
M Jackson  
(Two vacancies – Reserves)

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

Councillors S Abbott  
H Belcher  
J Corbett  
A Crockford  
N Farmer  
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 H Belcher  
J Corbett  
R Hopkinson  
A White

**x) Appointment of Staffing Panel (4 to 5 Members)**

Councillors N Farmer  
M Jackson  
D Jarman  
A White

**xi) Appointment of Appeals Panel (4 to 5 Members)**

Councillor A Brown  
S Driver  
R Hopkinson  
L Jefferson

**xii) Appointment of Strategic Planning Working Group (Up to 8 members)**

**Resolved**

That Councillors S Abbott, H Belcher, A Crockford, N Farmer, R Hopkinson and D Jarman be appointed to the Strategic Planning Working Group.

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

**Resolved**

That Councillors S Abbott, H Belcher, S Driver, T Ellis, N Farmer, and R Hopkinson, be appointed to the Environment Task Group.

**xiv) Appointment of Health and Wellbeing Working Group (6 to 8 members)**

**Resolved**

That Councillors H Belcher, A Brown, A Crockford, T Ellis, N Farmer, R Hopkinson, L Jefferson and A White, be appointed to the Health and Wellbeing Working Group.

**13/21 Appointments to Outside Bodies**

**Resolved**

That the following appointments to outside bodies be made for the 2021/22 Council year:

- i) Bath Spa University Liaison (3+ Members + Council Chairman) – S Abbott (Chairman), N Farmer, R Hopkinson and D Jarman
- ii) Campaign to Protect Rural England (1 Member + 1 reserve) – T Ellis
- iii) Community First (1 Member + 1 reserve) – A White
- iv) Corsham Area Health and Wellbeing Group (1 member + 1 reserve) A Brown, L Jefferson (reserve)
- v) Corsham Area Transport Group (2 Members) – S Abbott and A Crockford
- vi) Corsham Chamber of Commerce (1 Member + 1 reserve) – D Jarman, S Driver (reserve)
- vii) Corsham Connections – (1 Member) – R Hopkinson
- viii) Corsham for Walking (2 Members) – T Ellis and A White
- ix) Corsham Local Youth Network (2 Members + 1 reserve) – A Brown and N Farmer
- x) Corsham Railway Station Town Team (3 Members) – S Abbott, R Hopkinson, A White, A Crockford (reserve)
- xi) Corsham Twinning Association (1 Member + 1 reserve) – A White, L Jefferson (reserve)
- xii) Corsham Youth Council (2 Members + 1 reserve) – N Farmer, D Jarman, M Jackson (reserve)
- xiii) Corsham Youth Zone (1 Member + reserve) A Brown, R Hopkinson (reserve)

- xiv) Emergency Planning Volunteer (1 Member + 1 reserve) – S Abbott, N Farmer (reserve)
- xv) Fairtrade (1 Member + 1 reserve) – N Farmer, R Hopkinson (reserve)
- xvi) Potley & Pockeridge Community Association (1 Member + 1 reserve) – H Belcher, M Jackson (reserve)
- xvii) The Pound Arts Trust Ltd (1 Member + 1 reserve) – N Farmer, H Belcher (reserve)
- xviii) Town Council Surgery (4 Members) – S Abbott, N Farmer, R Hopkinson, A White
- xix) Transcoco (2 Members) – A Crockford, L Jefferson
- xx) Wiltshire Association of Local Councils and NALC (1 Member + 1 reserve) – S Driver, N Farmer (reserve)
- xxi) Wiltshire Market Towns Forum (1 Member) – A White

#### **14/21 Correspondence**

- i) Members Information Sheets Nos. 493 and 494 were noted.
- ii) Late correspondence – There was none.

#### **15/21 Reports from Council representatives appointed to outside bodies**

Councillor A White reported that the response to the Walking Festival events had been a great success with many bookings being made.

Councillor A White reported that the Twinning visit had been postponed until 2022.

#### **16/21 Minutes of the Council (Planning) Meeting held on 22 April 2021**

##### **Resolved**

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

#### **17/21 Matters Arising from the above Minutes**

There were no matters arising.

#### **18/21 Minutes of the Finance and Administration Committee meeting held on 28 April 2021**

##### **Resolved**

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

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

There were no matters arising.

#### **20/21 Co-option Guidance for Councillors (*Minute 209/20*)**

Further to the Council meeting on 12 April and subsequent elections, there was a requirement to co-opt seven Councillors to fill the remaining vacancies. Guidance had been produced to help manage the process. The current process was that

candidates submit a brief CV for consideration. Alternative suggestions were that the candidates be required to submit an application form and/or be required to attend a Council meeting to make a brief presentation on their relevant skills and experience, and to answer Councillors' questions. This would be held in public. Once the process was agreed, the current vacancies would be advertised promptly to enable co-options at the next Council meeting.

### **Resolved**

That candidates be required to submit an application form for consideration and a ballot would take place at the Council meeting.

### **21/21 Garden of Remembrance/HRH Prince Philip, The Duke of Edinburgh**

The Duke of Edinburgh – Following the sad death of The Duke of Edinburgh, it was suggested that a memorial be made in the town. The Duke of Edinburgh had close links to Corsham through his naval service at HMS Royal Arthur, the Royal Navy's leadership training centre. It was understood that His Royal Highness was living in Corsham when his engagement to Her Majesty The Queen had been announced in the summer of 1947. As Lieutenant Philip Mountbatten he performed his first public ceremony here, in November of that year, opening the Garden of Remembrance and unveiling a memorial to the 43 Corsham men who gave their lives in the Second World War. It was suggested that a substantial tree be planted at the Garden of Remembrance in his honour. This would incorporate compost generated from the wreaths left in his honour at the war memorial – the wreaths were being composted in an area set aside at Ladbrook Lane Cemetery. It was suggested that the tree be planted on 1 November 2021 being the anniversary of the original opening ceremony. In addition, a plaque and/or interpretation board could highlight the historic significance of the garden and be an attractive addition for visitors. As a further suggestion, the Council may wish to name a street after The Duke of Edinburgh. The land at Westwells, which was recently granted planning permission, on appeal, would be an appropriate location.

### **Resolved**

That Councillors supported the planting of a tree in the Garden of Remembrance with a memorial plaque or interpretation board on 1 November 2021. If the Westwells development goes ahead Councillors supported naming a street after The Duke of Edinburgh.

### **22/21 Staffing Review Group**

Three Members were requested to set up a Group to consider confidential staffing matters and advise the Chief Executive. It is recommended that the Group comprises of the Council Chairman, Vice-Chair and Chair of the Finance and Administration Committee.

### **Resolved**

That the Staffing Review Group comprises of the Council Chairman, Vice-Chair and Chair of the Finance and Administration Committee.



### **23/21 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. There were no new issues.

### **24/21 Covid-19 Emergency Update, Recovery Plan**

The Chief Executive updated the Council on the following:

- Council face-to-face meetings would be kept to a minimum. Full Council would take place face-to-face with a review in October. Council (Planning) and all committee meetings would continue to take place via Teams online. Digital meeting invitations would continue.
- Two new members of staff (Community Services Officer, Health and Wellbeing and Technical Assistant) had been recruited and the third vacancy, for the Environmental Projects Officer, had been advertised.
- The Council Chamber office furniture had been ordered and would be fitted on 26 May. The Tourist Information Centre was being considered as possible office space in the medium/longer term.

### **25/21 Authorisation of cheques and payments**

Salaries & Payments - CTC Staff	£19,403.45
Wiltshire Pension Fund - Pension Contribution for May 2021	£6,278.59
HMRC - Tax & NI for May	£6,776.95
Methuen Hall Trust - Hire of Council Chamber for Office Space	£250.00
Corsham Print - Design and Printing of Spring Newsletter, Christmas Lights Logo, Corsham Brochure and Corsham Hub Club Banners	£1,597.00
Tudor Environmental - Chainsaw Safety Clothing and Spade	£219.82
Wiltshire Council - Advertising 3 x Job Vacancies	£432.00
Travis Perkins - Materials for Installing Benches, Cemetery Markers and Dust Bag	£264.29
Agripower - New Cemetery Construction	£28,706.39
Amazon - Face Shields for Council Annual Meeting and Water Urn	£85.46
Dentons - Advertising in Dentons Directory	£111.00
Rowdefield Farming Ltd - Chainsaw Maintenance and Cross Cutting Course	£336.00
Idverde - Grounds Maintenance and Public Convenience Cleaning	£2,964.01
Online Playgrounds - Swing Shackles	£47.28
Cooke Automotive - Service Great Wall Vehicle	£431.81
Newsquest - Free Parking Advertising	£768.00
Beazer Electrical Services - Replacement Light Fittings at Arnold House	£708.00
DCK Accounting Solutions - Year End Closedown and Preparation of Accounts	£1,104.00
Rialtas Business Solutions - Omega Cashbook/PL Support	£636.00
Enterprise - Van Hire	£694.30
Innov8 Sportz - Hub Club (two sessions)	£160.00
ES Electrical - EICR tests to flats 1 and 2	£576.00
TW Landscapes (Wiltshire Turf Supplies) - Turf for Cemetery Grave	£61.20

Levelling	
Tracey Kelly - Busking in Corsham Town 8/5/21	£50.00
Town Crier Magazine - Free parking/Visit Corsham Advertising	£66.00
Great West Way - Annual Renewal	£2,100.00
Wiltshire Council - Parking Spaces March 2021 - March 2022 Part Payment	£46,000.00
Corsham Area Heritage Info Centre - 75% Contribution Towards Heating During Closure	£615.42
M Forbes Eldridge - Storytown Work with Corsham School and the Library	£150.00
Auditing Solutions Ltd - End of Year Internal Audit	£534.00
<b>Cheque</b>	
Petty Cash	£0.00
<b>Charge Card</b>	
Eventbrite - Reopening Your Community Building Webinar	£38.93
Brunel Building Supplies	£50.76
Everbubbles - Memorial Plaque	£40.49
Pest Control Supplies - Rentokil Advanced Rat Traps	£18.34
123 Reg Ltd - Various Visit Corsham Domain Name Renewals	£95.94
Broxap - Cycle Hoops for the New Cemetery	£170.95
Eventbrite - Power of Local Council/Community Business Partnership Webinar	£38.93
Annual Fee	£32.00
Toolstation - Masonry Paint/Hammerite Metal Paint	£48.59
Broxap - Grit Bin	£136.80
Industrial Protective Paints Ltd - Floor Paint for Town Hall Fire Escape	£44.40
<b>Grants</b>	
The Pound Arts Trust Ltd - First Instalment for 2021/22	£3,000.00
Peacock Arts Trail	£1,500.00
Corsham RFC	£2,000.00
Lost and Rambling Collective	£500.00
<b>Sub total</b>	<b>£129,843.10</b>
<b>Cheques/Internet Banking Paid Outside of Meeting</b>	
There were none	
<b>Payments Made by Direct Debit/Standing Order</b>	
West Mercia Energy - Public Conveniences Electricity	£59.34
West Mercia Energy - Guide Hut Electricity	£31.15
SGW Payroll - Monthly Payroll Processing	£47.04
Hills Waste - Waste Collections	£380.30
Excalibur (Bridge Solutions) - Monthly IT Support April, Annual Server Warranty and Monthly IT Support May	£1,988.64
UK Fuels - Fuel for Work Vehicles	£283.55
Vodafone - One Net Business Telephone/Mobile Charges	£519.56
Peninsula - Employment Services	£390.04
Wiltshire Council - Non-domestic Rates - Public Conveniences	£93.00
Water 2 Business - Public Convenience Water, Grove Road Allotments and Springfield Standpipe	£819.18
Mainstream Digital - Quarterly Broadband Line Rental	£65.40
Viking - Stationery	£138.84
<b>SUB TOTAL</b>	<b>£4,816.04</b>
<b>TOTAL</b>	<b><u>£134,659.14</u></b>

**Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.40pm. There were no members of the public at the meeting.

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CHAIRMAN

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DATE