

**Minutes of the Council Meeting held at the Town Hall on Monday 8 July 2019**

**Present** Councillor S Abbott (Chairman)  
Councillors L Bray, N Farmer, C Fuller, R Hopkinson, M Jackson, D Jones,  
S Moysey, G Sanders, M Wakeman and C Woodward

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

**57/19 Apologies**

Apologies were received from Councillors T Alberga, D Jarman, R LeVar, J Maloney,  
N Pocock and A White.

**58/19 Public Question Time and Petitions**

There were none.

**59/19 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.

There were none.

**60/19 Minutes of the Council Meeting held on 10 June 2019**

**Resolved**

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

**61/19 Matters Arising from the above Minutes**

There were no matters arising.

**62/19 Chairman's Announcements**

12 June - the Chairman attended the Hub Club meeting. The Live Well Project for  
older people was also discussed.

15 June - the Chairman reported that the Food Festival had been well attended  
and was again a great event for Corsham. He thanked those Councillors who helped  
on the day and Town Council staff for organising the event.

19 June - the Chairman attended the 'Topping Out' ceremony at Wadswick Green.

20 June - the Chairman attended the Bath Spa University Liaison meeting.

24 June - the Chairman attended the Environmental Task Group meeting.

26 June - the Chairman attended the Corsham in Bloom local judging.

5 July - the Chairman attended the Corsham Station Town Team meeting and was elected Chair for the year.

8 July - the Chairman attended a Wiltshire Local Plan Review meeting with Wiltshire Council.

8 July - the Chairman supported the Wiltshire County Cricket Match at the Corsham Cricket Ground. The Town Council had given a grant to support the three-day match.

### **63/19 Policing and Community Safety**

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

On 13 June an unknown suspect had gained entry into the back of a van parked on Priory Street by smashing the rear window and stole a petrol disc cutter.

On 14 June a suspect had smashed the rear windscreen and rear light of a vehicle parked on Hatton Way and stole golf clubs and bag from the boot.

Also, on 14 June an unknown suspect had smashed a window of a car parked in the High Street Car Park causing slight damage to the rubber seal and door.

Also, on 14 June two males had been arrested for ABH following an incident on Pickwick Road. A further two youths were arrested from Valley Road, a male and female, who had allegedly assaulted an emergency worker in their line of duty. The male had to be tasered.

On 16 June an unknown suspect had entered St Bartholomew's Church and stole a chair that was situated in the Lady Chapel.

On 19 June an unknown suspect had gained entry to a white Ford Transit van parked in a field at Thingley and stole a quantity of tools.

On 25 June an unknown suspect had caused damage to the wheel of a blue BMW parked on Churchill Way by smashing a bottle against it.

On 3 July a vehicle was stopped by police on Park Lane. The driver was spoken to and the officer could smell cannabis. A drugs wipe conducted on the driver showed a positive result for cannabis. The 18-year-old male driver from Batheaston was arrested on suspicion of driving whilst over the prescribed drug limit. He was later released under investigation.

The Chief Executive informed Councillors that PC Anderson was leaving Wiltshire Police to take up a policing position in Scotland. The Chairman would write to PC Anderson to thank her for her many years' service and dedication to the Corsham Policing Team.

#### **64/19 Correspondence**

- i) Members Information Sheets Nos. 423 and 424 were noted.
- ii) Late correspondence.

A letter had been received from The Local Government Boundary Commission regarding further consultation on the Electoral Review of Wiltshire. As the area being consulted on was South and South-East Wiltshire and did not affect the Corsham area, no action was required.

#### **65/19 Reports from Council representatives appointed to outside bodies**

Councillor N Farmer and C Woodward had attended the Corsham Youth Council visit to the Digital Mansion on 17 June.

Councillor N Farmer reported that he had attended a meeting with Bath Spa University regarding StoryTown, as well as the Hub Club/Live Well meeting at Springfield Campus.

#### **66/19 Minutes of the Council (Planning) meeting held on 19 June 2019**

##### **Resolved**

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

#### **67/19 Matters Arising from the above Minutes**

*Minute PL 12/19 Applications* – Springfield Community Campus – 'Community Facilities' would be put on the next Council agenda for discussion.

#### **68/19 Minutes of the Finance and Administration Committee meeting held on 26 June 2019**

##### **Resolved**

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

#### **69/19 Matters Arising from the above Minutes**

There were no matters arising.

#### **70/19 Minutes of the Property and Amenities Committee meeting held on 3 July 2019**

##### **Resolved**

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

## **71/19 Matters Arising from the above Minutes**

There were no matters arising.

## **72/19 Swindon and Wiltshire Rail Study Update (*Minute 222/18 and others*)**

Further to previous discussions, the Rail Strategy Report commissioned by Swindon and Wiltshire Local Enterprise Partnership, Swindon Borough Council and Wiltshire Council had been published. The report was due to be considered by the SWLEP on 23 July. The Corsham Railway Station Town Team had considered the report and felt that it was a positive step forward for Corsham Station as it featured in the top five priorities along with other proposed Great Western mainline stations at Swindon West (Royal Wootton Bassett) and Swindon East.

The Chief Executive updated the Council on the outcome of the Town Team meeting held on 5 July. The Town Team agreed that Corsham Station could be progressed ahead of Swindon West and Swindon East because the mainline, with fewer trains per hour to the west of Chippenham, had greater capacity. Whilst the Rail Strategy would feed into the Local Transport Plan and Wiltshire Local Plan, the Town Team was keen to make progress now, rather than wait. Actions arising from the Town Team meeting included lobbying, further research and developing new partnerships with other organisations such as Royal Wootton Bassett Town Council and Swindon Borough Council.

### **Resolved**

That the Town Council supports the Corsham Railway Station Town Team's actions and the need for further research through specialist consultants.

## **73/19 Corsham Neighbourhood Plan Update (*Minute 53/19 and others*)**

Further to previous meetings, the Neighbourhood Plan Examiner had visited Corsham and produced a list of questions and further points for clarification. The points included detail of some of the maps, and suggestions regarding some of the policies, in particular, around green infrastructure. Responses had been drafted by Town Council and Wiltshire Council officers and would be published online once submitted. The Examiner could raise further points depending on the responses received but she was confident, at this stage, a public hearing would not be needed.

The Examiner would issue a 'fact check' report shortly, before publishing her final report and recommendations. A referendum would follow later in the year.

The update was noted.

## **74/19 VE Day 75 – 8-10 May 2020 – SSAFA**

SSAFA, the Armed Forces charity, had written to town and parish councils regarding celebrations and commemorations for the 75<sup>th</sup> Anniversary of VE Day. Details had been forwarded to the Royal British Legion, RAFA, MOD Corsham, St Bart's and Corsham Twinning Association for them to think about what they might want to do. St Bart's and the Royal British Legion had already responded and were happy to get

involved. Details would be sent to local pubs and hotels as everyone was being encouraged to take part in The Nation's Toast to celebrate Victory in Europe and the end of WW2 on 8 May 2020. Members discussed what the Town Council might want to do to mark the anniversary.

### **Resolved**

That the VE Day 75<sup>th</sup> Anniversary celebrations be an agenda item for consideration at a future Community Services committee meeting.

### **75/19 Review of Annual Town Meeting/Community Awards/New Event for Grant Recipients (*Minute 09/19*)**

Further to the Annual Town Meeting and Community Awards Presentation, Members were asked to consider any changes they may wish to make to the format for future years.

After a discussion the following suggestions were put forward:

- i) To make the Annual Town Meeting less formal.
- ii) Invite grant recipients and Community Award winners along to celebrate their achievements.
- iii) To make the meeting more about celebrating people and the things that had happened in the town during the past year.
- iv) Make a display and slides showcasing Town Council community events and activities.

### **76/19 Environment Task Group (*Minute 278/18*)**

Further to the April 2019 Council meeting, the Environment Task Group had been set up and met in May and June, with a further meeting planned in July. The Group is working towards an action plan for reducing the carbon footprint of the community. The Terms of Reference had been drafted for Council approval.

### **Resolved**

That the draft Terms of Reference for the Environment Task Group be approved.

### **77/19 General Data Protection Regulations (GDPR) Policy for Councillors (*Minute 27/19 and others*)**

Further to the GDPR training sessions and the May Council meeting, a GDPR policy had been drafted to help make Councillors aware of how to manage data covered by the Data Protection Act 2018, including when they cease to be a Councillor. The draft policy was considered.

### **Resolved**

That the draft GDPR Policy for Councillors be approved.

## 78/19 Strategic Plan Update (Minute 277/18 and others)

The first quarterly report of 2019/20 was considered.

### Resolved

- i) That a Strategic Plan meeting be organised for August/September 2019.
- ii) That the Strategic Plan Update be noted.

## 79/19 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. No new issues were raised.

## 80/19 Authorisation of cheques and payments

### Online Payments

Name	Amount	
Salaries & Payments - CTC Staff	£19,883.59	
Wiltshire Pension Fund - Pension Contribution for July 2019	£6,447.86	
HMRC - Tax & NI for July	£6,759.60	
Methuen Hall Trust - CTC Room Hire for June 2019	£180.00	
Methuen Hall Trust - Quarterly Grant	£3,995.00	
Methuen Hall Trust - Reimburse Invoice 2590 Pd to CTC in Error	£108.00	
The Pounds Arts Trust - Service Level Agreement First Instalment	£3,000.00	
Newsquest - Taste of Corsham Advertising	£412.80	
Visit Wiltshire - Great West Way Membership	£2,250.00	
Visit Wiltshire - Partner Renewal & Adverts in Visitor Guide/Maps	£1,404.00	
Mines Leisure Hire - Hire of Benches & Tables for Food Festival	£246.00	
Cosh Design - Advert Resize for Life In Magazine	£483.60	
Innov8Sportz - Coaches for Corsham Hub Club in June	£280.00	
J H Jones - Gravedigging	£610.00	
Idverde - Public Conveniences Cleaning & Grounds Maintenance	£2,939.60	
St John Ambulance - Provision of First Aid for Taste of Corsham	£190.08	
Corsham Print - Taste of Corsham Brochures	£326.00	
Plant Scape - Brackets for Flower Planters	£102.00	
Goughs Solicitors - Legal Services Bradford Road	£891.12	
TGMS Ltd - Lacock Road Cemetery Development Consultancy	£1,200.00	
Alarms and Electrical - Annual Fire Extinguisher Service Guide Hut and Arnold House	£340.50	
Quoakle - Advertising in Great Days Out UK	£72.00	
RJ Harte - Plumbing in Gents Toilets in Car Park	£420.00	
<b>Payment By Cheque</b>		
Petty Cash	£187.43	7731
Skate Park Electricity	£108.67	7732
<b>Grants</b>		
Association of Dance and Movement Psychotherapists UK	£500.00	IB
Corsham Bowls Club Grant	£5,000.00	IB

**Charge Card**

No Statement Received

**Sub total**

£58,337.85

**Cheques / Internet Banking Paid Outside of Meeting**

There were none

**Payments Made by Direct Debit/Standing Order**

West Mercia Energy - Newlands Road Public Conveniences

Electricity

£45.10

West Mercia Energy - Guide Hut Electricity

£21.29

Peninsula - Health &amp; Safety Advice and HR Consultancy

£392.40

SGW Payroll - Monthly Payroll Processing

£48.96

Hills Waste - Waste Collections, Skip Exchange and Taste of

Corsham Bins

£846.65

Excalibur - Monthly Service Plan Contract for IT Support

£493.32

Wiltshire Council - Business Rates for Public Conveniences

£91.48

UK Fuels - Fuel for Work Vehicles

£108.95

Mainstream Digital - Telephone Calls and Line Rental

Viking - Stationery

£153.88

Vodafone - One Net Business Telephone/Mobile Charges for May  
& June

£494.86

**SUB TOTAL**

£2,696.89

**TOTAL**

£61,034.74

**Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.26pm. There were no members of the public present.

---

  
CHAIRMAN

---

  
DATE