

Minutes of the Council Meeting held at the Town Hall on Monday 9 August 2021

Present Councillor S Abbott (Chairman)
Councillors H Belcher, J Brook, A Brown, J Corbett, T Ellis,
D Jarman, A Morris, R Preen and A White

In Attendance PC L Fletcher (Wiltshire Police)
Mrs M Jones (Head of Finance and Administration)
R Sellens (Administration Officer)
Sgt E Templer (Wiltshire Police)

67/21 Apologies

Apologies were received from Councillors A Crockford, S Driver, N Farmer, R Hopkinson, M Jackson, L Jefferson, J Robertson and T Smith.

Councillor L Jefferson had requested a period of absence beyond six months, through to 15 February 2022. If necessary, the extension could be reviewed in a further six months.

Resolved

- i) That Councillor L Jefferson's request for a period of absence from Council business beyond six months be approved.
- ii) That, if requested, the extended period of absence be reviewed at the January or February 2022 Council meeting.

68/21 Public Question Time and Petitions

There were none.

69/21 Declarations of Interest

There were none.

70/21 Minutes of the Annual Council Meeting held on 12 July 2021

Resolved

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

71/21 Matters Arising from the above Minutes

There were no matters arising.

72/21 Policing and Community Safety

PC Les Fletcher reported that the Community Policing Team had carried out an alcohol related licensing operation on local shops and fined one shop for selling to those who were underage. Incidents of anti-social behaviour behind Corsham Digital Mansion had reduced as a result.

The Community Policing Team was continuing to investigate damage to pianos which had been placed in the High Street by The Pound as part of the Blue-Sky Festival. CCTV footage had not helped, but the police were confident of catching the culprits.

The Community Policing Team had retained stopping speeding as a priority task and had appointed a Community Speed Watch Officer with the power to issue fines for speeding.

Work continued stopping drug supply and use locally.

73/21 Chairman's Announcements

The Chairman had attended the following meetings and events:

On 17 July, the Chairman attended a three-day Corsham Cricket event.

On 19 July, the Chairman along with Councillors and officers attended the annual site visits.

On 22 July, the Chairman attended the Corsham Area Board meeting.

On 27 July, the Chairman attended the MOD Community Liaison Panel meeting.

On 28 July, the Chairman attended a Public Realm meeting with Atkins.

On 4 August, the Chairman attended Corsham in Bloom allotment judging.

On 5 August, the Chairman attended a WALPA meeting.

The Chairman reminded Councillors to keep their Register of Interests up to date.

74/21 Correspondence

- i) Members Information Sheets Nos. 499 and 500 were noted.
- ii) Late correspondence – there was none.

75/21 Reports from Council representatives appointed to outside bodies

Councillor A White had attended a meeting of the Corsham Twinning Association and would brief the Chairman on plans for taking the Association forward and support they would ask of the Town Council.

Councillor White would attend the Walking Festival AGM in September.

Councillor A Brown reported that there would be no Hub Club in August as there were no coaches. Some of the students would attend Corsham Youth Zone instead.

There followed a discussion about opportunities for connecting young people and clubs, especially for those clubs who had waiting lists and those who were under subscribed. It was suggested that the issues raised were included as an agenda item at the next Sports Forum meeting to assess how the Town Council could assist.

76/21 Notes of Recent Committee Meetings

The following notes of informal Committee Meetings were attached for information and comment.

Council (Planning) held on 14 July and 4 August 2021 – The Chairman confirmed that the Town Council would endorse a letter of objection to the Government about the installation of the Westbury incinerator as this may impact on Corsham.

Community Services held on 21 July 2021 – The Chairman reminded Councillors of the need for volunteers for the Street Fair.

Property and Amenities held on 28 July 2021 – This was noted.

77/21 Vacancies on committees, other groups and outside bodies (*Minute 62/1 and others*)

Further to the previous meeting there were opportunities to fill the remaining vacancies on committees, other groups, and outside bodies. Unfilled vacancies following the meeting would be filled at future meetings.

The Chairman invited councillors to join the Public Realm sub-committee and the Town Council Workshop sub-committee.

Resolved

- i) That Councillor J Brook be appointed to the Finance and Administration Committee.
- ii) That Councillors J Brook and A Morris be appointed to the Accounts Sub-Committee as reserves.

There were no volunteers for the Community Services Committee or Neighbourhood Planning Delivering and Monitoring Group. There were no nominations for representatives for the Campaign to Protect Rural England (reserve) and Community First (reserve).

78/21 Health and Wellbeing Group Terms of Reference

Further to the setting up of the Town Council's Health and Wellbeing Group earlier in the year, terms of reference for the group had been drafted for consideration and approval.

Resolved

That the Terms of Reference were approved.

79/21 Issues for Corsham Area Board Consideration (*Various Minutes*)

Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration. A discussion took place about the potential for taking environmental issues to the Area Board in the future.

80/21 Co-options (*Minute 64/21 and others*)

There were two Councillor vacancies for co-option in Corsham Neston Ward. Nominations to fill the vacancies which followed the local elections had been advertised but no nominations were received by the closing date of 30 July. The closing date has now been extended to 5pm on Monday 6 September.

81/21 Covid-19 Emergency Update, Recovery Plan

Further to previous meetings, the Town Centre Recovery Plan had been updated and distributed. The Covid-19 risk assessments had been reviewed and updated following government changes introduced from 19 July 2021. Office arrangements had been adjusted to increase office cover and reduce working from home. The Town Hall public opening hours had been increased to 24 hours per week and at other times by prior appointment.

82/21 Authorisation of Cheques and Payments

Name	Amount
Salaries & Payments - CTC Staff	£21,876.78
Wiltshire Pension Fund - Pension Contribution for August 2021	£6,785.85
HMRC - Tax & NI for August	£7,381.09
Methuen Hall Trust - Hire of Council Chamber for Office Space	£250.00
Mr J A Waller - High Street Busking	£50.00
Pandit Dinesh - High Street Busking	£50.00
Screwfix - 1 x Pair Safety Shoes	£39.99
My Skills For Life - 2 x First Aid Courses DM and BK	£205.00
Idverde - Monthly Grounds Maintenance Contract, Public Convenience Cleaning	£2,964.01
Tudor Environmental - Telescopic Watering Lance	£113.40
Corsham Print - Summer Newsletter Design and Printing	£984.00
Cooke Automotive - WV14 CYC Great Wall Steed MOT	£40.00
Innov8 Sportz - Corsham Hub Club Payment May and June	£640.00
Alarms and Electrical - Fire Extinguisher Service Guide Hut and Arnold House	£585.00

Elan City - Speed Indicator Device (Radar Speed Sign)	£2,208.59	
Wiltshire Council - High Street Car Park Resurfacing Improvements	£1,976.40	
NALC - Levelling Up the Environment Through Biodiversity Webinar	£38.93	
DCK Accounting Solutions - Accountants Visit to the Office to Resolve End of Year Queries Relating to Journals	£469.92	
Project Skills Solutions - NRSWA Unit 2 Training for New Member of Staff	£210.00	
Quoakle (Great Days Out UK) - Annual Membership Renewal	£72.00	
Wired Publishing - Advertising Street Fair	£118.80	
Boson Web/Milk & Tweed - New Website Design and Development Payment 3	£1,432.80	
Rachel Avent - Organisation of September Street Fair July Payment	£800.00	
Richard Henly Plumbing and Heating - Replace Shower in Flat 1	£463.20	
Matthew Tett - Storytown Coordinator Work	£1,000.00	
Workwear Express - Uniform for New Member of Staff	£195.61	
Corsham Area Heritage & Information Centre - Contributions Towards Electricity	£117.05	
Amazon - Heavy Duty Mobile Phone Cover	£21.98	
AMT Fencing Ltd - Fencing at Lacock Road Cemetery Final Payment	£378.00	
Al O'Kane - High Street Busking	£50.00	
Chew Valley Trees - Shrubs for Cross Keys and Garden of Remembrance	£364.80	
Zurich Insurance - Insurance Premium for New Electric Vehicle	£430.09	
Cheques / Internet Banking Paid Outside of Meeting		
Everbubbles - 3 x Memorial Plaques	£89.97	
Global Media Group Services Ltd - Radio Advertising Aug - Oct	£3,000.00	
The Safety Centre - Batteries for the Speed Indicator Device	£184.50	
Cheque		
Petty Cash	£225.73	7780
DVLA - Road Tax Vehicle WV68 OVO	£275.00	7781
Charge Card		
Herschel Infrared Ltd - 3 x Energy Efficient Infrared Heaters	£877.00	
Stamps Direct Ltd - Corsham Town Council Address Stamp	£30.88	
Sub total	£56,996.37	
Payments Made by Direct Debit/Standing Order		
West Mercia Energy - Public Conveniences Electricity	£84.54	
West Mercia Energy - Guide Hut Electricity	£22.31	
Excalibur (Bridge Solutions) - Monthly IT Support	£837.81	
SGW Payroll - Monthly Payroll Processing	£52.80	
Hills Waste - Waste Collections and Skip Exchange	£385.44	
UK Fuels - Fuel for Work Vehicles	£160.17	
Vodafone - One Net Business Telephone/Mobile Charges	£505.38	
Peninsula - Employment Services	£390.04	
PWLB Loan - Cemetery Loan	£3,709.94	
Mainstream Digital - Quarterly Line Rental	£62.28	
SUB TOTAL	£6,210.71	
TOTAL	<u>£63,207.08</u>	

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.35pm. There were no members of the public present.

CHAIRMAN

DATE