

Minutes of the Council Meeting held at the Town Hall on Monday 9 December 2019

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

In Attendance Mrs M Jones (Head of Finance & Administration)
Sgt R Marshall (Community Policing Team)
D Martin (Chief Executive)

173/19 Apologies

Apologies were received from Councillors T Alberga, P Anstey, C Fuller,
R Hopkinson and A White.

174/19 Public Question Time and Petitions

There were none.

175/19 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.

176/19 Minutes of the Council Meeting held on 11 November 2019

Resolved

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

177/19 Matters Arising from the above Minutes

There were no matters arising.

178/19 Policing and Community Safety

Sgt R Marshall, Community Policing for Calne, Chippenham and Corsham attended
the meeting and gave an update on recent incidents in the Corsham area.

He reported that a large number of drugs had been seized from a property in Rudloe.

Anti-social behaviour had been monitored at Springfield and pulse patrols had been carried out which had achieved positive results.

Speed checks had also been carried out in Corsham.

179/19 Chairman's Announcements

Christmas Lights - The Chairman reported that Christmas Lights had been a great evening with large numbers attending the event. He thanked all staff who had worked hard to make it such a successful evening and Councillors who helped on the night.

Neighbourhood Plan – The Chairman reported that the Corsham Neighbourhood Plan had received a 93% YES vote from the public. He also wanted to thank the Chief Executive and the Planning and Events Officer for their hard work and commitment to this project over several years.

Environment Task Group – The launch meeting on 14 November had been well attended, with around 80 participants.

Health and Wellbeing Meeting - The Chairman attended the Health and Wellbeing meeting on 19 November.

The Chairman informed Councillors that Councillor J Maloney had resigned.

180/19 Correspondence

- i) Members Information Sheets Nos. 436 and 437 were noted.
- ii) Late correspondence – there was none.

181/19 Reports from Council representatives appointed to outside bodies

Councillor N Farmer had attended a Health and Wellbeing meeting.

Councillor G Sanders had attended a Transcoco meeting.

182/19 Minutes of the Community Services Committee meeting held on 20 November 2019

Resolved

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

183/19 Matters Arising from the above Minutes

There were no matters arising.

184/19 Minutes of the Council (Planning) meeting held on 27 November 2019

Resolved

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

185/19 Matters Arising from the above Minutes

There were no matters arising.

186/19 Minutes of the Property and Amenities Committee meeting held on 4 December 2019

Minute P&A 42/19 – Twenty mph Zones in Corsham – Pickwick Road/Newlands Road needed to be added to the area for consideration for a 20mph limit.

Resolved

That, with the above amendment, the Minutes be approved as a true record and signed by the Chairman.

187/19 Matters Arising from the above Minutes

There were no matters arising.

188/19 Minutes of the Corsham Youth Council meeting held on 25 November 2019

That the Minutes be noted.

189/19 Plastic Waste Audit (*Minute 28/19, 168/18 and 129/18*)

Further to the Council meeting on 13 May 2019, 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. The recently formed Environment Task Group would be assisting in further improvement through its Action Plan.

Resolved

That the Plastic Waste Audit be noted.

190/19 Councillors' Skills Audit

The Chief Executive presented a summary of the findings of the Councillors' Skills Audit which had been completed in November 2019. The information would be used to help decide which Councillors were most suited to which committees and working groups and to identify future training needs. The wide range of skills, knowledge and experience was beneficial in progressing the Strategic Plan.

Any further suggestions for using the data would be considered by the Chief Executive and Head of Finance and Administration and incorporated into the Training and Development Policy. Comments were made regarding how to connect more effectively with local businesses.

191/19 Appointment of Representative for Corsham Connections

The Town Council had been invited to appoint a representative to the Corsham Connections group which had been set up to signpost vulnerable and isolated people to where they can receive help with healthcare. The Area Board had put some funding toward the scheme, which would have its own website. Councillor R Hopkinson, as Health Representative was willing to represent the Town Council.

Resolved

That Councillor R Hopkinson be appointed as the Health Representative on the Corsham Connections group for Corsham Town Council for the remainder of the Council year.

192/19 Issues for Corsham Area Board Consideration (*Various Minute*)

Further to previous meetings, this regular agenda item asked the Town Council to identify issues for Area Board consideration. No new issues were raised.

193/19 Co-option to Fill Councillor Vacancy, Corsham Town Ward

There was one Councillor vacancy for co-option to Corsham Town Ward. Nominations to fill the vacancy had been advertised and four applications had been received. It was agreed that all candidates were suitable for co-option. A ballot took place.

Resolved

That Victoria Conrad be offered the position of co-opted Councillor for the Corsham Town Ward.

194/19 Authorisation of cheques and payments

Name	Amount
Salaries & Payments - CTC Staff	£20,036.41
Wiltshire Pension Fund - Pension Contribution for December 2019	£6,423.49
HMRC - Tax & NI for December	£6,551.42
Methuen Hall Trust - CTC Room Hire for November 2019	£568.00
Sharon Thomas - Purchase of Christmas Decorations and Baubles	£59.92
ROSPA Play Safety - Playground Inspection Course & Exam	£394.00
Roman Glass Ltd - Repair Arnold House Window	£102.00
Corsham Band - Band for Remembrance Parade	£175.00
Roger Dean Promotions - PA, Lights & Staffing for Christmas Lights	£400.00
Wiltshire Council - Free Parking for Christmas Lights Switch On	£480.00
Blachere Illuminations UK Ltd - Adaptors for Christmas Lights	£9.60
Visit Wiltshire - Photography and Social Media Course for 1 x Staff	£96.00
The Play Inspection Company - Annual Inspections	£479.52
Red Forge Studios - Studio Hire/Presentation Work	£500.00
RTC Safety Surfacing Ltd - Installation of Safety Surfaces at Springfield, Neston, Meriton and Coppershell	£37,463.70

Innov8 Sportz - Hub Club Sessions in November	£400.00	
Konica Minolta - Photocopier Hire and Printing Charges	£676.42	
Charles Wilson Ltd - Hire of Telehandler for Christmas Lights	£454.08	
Corsham Print - Date Stickers for Christmas Lights Banner, Christmas Shopping Banners and Christmas Cards	£264.00	
Corsham Roofing and Building - Repairs to Flat 2 Chimney at A/Hse	£1,400.00	
Dave Hickory - Balloon Entertainment for Christmas Lights	£220.00	
Town Crier Magazine - Advertising Christmas Lights	£60.00	
Idverde - Monthly Grounds Maintenance and Toilet Cleansing October and November	£4,013.79	
Rialtas - Making Tax Digital for VAT Annual Software Support	£141.60	
Screwfix - Grounds Team Consumables	£35.30	
Professional Sportsturf Design (NW) Ltd - Cemetery Development Consultancy	£1,200.00	
Newsquest - Advertising Christmas Lights and Late-Night Shopping	£880.80	
The Bath Magazine - Advertising Christmas Lights Switch On	£180.00	
Niki Stevens - Christmas Lights Entertainment	£50.00	
Caroline Rudge & Rachel Heard - Producing Giant Christmas Bells for Town Hall	£75.00	
Goughs Solicitors - Professional Charges for Purchase of Land at Bradford Road	£878.16	
Cocreate (Colette O'Sullivan) - Administration Services for Environmental Task Group Launch	£45.00	
Payment By Cheque		
Petty Cash	£181.34	7746
Royal Mail Group Ltd - Newsletter Delivery in January	£639.40	7747
Charge Card		
No Statement Received		
Sub total	£85,533.95	
Cheques / Internet Banking Paid Outside of Meeting		
Corsham Roofing & Building - Scaffolding for Arnold House Flat 2 Chimney Repair	£1,500.00	
Payments Made by Direct Debit/Standing Order		
West Mercia Energy - Newlands Road Public Conveniences Electricity	£38.90	
West Mercia Energy - Guide Hut Electricity	£28.56	
Peninsula - Health & Safety Advice and HR Bright Consultancy	£390.04	
SGW Payroll - Monthly Payroll Processing	£48.96	
Hills Waste - Waste Collections and Skip Exchange	£638.80	
Excalibur (Bridge Solutions) - Monthly Service Plan Contract for IT Support, Nokia Mobile telephone	£614.77	
Wiltshire Council - Business Rates for Public Conveniences	£91.48	
UK Fuels - Fuel for Work Vehicles	£174.43	
Viking - Stationery and Postage	£183.82	
Vodafone - One Net Business Telephone/Mobile Charges	£466.15	
Mainstream Digital - Superfast Broadband	£140.40	
Public Works Loan Board - Loan Repayment	£21,648.13	
SUB TOTAL	£25,964.44	
TOTAL	<u>£111,498.39</u>	

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.39pm. There were no members of the public present.

CHAIRMAN

DATE