

Minutes of the Council Meeting Held Remotely on Monday 9 November 2020

Present Councillor S Abbott (Chairman)
Councillors P Anstey, H Belcher, L Bray, A Brown, A Crockford, T Ellis,
R Hopkinson, M Jackson, D Jarman, R LeVar, S Moysey, G Sanders,
M Wakeman, A White and C Woodward

In Attendance Mrs M Jones (Head of Finance and Administration)
B Leighton (Corsham Chamber of Commerce)
Sgt R Marshall (Wiltshire Police)
D Martin (Chief Executive)

86/20 Apologies

Apologies were received from Councillors N Farmer and C Fuller.

87/20 Public Question Time and Petitions

There were none.

88/20 Declarations of Interest

There were none.

89/20 Minutes of the Council Meeting held on 12 October 2020

Resolved

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

90/20 Matters Arising from the above Minutes

There were no matters arising.

91/20 Policing and Community Safety

Sgt Marshall updated Councillors on recent issues in the town.

The police had issued 24 speeding enforcement tickets in Corsham with help from Community Speed Watch. This had been a primary focus during the lockdown period.

Class B drugs had recently been seized in Corsham which had been a significant result and was ongoing at this time.

Anti-social behaviour at the Springfield Campus was quickly dealt with before it got out of hand thanks to PC Fletcher and PCSO Redmond.

The police figures showed that general crime in Corsham was down, which was very positive.

Councillors mentioned various concerns to Sgt Marshall including: speeding vehicles along Park Lane and Elly Green; a noisy car regularly on Park Lane and a dangerous motorcyclist on Pickwick Road. Sgt Marshall asked for more specific information so that they can investigate. Offenders with noisy cars can be issued with a prohibition notice which makes the car's insurance invalid until this has been corrected.

Councillors thanked Sgt Marshall and the police team for their hard work in keeping Corsham safe.

92/20 Corsham Chamber of Commerce

Ben Leighton from Corsham Chamber of Commerce updated Councillors on how businesses in Corsham were coping during with the Covid-19 emergency.

Most businesses had been quick to adapt their premises and way of working to comply with Covid-19 regulations and guidance.

The hospitality businesses had done amazingly well to make their restaurants, bars and cafes safe for customers. The second Covid-19 lockdown had been a blow but it was hoped the businesses would bounce back ready for safe Christmas trade.

The two hours' free parking had had positive feedback from the businesses and the community in Corsham.

The Chamber of Commerce had not been able to meet for some time due to the restrictions and would need to appoint new committee members soon. The Chamber of Commerce intended issuing a newsletter in the New Year and the town Council was willing to help with this as a joint venture.

93/20 Chairman's Announcements

The Chairman clarified the position in respect of the disqualification of Town Councillors Jones and Taylor. It had been brought to the Chairman's attention that Councillor Taylor had not attended a Council meeting for in excess of six months. There was a requirement that Councillors attend a meeting or represent the Council in an official capacity at least every six months without prior agreement to extend this time period. It was found that the two Councillors had not attended meetings for over six months, although the Chairman had been in touch with them in the early stages of the pandemic. Wiltshire Council was contacted and the Acting Team Leader for

Public Law and Compliance stated: 'Disqualification is automatic and that this has not been affected during the pandemic'.

The two Councillors were then disqualified, and the Notices of Vacancies published. Councillor attendance at meetings is reviewed periodically but the onus is on Councillors to attend meetings. The early stages of the pandemic and resulting change in priorities, vastly increased workload, lockdown and cancellation of meetings resulted in a lapse of attention in this area, which was not expected to be repeated. The disqualification of the two Councillors and advertising the Notices of Vacancies had remedied the situation. Should an election be called for either vacancy, it would not take place until May 2021. If no elections were called, the Town Council would try to fill the vacancies through co-option. The Chairman and Councillors wanted to thank Councillors Jones and Taylor for their work prior to their disqualification. The Chairman proposed a vote of thanks.

The Chairman proposed a vote of thanks for Administration Assistant Dawn Wilkins who had recently retired after seven years at the Town Council.

The Chairman thanked Councillors and Officers for their work in making StoryTown a success this year. The Chairman also thanked Councillors who had taken part in the footfall count and the salt bin survey around the town.

The Chairman attended a Bath Spa University Liaison Meeting online on 13 October.

On 27 October, the Chairman and Councillors visited the new Lacock Road Cemetery along with the Chief Executive and Head of Finance and Administration. The site was looking very good and six residents had already applied to donate memorial trees at the new cemetery.

On 8 November, the Chairman and Chief Executive laid a memorial wreath for Remembrance Sunday at the War Memorial.

94/20 Correspondence

- i) Members' Information Sheets Nos. 473 to 475 were noted.
- ii) Late correspondence – A letter had been received from the Chief Executive at NHS South Western Ambulance Service informing the Town Council that the service would not be relocating to the former Corsham Family Health Centre on Beechfield Road. The Learning and Development Team and Responder Team would be relocating to the Corsham Science Park at Park Lane, Box.

95/20 Reports from Council Representatives Appointed to Outside Bodies

Twinning - Councillor A White reported that Corsham Twinning Association had written a report and sent it to Jargeau outlining how Corsham had coped with the Covid-19 pandemic.

Corsham for Walkers Group - Councillor A White reported that the AGM was recently held online. The Group wanted to thank the Town Council for their recent grant.

96/20 Minutes of the Council (Planning) meeting held on 28 October 2020

Resolved

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

97/20 Matters Arising from the above Minutes

There were no matters arising.

98/20 Notes of Recent Committee Meetings

Notes of the following informal Committee Meeting had been circulated to Councillors for comment:

Finance and Administration Committee held on 21 October 2020.

- i) Draft Budget 2021 – The Band D figures had been received from Wiltshire Council and there had been a reduction on last year's figures due to the Covid-19 pandemic.
- ii) The Committee Chair reported that the Walkers are Welcome committee had clarified the points raised at the meeting and that the grant would be awarded.

99/20 Committee Vacancies and Outside Bodies

As a result of the recent Councillor vacancies, there were opportunities to fill vacancies on committees and outside bodies. The vacancies were:

Property and Amenities Committee – One position
Finance and Administration Committee – Two positions
Accounts Sub-Committee – One position
Health Topic – One position (Reserve)

Resolved

- i) That Councillor A Crockford be appointed to the Property and Amenities Committee for the remainder of the Council year.
- ii) That Councillors H Belcher and R LeVar be appointed to the Finance and Administration Committee for the remainder of the Council year.
- iii) That Councillor T Ellis be appointed to the Accounts Sub-Committee for the remainder of the Council Year.
- iv) That Councillor R LeVar be appointed as the Health Topic (reserve) for the remainder of the Council Year.

100/20 GDPR Update

Further to previous meetings, the GDPR action plan had been updated. The next formal review by the Town Council's Data Protection Officer would take place remotely in January. The outstanding Privacy Notice for the Workforce had been produced for distribution later in the week.

The Chief Executive reminded Councillors to be IT vigilant especially with regards to scam emails.

101/20 Issues for Corsham Area Board Consideration (*Various minutes*)

No new issues were raised.

102/20 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£19,522.24
Wiltshire Pension Fund - Pension Contribution for November 2020	£6,585.85
HMRC - Tax & NI for November	£6,823.79
Department for Work and Pensions - DEA Payment for Employee 53	£166.14
Methuen Hall Trust - Quarterly Grant - 4th Payment	£4,000.00
Methuen Hall Trust - Hire of Council Chamber for Office Space	£250.00
Methuen Hall Trust - Repay 10% of Invoice 1339 Efficiency Lighting at Town Hall	£229.46
Amazon - Office Chair Lumber Support	£19.23
TAN Electrics Ltd - Replace Skatepark Timers and Plugs Xmas Lights	£278.40
Inclusive Intergenerational Dance - StoryTown Expenses	£734.72
Anya Beaumont Art - Springfield Public Art Interview Stage	£150.00
Wiltshire Music Centre - Health and Wellbeing Grant Match Funding - Celebrating Age Wiltshire Phase 2	£500.00
Alarms and Electrical - Replace Faulty Equipment Found During Annual Service at Guide Hut	£16.80
Corsham Print - StoryTown Advertising and Facemask Signs	£270.00
Idverde - Tree Work The Batters, Grounds Maintenance and Toilet Cleaning Contract	£3,671.47
Deborah Tyler-Bennett - StoryTown Reading	£75.00
City Dressing - High Street Social Distancing Measures	£6,941.97
WALC - Councillor Fundamentals Training, Remote Finance Training	£180.00
Pound Arts - Sponsorship of Big Draw, Magic and Mayhem and Pound Arts Open	£3,000.00
Tudor Environmental - Pedestrian Salt Spreader	£372.00
Matthew Tett - StoryTown Expenses	£27.00
TW Landscapes (Wiltshire Turf Supplies) - Turf for Grave Levelling	£79.20
Screwfix - Safety Work Boots	£52.99
Auditing Solutions Ltd - First Interim Internal Audit	£534.00
SLCC - Webinar Online Training and Virtual Practitioners Course	£300.00

DCK Accounting Solutions - Prepare and Submit VAT Partial Exemption	£468.00	
Helen Solomons - Poetic Imagination Workshop StoryTown	£80.00	
Rosie Jackson - Poetry and Creative Writing Workshop StoryTown	£75.00	
Miss F C Baker - Writing for Wellbeing Workshop StoryTown	£75.00	
Carolyn Lewis - StoryTown Workshop	£50.00	
Dawn Gorman - Poetry and Writing Workshop StoryTown	£75.00	
Kevan Manwaring - Poetry and Reading Workshop StoryTown	£75.00	
Sarah Tucker - StoryTown Workshop	£75.00	
Peahen Publishing - Writing Workshop for Children StoryTown	£350.00	
Kate Prince - Enhancing Creativity Workshop StoryTown	£65.00	
Tracey Kelly - Song writing Workshop StoryTown	£200.00	
Dominic Clare - Springfield Public Art Presentation	£150.00	
Rialtas Business Solutions Ltd - Annual Support Making VAT Digital	£70.80	
Enterprise Flex-E-Rent - Hire of Vehicle for Ground Staff	£717.44	
M. M. Forges Eldridge - StoryTown Schools Projects and Delivery	£1,900.00	
Rowdefield Farming Ltd - Pest Control Course	£180.00	
Newsquest - Advertising Free Parking in Wiltshire Living	£96.00	
Trax SN Jenks - BMX Track Repair	£4,972.80	
Miss Aimee Holmes - Art Installation at Town Hall	£1,000.00	
Jolanthe de Koning - Editing StoryTown Videos	£500.00	
Sam Bernald-Ross - Busking in Corsham	£50.00	
Corsham Tyre Service Ltd - Puncture Repair WV68 OVO	£24.30	
Cheque		
Petty Cash	£0.00	
Royal British Legion - Remembrance Day Wreath	£16.00	7766
Grant		
Walking Festival	£500.00	
Charge Card		
No Statement Received		
Sub total	£66,545.60	
Cheques / Internet Banking Paid Outside of Meeting		
There were none		
Payments Made by Direct Debit/Standing Order		
West Mercia Energy - Public Conveniences Electricity	£42.55	
West Mercia Energy - Guide Hut Electricity	£22.58	
Peninsula - Health & Safety Advice and HR Bright Consultancy	£390.04	
SGW Payroll - Monthly Payroll Processing	£48.96	
Hills Waste - Waste Collections	£355.66	
Excalibur (Bridge Solutions) - Monthly IT Support & Services, Cabling and Socket for Additional Telephone	£779.82	
UK Fuels - Fuel for Work Vehicles x 4 and Annual Card Charge	£334.36	
Vodafone - One Net Business Telephone/Mobile Charges	£469.45	
Wiltshire Council - Business Rates for Public Conveniences	£96.00	
Water 2 Business - Public Conveniences Water, Allotments and Springfield	£869.99	
Viking - Stationery and Postage	£306.46	
Mainstream Digital - Quarterly Broadband Line Rental	£62.28	
SUB TOTAL	£3,778.15	

TOTAL

£70,323.75

Resolved

- i) That the cheques and transfers be authorised for payment.
- ii) That the additional payment from EMR 343 Property/Buildings/Grounds of £5,501 be paid to the Methuen Hall Trust to help pay for the Town Hall roof repairs.

103/20 Covid-19 Emergency Update, Recovery Plan and Q&A

Updates included:

- Wiltshire Council Public Health and Wellbeing briefing on 10 October - Details would be added to the Members Information Sheet.
- Covid-19 Second Lockdown – Senior Management Team meeting weekly to discuss new working rules.
- Outside gym closed although play areas remain open.
- Town Hall closed to the public.
- Volunteer letter sent out highlighting NHS Responder Scheme available.
- Social media and site notices updated.
- Christmas Lights and trees will be put up this week.

The meeting commenced at 7.30pm and closed at 8.54pm. There were three members of the public present at the start of the meeting and one at the end.

CHAIRMAN

DATE