

Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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5 October 2021

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held **at the Town Hall** on Monday 11 October 2021 at 7.30pm.

**Covid-19 Requirements: Please follow the attached Guidance (updated September 2021) for Attending In-person Meetings.**

*Please would members of the Accounts Sub-committee arrive by 7.10pm.*

Yours sincerely



David J Martin  
CHIEF EXECUTIVE

## AGENDA

1. Apologies.
2. Public Question Time and Petitions.
3. 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.
4. Minutes of the Council Meeting held on 13 September 2021 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues.
7. Chairman's Announcements.

8. Correspondence –
  - i) As mentioned in Members Information Sheet Nos. 504 and 505 (to follow) – *to note.*
  - ii) Late correspondence – *to note.*
9. Reports from Council representatives appointed to outside bodies.
10. Notes of Recent Meetings – The following notes of informal Committee and Council (Planning) Meetings are available for information and comment:

Council (Planning) held on 15 September 2021 – *attached.*

Community Services 22 September 2021 – *attached.*

Property and Amenities 29 September – *attached.*

Council (Planning) held on 6 October 2021 – *to follow.*

– *for information and comment.*
11. Climate Change and Environmental Issues (*Minute 93/21*) - To discuss the following climate and environmental matters.
  - i) Wiltshire Council's consultation on a draft 'Climate Strategy' and 'Our Natural Environment Plan' (see <https://www.wiltshire.gov.uk/article/1004/Climate-strategy-consultation>) – Further to the previous meeting, Members are asked to consider the draft responses (*attached*) – *for consideration.*
  - ii) Declaring a Climate Emergency and/or Ecological Emergency – Further to the previous meeting, Members are asked to consider the following draft declaration:

'Corsham Town Council fully accepts the need for urgent action in response to the climate and ecological emergencies that we face. We are committed to reducing the carbon footprint of our community in support of Government and Wiltshire Council targets to reduce carbon emissions. We are implementing a carbon reduction action plan for our own operations which will enable us to achieve net zero carbon emissions by 2030. From 2022, we will implement a biodiversity action plan to protect and enhance our green and blue infrastructure.'

    - *for consideration.*
12. Policy for Stallholders Attending Town Council Events (*Minute 95/21*) – Further to the previous meeting, a draft policy has been written with regards to political parties/MP's booking stalls or displays at Town Council events (*attached*) – *for consideration.*
13. Vacancies on Committees (*Minute 96/21 and others*) – Further to previous meetings there are opportunities to fill the remaining committee vacancies. Any unfilled vacancies following this meeting can be filled at future meetings. The current vacancies are:

Community Services – one  
Finance and Administration – one

If any Councillor would like to fulfil either of the above roles, they can be appointed at the Council meeting – *for consideration*.

14. Council Vacancies (*Minute 97/21 and others*) – There remains two Town Councillor vacancies for co-option in Corsham Neston Ward. Nominations to fill the vacancies which followed the local elections have been advertised but no nominations were received by the closing date of 5 October. The closing date has been extended again and now closes at 5pm on Monday 1 November. A further vacancy has arisen, through the resignation of Lesley Jefferson (Corsham Ladbroke Ward). A Notice of Vacancy is being advertised. If by 14 October 2021 a request for an election to fill the vacancy is made in writing to the Returning Officer by ten electors from the Corsham Ladbroke Ward electoral area, an election will be held to fill the vacancy. Otherwise, the vacancy will be filled by co-option. If an election is called, it will take place not later than 17 December 2021 – *to note*.
15. The Queen's Platinum Jubilee 2022 and The Queen's Green Canopy (*Note 7 CS Meeting 16/06/21*) – Further to previous discussions, it is suggested that the Town Council helps commemorate The Queen's Platinum Jubilee by using it as the theme for the Summer Fete 2022. It is also suggested that The Queen's Platinum Jubilee Beacons scheme be publicised to the main local landowners in case they wish to participate. For a more permanent feature, it is recommended that the proposed tree planting schemes for 2021 and 2022 be registered with The Queen's Green Canopy. This includes the commemorative oak tree being planted at the Garden of Remembrance in respect of The Duke of Edinburgh, and proposed tree planting at Coppershell Playing Field, Gastard. Further suggestions to commemorate the events are welcomed – *for discussion*.
16. Remembrance Sunday Arrangements for 2021 – Due to the lifting of many Covid restrictions, provisional plans are being put in place with the Royal British Legion, MOD Corsham and St Barts Church for Remembrance Sunday on 14 November. There are a number of changes compared to the pre-Covid arrangements. In summary, the arrangements/changes are:
  - No parade to St Barts Church
  - Shorter, 30-minute, church service at 10am (limited participants, no hymns or band)
  - Short, informal parade (without marching) from the pedestrian part of the High Street to the War Memorial
  - Wreath laying and outdoor service similar to pre-Covid years
  - Walk back to Newlands Road and dispersal
  - Youth groups to be limited to 2-3 people each
  - Bugler to attend War Memorial
  - Two minutes' silence to take place at 11am at the War Memorial.

Road closures have been applied for. It would be helpful to know how many Town Councillors will be attending the service – *for comment*.

17. 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 – *suggested issues invited*.
18. Annual Governance and Accountability Return for the year ended 31 March 2021 – The Annual Governance and Accountability Return has been audited and the Notice of Conclusion of Audit is being advertised on the Town Council's website. No issues or concerns have arisen although there was an error in one of the Notice dates. A copy of Section 3 - External Auditor Report and Certificate 2020/21 is attached – *for information*.
19. Covid-19 Emergency Update/Recovery Plan – The Chief Executive will give an update on Covid-19 matters – *for consideration*.
20. Authorisation of cheques and payments – A list will be available at the meeting.

**A Meeting of the Accounts Sub-committee will take place at 7.10pm.**

**The Methuen (Town) Hall meeting will take place immediately after the Council meeting.**