

**Minutes of the Council Meeting held at the Town Hall on Monday 10 January 2022**

**Present** Councillor S Abbott (Chairman)  
Councillors H Belcher, J Brook, A Brown, T Bush, T Ellis, N Farmer,  
R Hopkinson, D Jarman, A Morris, T Smith and A White.

**In Attendance** DC K Golledge (Wiltshire Police)  
Mrs M Jones (Head of Finance and Administration)  
D Martin (Chief Executive)  
D Walters (Wiltshire Councillor)

**155/21 Apologies**

Apologies were received from Councillors A Crockford and J Robertson.

**156/21 Public Question Time and Petitions**

There were none.

**157/21 Declarations of Interest**

There were none.

**158/21 Minutes of the Council Meeting held on 13 December 2021**

**Resolved**

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

**159/21 Matters Arising from the above Minutes**

There were no matters arising.

**160/21 Policing and Community Safety**

DC K Golledge reported on the following issues:

Speeds checks were continuing in Gastard and Box. A tripod speed camera had been set up on Velley Hill and had shown a reduction in speed in this area.

In Corsham town, the selling of alcohol and tobacco to underage youths had reduced and there were fewer youths congregating in the town centre. Anti-social behaviour was still a problem in the service delivery yard and alleyway at the rear of

Londis. Discussions for further CCTV in the town centre had made positive progress.

Drink driving was still being targeted.

### **161/21 Chairman's Announcements**

The Chairman had attended the following meetings and events:

From 14 December for three days, the Public Realm Consultation took place in the High Street.

On 14 December the Chairman attended a Local Youth Network meeting.

On 15 December the Chairman helped volunteers and officers with the tree planting at Beechfield Nature Area.

On the 5 January the Chairman attended a meeting with A Hall in The Martingate Centre to discuss plans for additional CCTV.

On 7 January the Chairman, Vice Chairman and officers met to discuss a proposal, from Chris Perry of Corsham Print, regarding a revised Support Corsham website to help local businesses.

### **162/21 Correspondence**

- i) Members Information Sheets No. 510.
- ii) Late correspondence – There was none.

### **163/21 Reports from Council Representatives Appointed to Outside Bodies**

Councillor A Brown attended a Corsham Youth Zone meeting at Springfield Campus. He reported that they urgently need volunteers. They had four volunteers and the only funding support they received was from Corsham Town Council.

Councillor A White reported that the Walking Festival had been successful with finding volunteers to support the walks for the festival in June. The Festival was also being advertised in Wiltshire Life magazine.

### **164/21 Notes of Recent Committee Meetings**

The following notes of informal Committee Meetings were circulated for information and comment:

Finance and Administration held on 15 December 2021 – noted.

Council (Planning) held on 22 December 2021 – noted.

### **165/21 Budget and Precept for 2022/23**

With reference to the Finance and Administration Committee meeting held on 15 December 2021, the draft budget had been circulated.

The Town Council's overall draft budget showed an increase in spend of £56,334, with a precept increase of £62,550 (6.07%). However, the increase in the number of Band D Equivalent properties, by 57.81 on 2022/23, reduced the figure to 4.83% per property. The overall Band D Equivalent charge would increase from £210.15 to £220.30 (an increase of £10.15 per year).

#### **Resolved**

- i) That the draft budget proposals for 2022/23 be approved resulting in an overall budget of £1,228,776.
- ii) That a precept of £1,093,192 for 2022/23 be approved.

### **166/21 Vacancies on Committees (*Minute 147/21 and others*)**

Further to previous meetings there were opportunities to fill the remaining committee vacancies. The vacancies were Community Services (two), Finance and Administration (one), Property and Amenities (one), Community Awards Panel (one) and Environment Task Group (one).

#### **Resolved**

- i) That Councillor T Bush be appointed to the Community Services Committee for the remainder of the Council year.
- ii) That Councillor T Smith be appointed to the Property and Amenities Committee for the remainder of the Council year.

### **167/21 Strategic Plan 2022-2026**

Further to the second Strategic Planning Session held on 25 November there were no new updates available as the facilitator was still preparing a report. As agreed at the previous meeting, public consultation via the newsletter, website and social media would be carried out.

### **168/21 Corsham Railway Station (*Minute 131/21*)**

Further to the Council meeting on 8 November 2021, Wiltshire Council had been working with the Department for Transport (DfT), GWR and Network Rail on progressing the successful Restoring Your Railways scheme. The Town Council had previously approved up to £11,000 towards the work and had a further £17,228 earmarked towards the station. The cost of the Strategic Outline Case for the station was expected to be in the region of £80,000, with up to £50,000 coming from the DfT.

It had been suggested that the remaining £30,000 be split equally between the Town Council and Wiltshire Council. It was recommended that the Town Council increased its contribution from £11,000 to £15,000 plus a contingency sum of £5,000. Further funds were likely to be needed as the scheme progressed to the next stages.

**Resolved**

That Corsham Town Council contributes up to £15,000, plus making a contingency of £5,000 available, towards the Restoring Your Railways Outline Business Case.

**169/21 Making Wiltshire Safer, Focus Group Invitation**

The Police and Crime Commissioner had invited town and parish councils to attend a focus group to talk about the draft Police and Crime Plan and priorities for Wiltshire. The Chippenham CPT focus group would take place online on 25 January.

**Resolved**

That Councillor J Robertson would attend the talk on behalf of the Town Council, with Councillor T Ellis as reserve.

**170/21 Issues for Corsham Area Board Consideration (*Various Minutes*)**

No new issues were raised.

**171/21 Council Vacancies (*Minute 133/21 and others*)**

There were currently four Town Councillor vacancies: Corsham Pickwick Ward (2) and Corsham Neston Ward (2). Nominations to fill the vacancies had been advertised but no nominations had been received by the closing date. The closing date for the co-options had been extended and now closed at 5pm on Monday 7 February 2022. The update was noted.

**172/21 Covid-19 Emergency Update/Recovery Plan**

The Chief Executive updated the Council on progress. Updates included:

- Council meetings had been requested to be online, but the Government had refused this. Full Council meetings would remain face-to-face, with other meetings being held online until at least April 2022.
- A report on the Council's Covid response during the last year was being reviewed by the Chairman and Vice Chairman of the Council and would be circulated to all Councillors. The Emergency Plan had been updated to include pandemics and similar type emergencies.
- It was recommended that Councillors and officers take a Lateral Flow Test prior to attending face-to-face Council meetings.

## 173/21 Authorisation of Cheques and Payments

| <b>Name</b>   | <b>Amount</b> |
|---|---------------|
| Salaries & Payments - CTC Staff   | £22,346.49    |
| Wiltshire Pension Fund - Pension Contribution for January 2022  | £7,666.15     |
| HMRC - Tax & NI for January 2022  | £7,190.83     |
| Methuen Hall Trust - Hire of Council Chamber for Office Space   | £250.00       |
| Simply Sweepers - Zone 4 and Station Road Sweeping  | £837.60       |
| Play Inspection Company - Play Area Inspections   | £479.52       |
| Newsquest - Advertising Christmas in Corsham  | £376.80       |
| St John Ambulance - First Aid for Christmas Lights  | £115.20       |
| Cosham Tasty Bites - Food for Helpers at Xmas Fair, including reimbursement of £40 Paid to CTC in Error | £202.10       |
| Corsham Print - Great West Way Advert Resize  | £48.00        |
| Ultra Warm Ltd - Flat 1 Immersion Heater Repair/Investigate   | £90.00        |
| M B Bells - Christmas Lights External Connector and Flat 2 Shower Repair                                | £190.80       |
| SLCC - Membership Fee David Martin  | £552.00       |
| Visit Wiltshire - Advertising in Travel Trade Guide and Visitor Guide                                   | £339.60       |
| Idverde - Grounds Maintenance Contract  | £1,865.41     |
| Mr P J Beazer - Lacock Road Cemetery Works  | £965.00       |
| SLCC Enterprise - Appraisal Techniques Webinar x 2  | £84.00        |
| Wiltshire Council - Business Rates Ladbrook Lane Cemetery   | £528.88       |
| Walkers are Welcome CIC - Membership Subscription   | £90.00        |
| Broxap Ltd - 7 x Recycling Bins for High Street and Bollards for High Street Alley                      | £7,016.70     |
| Elan City UK - External Battery for SID   | £154.28       |
| Bosky Trees - Tree Arboricultural Survey for New Workshop Planning Application                          | £768.00       |
| Peppercot - Helpers Refreshments at Christmas Lights  | £172.00       |
| Henry Timmis Groundworks - Repair Concrete at Dicketts Play Area  | £1,362.00     |
| Your Wiltshire - Advertising Free Parking in Corsham  | £78.00        |
| Chew Valley Trees - Shrubs and Hedging for New Cemetery and Valley Road                                 | £4,173.53     |
| Amazon - Desk Calendar, Wall Planner, Diaries and Luggage Tags  | £45.32        |
| The Plant Kitchen - Helpers Food for Christmas Lights Switch On   | £60.00        |
| Woods Business Services - Furniture for Archive Room Refit  | £2,278.08     |
| St Patrick's Catholic Primary School - Contribution Towards Bike Shelter                                | £2,500.00     |
| RJT Groundworks Services Ltd - Capped Post Hole for SID in Gastard                                      | £420.00       |
| Miles White Transport - New Workshop Completion of Transport Statement                                  | £570.00       |
| Global Media Group Services Ltd - Radio Advertising Free Parking in Corsham                             | £1,180.56     |
| Media Clash Ltd - Advertising in Bath Life  | £150.00       |
| Corsham Hardware - General Maintenance Items  | £176.81       |
| Emorsgate Seeds - Wildflower Seeds for Beechfield Nature Area   | £113.36       |

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|---|--------------------------|------|
| Bath & North East Somerset Council - Data Protection Office Service     | £1,500.00                |      |
| <b>Grants</b>   |                          |      |
| Sea Squad Explorer Scout Unit   | £500.00                  |      |
| Rewired Counselling   | £500.00                  |      |
| <b>Direct Debits Taken and Reconciled in Previous Month</b>             |                          |      |
| Bridge Solution - Monthly IT Support                                    | £855.80                  |      |
| UK Fuels Ltd - Fuel for Work Vehicles                                   | £198.39                  |      |
| <b>Cheques</b>  |                          |      |
| SSE - CCTV Electricity and Springfield                                  | £186.68                  | 7783 |
| Petty Cash  | £283.07                  | 7784 |
| Mr Allford - Cemetery Fees Returned                                     | £353.00                  | 7785 |
| <b>Cheques/Internet Banking Paid Outside of Meeting</b>                 |                          |      |
| Castle Coatings Ltd - Refurbishment of High Street Bins                 | £1440.00                 |      |
| Portal Plan Quest Ltd - Planning Application                            | £1414.00                 |      |
| <b>Charge Card - Reconciled in December</b>                             |                          |      |
| Gardener Supplies - Tree Guards   | £93.55                   |      |
| Specialised Canvas Services Ltd - Union Flag                            | £117.36                  |      |
| Town and Country Planning Assoc - Parish Council Membership             | £90.00                   |      |
| IEMA - EMA Membership Renewal   | £131.50                  |      |
| <b>Sub total</b>  | <b>£68,759.77</b>        |      |
| <b>Payments Made by Direct Debit/Standing Order</b>                     |                          |      |
| Peninsula Business Services - H&S and HR Consultancy                    | £390.04                  |      |
| Hills Waste - Waste Collections, Skip Exchange and Bins for Xmas Lights | £919.97                  |      |
| Vodafone - One Net Business Telephone/Mobile Charges                    | £604.26                  |      |
| SGW Payroll - Monthly Salary Processing Charge                          | £52.80                   |      |
| SSE - Guide Hut Electricity   | £13.61                   |      |
| Viking - Stationery Items   | £88.49                   |      |
| <b>SUB TOTAL</b>  | <b>£2,069.17</b>         |      |
| <b>TOTAL</b>  | <b><u>£70,828.94</u></b> |      |

### Resolved

That the accounts be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.55pm. There were no members of the public present.

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CHAIRMAN

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DATE