

Minutes of the Council Meeting held at the Town Hall on Monday 11 October 2021

Present Councillor S Abbott (Chairman)
Councillors A Brown, T Ellis, R Hopkinson, M Jackson, D Jarman,
A Morris, and A White

In Attendance DC K Golledge (Wiltshire Police)
D Martin (Chief Executive)
R Sellens (Administration Officer)

101/21 Apologies

Apologies were received from Councillors H Belcher, J Brook, J Corbett,
A Crockford, S Driver, N Farmer, R Preen, J Robertson and T Smith.

102/21 Public Question Time and Petitions

There were none.

103/21 Declarations of Interest

There were none.

104/21 Minutes of the Council Meeting held on 13 September 2021

Resolved

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

105/21 Matters Arising from the above Minutes

There were no matters arising.

106/21 Policing and Community Safety

The Police continued their work locally on preventing speeding and drug use. They had concentrated patrols regarding speeding in Newlands Road, Valley Road, Park Lane, Pickwick, Pickwick Road and Gastard. Members of the public were advised to report incidences of speeding through the 101 service or the Wiltshire Police app and not through other channels so that statistics could be collected. It was agreed to raise awareness of how to report speeding issues through the newsletter.

107/21 Chairman's Announcements

On behalf of the Town Council, the Chairman recorded thanks to former Councillor Lesley Jefferson for her work as a Councillor.

The Chairman had attended the following meetings and events:

On 14 September the Chairman and Chief Executive had an introductory meeting with the Leader and Chief Executive of Wiltshire Council.

On 29 September, the Chairman attended an Area Board Climate Strategy meeting.

On 30 September, the Chairman had attended the Town Council Strategic Planning session.

On 7 October the Chairman had met with The Pound Arts Centre to discuss joint working on a climate strategy.

The Chairman confirmed that Cllr R Hopkinson would be the Town Council representative for the Appeal for the Pickwick Care Home hearing due to take place early December.

The Chairman reminded Councillors to reply to Sharon Thomas, Head of Community Services, regarding the invitation to the tree planting in memory of the Duke of Edinburgh to take place on 1 November.

The Chairman reminded Councillors of the forthcoming Recycling Hub to be opened at Springfield Community Campus.

The Chairman drew attention to the consultation with residents of Park Place about the new Town Council workshop which to be sited there.

The Chairman reported that a survey had been sent on 4 October to local businesses to ask for their examples of good practice on climate change.

108/21 Correspondence

- i) Members Information Sheets Nos. 504 and 505 were noted.
- ii) Late correspondence – there was none.

109/21 Reports from Council Representatives Appointed to Outside Bodies

Councillors T Ellis and A White had attended the Corsham Walking Festival AGM and reported that Barry Cox had taken on the Chairman's role. The Festival Committee was finding it difficult to recruit volunteers for remaining roles.

Councillor A White would set up a meeting between Corsham Twinning Association and the Town Council to discuss how the Association could move forward following changes to their committee.

Councillor A White had attended the Community First AGM.

Councillors N Farmer and R Preen had met Tanvir Bush of Bath Spa University to discuss a disability research project aimed at investigating communities and their relationship with people with a disability. It was intended that Corsham become the first hub for the project.

Councillor R Hopkinson confirmed that Corsham Connections, which was working on a project to set up a local Health and Wellbeing initiative, was preparing an application for a grant.

Councillor R Hopkinson confirmed that Corsham Sponsors Refugees had been wound up as the family they were helping had relocated and was now self-sufficient. The organisation's remaining funds had been ringfenced for further work with refugees

110/21 Notes of Recent Committee Meetings

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

Council (Planning) held on 15 September 2021 – these were noted.

Community Services 22 September 2021 – Councillors were made aware of the work of the Health and Wellbeing Group to investigate ways the Town Council could support families in the Corsham area.

Councillors thanked Rachel Avent and Town Council staff for their work on a successful Street Fair which took place on 11 September and for the StoryTown event (15 – 17 October 2021).

Property and Amenities 29 September – these were noted

Council (Planning) held on 6 October 2021 – these were noted

111/21 Climate Change and Environmental Issues (*Minute 93/21*)

With reference to Wiltshire Council's consultation on a draft 'Climate Strategy' and 'Our Natural Environment Plan' and further to the previous meeting, Members were asked to consider the draft responses (*copy attached to these minutes*).

Resolved

The draft responses were approved.

Declaring a Climate Emergency and/or Ecological Emergency.

Further to the previous meeting, Members approved the following declaration.

Resolved

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.

112/21 Policy for Stallholders Attending Town Council Events (*Minute 95/21*)

Further to the previous meeting, Councillors were asked to approve a draft policy with regards to political parties/MP's booking stalls or displays at Town Council events (*copy attached to these minutes*).

Resolved

That, subject to one minor amendment, the stallholders policy be approved.

113/21 Vacancies on Committees, Other Groups and Outside bodies (*Minute 96/21 and others*)

Further to the previous meeting there were opportunities to fill remaining vacancies on committees, other groups and outside bodies. There were no volunteers to fill the vacancies.

114/21 Council Vacancies (*Minute 97/21 and others*)

Councillors noted that there remained two Town 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 5 October. The closing date had been extended again to 1 November. A further vacancy had arisen, through the resignation of Lesley Jefferson (Corsham Ladbrook Ward). A Notice of Vacancy was being advertised. If by 14 October 2021, a request for an election to fill the vacancy was made in writing to the Returning Officer by ten electors from the Corsham Ladbrook Ward electoral area, an election would be held to fill the vacancy. Otherwise, the vacancy would be filled by co-option. If an election was called, it would take place not later than 17 December 2021. This was noted.

115/21 The Queen's Platinum Jubilee 2022 and The Queen's Green Canopy (*Note 7 CS Meeting 16/06/21*)

Further to previous discussions, it was suggested that the Town Council helped commemorate The Queen's Platinum Jubilee by using it as the theme for the Summer Fete 2022. It was also suggested that The Queen's Platinum Jubilee Beacons scheme be publicised to the main local landowners in case they wished to participate. For a more permanent feature, it was recommended that the proposed tree planting schemes for 2021 and 2022 be registered with The Queen's Green Canopy. This included 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.

The Chairman said ideas would continue to be welcomed for ways to commemorate The Queen's Platinum Jubilee. It was suggested that if external funding was available, a memento could be organised for local school children to keep.

Resolved

- i) To approve the theme of the Queen's Platinum Jubilee for the Summer Fete 2022.
- ii) To approve publicising The Queen's Platinum Jubilee Beacons scheme to local landowners.
- iii) To approve that the proposed tree planting schemes for 2021 and 2022 be registered with the Queen's Green Canopy including the oak tree planted at the Garden of Remembrance in respect of the Duke of Edinburgh and at Coppershell Playing Field in Gastard.

116/21 Remembrance Sunday Arrangements for 2021

Due to the lifting of many Covid restrictions, provisional plans had been put in place with the Royal British Legion, MOD Corsham and St Barts Church for Remembrance Sunday on 14 November. There were a number of changes compared to the pre-Covid arrangements. In summary, the arrangements/changes were:

- 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 had been applied for.

Councillors S Abbott, N Farmer and M Jackson along with the Chief Executive would attend the Remembrance Services. Councillor H Belcher would lay a wreath on behalf of Wiltshire Council.

117/21 Issues for Corsham Area Board Consideration (*Various Minutes*)

Further to previous meetings, this regular agenda item asked the Town Council to identify issues for Area Board consideration.

Following the Area Board proposal to bring all the climate groups in Corsham Community Area together, Wiltshire Councillor Derek Walters had offered to coordinate the initiative. This was supported by the Town Council.

Councillors T Ellis and A Morris agreed to attend the forthcoming Area Board meeting on 14 October 2021.

118/21 Annual Governance and Accountability Return for the year ended 31 March 2021

The Annual Governance and Accountability Return had been audited and the Notice of Conclusion of Audit was being advertised on the Town Council's website. No issues or concerns had arisen although it was pointed out that there was an error in one of the Notice dates.

119/21 Covid-19 Emergency Update and Future Meetings

The Chief Executive had attended a meeting with Wiltshire Council which included information about increasing covid rates amongst the 10-14 age group.

The Town Council was facilitating a meeting about the High Street Recovery Plan which was being led by Chris Perry of Corsham Print. Councillor D Jarman had tried unsuccessfully to pursue contact with Corsham Chamber of Commerce.

120/21 Authorisation of Cheques and Payments

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£22,616.34
Wiltshire Pension Fund - Pension Contribution for September 2021	£7,681.35
HMRC - Tax & NI for September	£7,351.88
Methuen Hall Trust - Hire of Council Chamber for Office Space	£250.00
Pratensis Countryside Services - Scythe Training Course	£275.00
Hartham Park Estates - Water Charges for Middlewick Allotments	£239.24
Craig Mitchell - Performance at Street Fair	£100.00
R Avent - Street Fair Co-ordination - September	£1,000.00
SAS Ltd - Asbestos Surveys Arnold House and Guide Hut	£1,194.00
Amazon Business - Stationery	£54.31
Visit Wiltshire - Advertising	£420.00
Idverde - Grounds Maintenance and Public Convenience Cleaning	£2,964.01
Travis Perkins - Grounds Team Consumables and Gravel and Timber for work at the Batters	£249.72
St John Ambulance - First Aid at Street Fair	£120.00
The Pounds Arts Trust - Funds Towards Blue Sky Festival Damaged Pianos	£350.00
Kyle Thornhill - High Street Busking	£50.00
The Plant Kitchen - Helper Meals at Street Fair	£50.00
Ludovico Mack - Street Fair Performance	£50.00
SSE - Springfield and CCTV Electricity Supply	165.45
James Waller - Busking 4 September	£50.00

Boson Web with Milk and Tweed - Website Design and Development	£1,432.80
Corsham Print - Newsletter Design and Print, StoryTown Programme, StoryTown Boards and Banners	£1,910.00
S Thomas - Image of Duke of Edinburgh for Interpretation Board	£312.00
Peahen Publishing - Book Lab for StoryTown (part payment 1 of 2)	£225.00
Kingfisher Visitor Guides - Advertising in Bath Guide	£294.00
Matthew Tett - StoryTown Coordinator Work	£500.00
Askew Cavanna - Architect Services - Workshop Stages 2 and 3	£3,329.70
Wiltshire Council - 25% Contribution to Street Sign Pickwick Road	£89.48
Simply Sweepers - Sweeping Zone 1	£552.00
Cheques/Internet Banking Paid Outside of Meeting	
Askew Cavanna Architects Ltd - Architectural Services for Workshop	£2,073.42
Your Wiltshire Magazine - Street Fair Advertising	£72.00
Landmark (Hornbeck Ltd) - Interpretation Board for Garden of Remembrance	£587.41
Cheques	
There are none.	
Grants	
There are none.	
Charge Card	
Dropbox - Annual Renewal	£95.88
Haven Timber - Wood for Batters Path	£168.20
Eventbrite - Future of High Streets Webinar	£38.93
Portal Plan Quest - Planning Application Fee Skate Park Lighting	£145.00
APC Pure - Potassium Bicarbonate	£13.26
Historic Towns and Villages Forum - Supporting Historic High Streets Webinar	£30.00
Portal Plan Quest - Planning Application Fee Stone Trolleys	£145.00
Haven Timber - Wood for Batters Path	£70.00
Sub total	£57,315.38
Payments Made by Direct Debit/Standing Order	
Excalibur (Bridge Solutions) - Monthly IT Support and Samsung Mobile	£832.40
Hills Waste - Waste Collections and Service Charge, Bins for Street Fair	£653.63
UK Fuels - Fuel for Work Vehicles	£286.50
Vodafone - One Net Business Telephone/Mobile Charges	£563.24
Peninsula - Employment Services	£390.04
Viking - Stationery and Health and Safety Items	£254.43
West Mercia Energy - Electric Supply Public Toilets	£61.58
West Mercia Energy - Electric Supply Guide Hut	£23.28
SSE - Guide Hut	£13.46
SUB TOTAL	£2,980.24
TOTAL	<u>£60,295.62</u>

Resolved

That the accounts be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.45pm. There were no members of the public present.

CHAIRMAN

DATE