

Minutes of the Council Meeting held at the Town Hall on Monday 13 September 2021

Present Councillor S Abbott (Chairman)
Councillors H Belcher, A Brown, S Driver, T Ellis, R Hopkinson, M Jackson,
D Jarman, R Preen, J Robertson, T Smith and A White,

In Attendance D Martin (Chief Executive)
R Sellens (Administration Officer)
Adam Walton (Transcoco)
Derek Walters (Wiltshire Councillor for Corsham Without)

83/21 Apologies

Apologies were received from Councillors J Brook, J Corbett, A Crockford, N Farmer,
L Jefferson and A Morris

84/21 Public Question Time and Petitions

There were none.

85/21 Declarations of Interest

Councillors H Belcher declared a non-pecuniary interest in agenda item 13 – *Policy for Stallholders Attending Events* – as a previous parliamentary candidate. She remained in the room during the discussion and decision on the item.

86/21 Minutes of the Council Meeting held on 9 August 2021

Resolved

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

87/21 Matters Arising from the above Minutes

There were no matters arising.

88/21 Policing and Community Safety

Priorities from the latest Police report included speeding, anti-social behaviour, drug dealing and burglaries. The full update would be issued with the Members' Information Sheet.

89/21 Chairman's Announcements

The Chairman had attended the following meetings and events:

On 16 August, the Chairman and others met with Park Place Residents Association.

On 6 September, the Chairman, along with officers, met with The Co-Op, Martingate and Bath and West Community Energy to discuss solar energy provision.

The Chairman thanked Councillors and Staff for organising and helping at the very successful Street Fair which took place on 11 September.

90/21 Correspondence

- i) Members Information Sheets Nos. 501, 502 and 503 were noted.
- ii) Late correspondence –
Corsham Running Club had requested volunteers to help marshal the Corsham 10K. Cllr White agreed to help.
The Chairman had received a letter of thanks on behalf of The Queen in response to the letter of sympathy sent on the death of The Duke of Edinburgh.

91/21 Reports from Council Representatives Appointed to Outside Bodies

Councillor A White had attended a meeting of the Corsham Twinning Association who were planning the next exchange visit.

Councillor A White would attend the Walking Festival AGM in September.

Councillor A Brown reported that Corsham Youth Zone had secured funding, including from the Town Council, to purchase new sports equipment.

92/21 Notes of Recent Committee Meetings

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

Finance and Administration on 18 August 2021 – It was noted that the grant to the Golden Oldies had been approved following the provision of additional information requested.

Council (Planning) held on 25 August 2021 – Councillor H Belcher updated Councillors on the Park Lane Planning application relating to the large mound of soil.

93/21 Climate Change and Environmental Issues

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>) – The consultation was discussed to enable a draft response to be considered at the October Council meeting.

Adam Walton, Vice Chair of the Environmental Task Group and Transcoco representative outlined Transcoco's response to the consultation. He informed Members that Transcoco had concluded that the Strategy had some good analysis and made some important points but lacked commitment to action.

There followed a discussion during which Councillors expressed disappointment that the Strategy did not give commitment to actions to be taken. The Chief Executive encouraged Councillors to send their comments to enable a draft response to be written for the October Council meeting.

Declaring a Climate Emergency and/or Ecological Emergency – At the October 2019 Council meeting, the Town Council discussed the possibility of declaring a climate emergency. Several town and parish councils had made such declarations, as had Wiltshire Council. At the 2019 meeting, it was resolved 'That Corsham Town Council uses the term 'climate emergency' in appropriate circumstances but does not declare a climate emergency'. The Town Council was reviewing and implementing its Action Plan on Reducing Carbon Emissions and had appointed an Environmental Projects Officer to take this work forward. It was suggested that the Town Council may wish to review the decision made in 2019 (prior to the last local elections) and also consider whether an Ecological Emergency should also be declared. Should such declarations be made, they would help shape the Town Council's Strategic Plan 2022-2026. The Town Council acknowledged there was a climate emergency and agreed to make a statement to outline actions that the Town Council would commit to. The Chief Executive would work with the Chairman to produce a draft statement acknowledging the Climate Emergency and outlining actions to be taken as a Council.

Litter Recycling Bins for Corsham Town Centre – Beth Searle, Environmental Projects Officer, gave a brief presentation on a pilot scheme to introduce litter recycling bins in Corsham town centre. It was agreed that there be a trial of bins for the use of recycling in the High Street and a preference for the more traditional heritage style bins for the town centre with appropriate signage. More modern bins could be used for the outer town area as appropriate to the location.

Resolved

That bespoke heritage style recycling bins be introduced into Corsham town centre.

94/21 Strategic Planning Review and Update (*Minute 210/20 and others*)

The latest report for the 2018-2022 Plan was attached for consideration and comment. The process for producing the Strategic Plan for 2022-2026 had commenced and the first Strategic Planning Session for Councillors and staff would take place at the Town Hall on 30 September. The process for producing the new Plan was summarised.

Resolved

- i) That the report on the 2018-2022 Plan be noted;
- ii) That Councillors supported the approach being taken to produce the Strategic Plan 2022-2026.

95/21 Policy for Stallholders Attending Town Council Events

The Town Council's Street Fair held on 11 September attracted over 50 businesses and community groups from a wide range of stakeholders. On this occasion a request for a space was made by the local MP. As a non-party political Town Council there was some concern that this might lead to requests from political groups to attend Town Council events and alter the nature of such occasions. However, it was also felt that allowing the local MP to have a stand would offer an opportunity for community engagement and the promotion of local democracy. Once a Member of Parliament is elected, their constituency activity falls under the parliamentary umbrella and is explicitly non-political.

To make things clearer for the future, it was felt that the Town Council should agree a policy which permits the local sitting MP to book a stand at the Street Fair and Summer Fete, and other general community events deemed appropriate.

It was accepted that the Town Council would not accept bookings from party-political groups at any of its events.

Members discussed the merits of the query and issues such as events leading up to the purdah period and clarification of the use of logos.

Resolved

That a stallholders policy be drafted for consideration at the next meeting.

96/21 Vacancies on Committees, Other Groups and Outside bodies (*Minute 77/21 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 for the Community Services Committee or the Finance and Administration Committee. There were no nominations for representatives for Community First (reserve).

Resolved

- i) That Councillor T Smith be appointed to the Neighbourhood Planning Delivery and Monitoring Group;
- ii) That Councillor T Smith be appointed as the Campaign to Protect Rural England representative (reserve).

97/21 Co-options (*Minute 80/21 and others*)

There were 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 6 September. The closing date had been extended again. The Chief Executive mentioned that it would be useful if Councillors could promote the vacancies to potential candidates.

98/21 Covid-19 Emergency Update and Future Meetings

The Chief Executive provided an update on the priorities and actions. Whilst people had become more comfortable with dealing with the impact of the Covid pandemic, there were still several longer-term implications to be addressed.

The first Town Council event (the Street Fair) had been held on 11 September and had received a very positive response. Feedback was welcomed as it would help in planning the Christmas Lights event on 3 December. Councillors agreed that the increased spacing of stalls had felt safe and improved the flow of pedestrians. It was felt that consideration should be given to layout of the Christmas Lights event due to the difficulties of having a focal point at the Town Hall.

The Town Council had re-opened the Town Hall to hirers and the first activity (a private party) was held on 4 September. The office layout had been reviewed as working from home was being reduced. Over the coming months, the aim was to cease using the Archive Room as an office and to make it multifunctional so it could be used for small meetings, a staff break room and a place to take part in online meetings and webinars.

Full Council meetings had been held successfully in person since May 2021, with most other meetings taking place informally online. Councillors were asked whether and when they wished to return to formal, face-to-face Committee and Council (Planning) meetings, with the proviso that there would be a return to online meetings if the Covid risk assessment identifies a noticeably increased risk.

Resolved

- i) To review spacing of stalls for public events organised by the Town Council.
- ii) To continue with online meetings for Committees and Council (Planning) until at least the New Year.

99/21 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. There were no new issues.

100/21 Authorisation of Cheques and Payments

| Name | Amount |
|---------------------------------------------------------------|---------------|
| Salaries & Payments - CTC Staff | £21,814.29 |
| Wiltshire Pension Fund - Pension Contribution, September '21 | £7,372.38 |
| HMRC - Tax & NI for September | £6,205.75 |
| Methuen Hall Trust - Hire of Council Chamber for Office Space | £250.00 |
| P Beazer T/A Doug and Phil Beazer - Middlewick Lane Nature | £1,490.00 |
| Area Repairs to Steps and Timbers, The Batters | |
| WALC - New Councillor Training (Cllr T Smith) | £36.00 |
| Town Crier - Advertising Street Fair | £66.00 |
| Tudor Environmental - High Viz Safety Protective Uniform | £29.10 |
| Brooks Smith Gallery Ltd - Artwork for Peacock Arts Trail | £480.00 |

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| Niki Stevens - High Street Busking | £50.00 |
| Corsham Print - Correx Boards and Banners for Street Fair, Free Parking, Corsham Market, Street Fair Programme Design and Print | £1,132.00 |
| Ben Powell - High Street Busking | £50.00 |
| Screwfix - Spray Paint Suits, Safety Boots, Hozelock Hose Trolley | £136.95 |
| Newsquest - Advertising Street Fair in Wiltshire Living | £568.80 |
| Box Parish Council - New Councillor Training (Cllr A Morris) | £20.00 |
| Cliff Gater - High Street Busking | £50.00 |
| Amac Window Cleaning - Bus Shelter Cleaning as per Schedule | £480.00 |
| Royal Mail Door to Door - Autumn Newsletter Delivery | £581.71 |
| Maverick - Skatepark Repairs | £780.00 |
| Idverde - Monthly Grounds Maintenance and Toilet Cleaning | £2,964.01 |
| Travel World - Advertising in Group Travel World | £192.00 |
| Boson Web - Website Design and Development | £1,432.80 |
| Workwear Express - 7-In-1 Breathable Hiviz Jacket | £129.67 |
| Konica Minolta - Photocopier Hire and Copying | £335.05 |
| Cooke Automotive - MOT and Service Vehicle WV68 OVO | £222.81 |
| Kevin Brown - High Street Busking | £50.00 |
| Rachel Avent - Street Fair Organising | £1,200.00 |
| SLCC Enterprise Ltd - Planning Obligations Webinar | £42.00 |
| Corsham Rugby Club - Sponsorship | £200.00 |
| In2Sport Ltd - Children's Sports Coach for the Street Fair | £240.00 |
| Amazon - Gazebo Weights | £176.85 |
| Anthony Brookes Surveys Ltd - Topographical Survey Park Lane Workshop | £2,562.00 |
| Visit West - Membership renewal | £600.00 |
| Melksham Groundcare - Bowser and Water Pump Repairs | £144.85 |
| The Pound Arts Trust - Big Draw Event Support | £300.00 |
| Matthew Tett - StoryTown Co-ordinator Work | £1,000.00 |
| Suzy Condrad - Street Fair Performance | £100.00 |
| MediaClash - Advertising | £150.00 |
| MA Music Leisure & Travel - Advertising | £258.00 |
| PKF Littlejohn LLP - Annual Governance and Accountability Return | £2,400.00 |
| J T Creighton - PA System for Street Fair | £400.00 |
| Will Lawton - Street Fair Performance | £100.00 |
| Cheques / Internet Banking Paid Outside of Meeting | |
| Allens Catering Hire Services Ltd - Benches for the Street Fair (includes £150.00 security deposit) | £269.62 |
| Cheques | |
| There were none. | |
| Grants | |
| The Brunel Shed | £500.00 |
| Wiltshire Citizens Advice | £500.00 |
| Golden Oldies | £400.00 |
| Corsham Youth Zone | £1,153.86 |

Charge Card

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|---------------------------------------------------------------|---------|
| Table Protector Direct - Table Coverings for Chamber Tables | £109.61 |
| BCW Road Signs - Pole for Speed Indicator Device | £112.51 |
| Name Badges International - Name Badges | £126.06 |
| Jacksons Fencing - Fence Post, Drop Bolt and Lockable Fitting | £161.86 |
| Euroloo - Toilets for the Street Fair | £300.00 |

Sub total **£60,426.54**

Payments Made by Direct Debit/Standing Order

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|----------------------------------------------------------------------|---------|
| Excalibur (Bridge Solutions) - Monthly IT Support and Samsung Mobile | £980.04 |
| SGW Payroll - Monthly Payroll Processing | £52.80 |
| Hills Waste - Waste Collections and Service Charge | £482.57 |
| UK Fuels - Fuel for Work Vehicles | £272.62 |
| Vodafone - One Net Business Telephone/Mobile Charges | £506.95 |
| Peninsula - Employment Services | £390.04 |
| Viking - Stationery and Health and Safety Items | £28.79 |
| Mainstream Digital - Broadband | £158.58 |

SUB TOTAL **£2,872.39**

TOTAL **£63,298.93**

Resolved

That the accounts be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.17pm. There were no members of the public present.

CHAIRMAN

DATE