

**Minutes of the Council Meeting held at the Town Hall on Monday 14 February 2022**

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

**In Attendance** DC K Golledge (Wiltshire Police)  
Mrs K Gilby (Finance and Planning Officer)  
Mrs M Jones (Head of Finance and Administration)

**174/21 Apologies**

Apologies were received from Councillors A Crockford and J Roberton.

Councillor J Roberton had requested that her non-attendance at face-to-face meetings be extended for a further six months on the grounds of Covid-related family health concerns.

**Resolved**

That Councillor Roberton's non-attendance at face-to-face meetings be extended for a further six months on health grounds.

**175/21 Public Question Time and Petitions**

There were none.

**176/21 Declarations of Interest**

There were none.

**177/21 Minutes of the Council Meeting held on 10 January 2022**

**Resolved**

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

**178/21 Matters Arising from the above Minutes**

There were no matters arising.

## **179/21 Policing and Community Safety**

DC K Golledge confirmed that police priorities in the area were speeding and anti-social behaviour in the town centre and at Springfield. He also reported on the following issues:

A recent assault in the town centre was not related to local youths.

Speed checks were continuing on Valley Road and Pickwick Road. Most motorists were not speeding.

There had been a burglary at McColl's.

A repossession order on a flat in Orchard Road had been issued.

Drink-driving was still being targeted.

Speeding on Velly Hill, Gastard was highlighted as an issue as was graffiti in the underpass on Valley Road.

Councillor J Robertson had attended a Making Wiltshire Safer event and had found it very useful.

## **180/21 Chairman's Announcements**

The Chairman had attended the following meetings and events:

12 January - The Chairman had attended a meeting with the MOD regarding land at Peel Circus. It seemed likely that the MOD would like to use the site themselves.

14 January - The Chairman took part in discussions with Lidl. They were keen to have a store in Corsham and had been looking for a site. Lidl were encouraged to engage with the Town Council's pre-application process if a site was found.

A MOD Liaison Meeting had taken place on 18 January.

There had been a meeting of the Corsham Area Board Climate Group on 24 January. The meeting had been led by Wiltshire Councillor Derek Walters.

The Chairman had attended the final day of the Care UK Appeal on 25 January. A decision was expected in the next few weeks.

On the 26 January the Chairman had attended a meeting with the Environmental Project Officer to discuss the upcoming Eco Fair on 2 April.

A Meeting of the Wiltshire Area Localism and Planning Alliance had taken place on 27 January. The lack of a five year housing land supply was discussed.

28 January - A meeting had been held with Pound Arts to discuss their involvement in the Eco Fair.

9 February - The Chairman had met with the Corsham Estate to discuss their climate change plans.

Also on 9 February the Chairman had attended a meeting at which Councillor T Bush had talked about her 'We Are the People' project. She was working through Bath Spa University on a five-year project on disability and inclusion. It was hoped that a pilot project could be held in Corsham.

10 February - The Chairman had met with Wiltshire Council to discuss the next stage of the Local Plan Review and the place shaping priorities for Corsham.

### **181/21 Correspondence**

- i) Members Information Sheets No. 511 and 512 were noted.
- ii) Late correspondence – There were none.

### **182/21 Reports from Council Representatives Appointed to Outside Bodies**

Councillor A White reported that the twinning visit had been postponed until the autumn.

Councillor A White reported that the Walking Festival Committee had completed the first draft of this year's brochure. Tickets would be available from 4 April. The Town Council Chairman had been invited to officially open this year's festival. The Committee had been successful in finding volunteers to support the walks for the festival in June. The Festival was also being advertised in Wiltshire Life magazine. Councillor T Ellis had attended one of the Walking Festival's mentoring sessions and highly recommended them.

Councillor A Brown updated the Town Council on the situation with Corsham Youth Zone (CTZ). There had been concern about the future as CYZ was struggling to find funding and volunteers. Funds had been agreed by the Town Council which meant that the CYZ could continue for 2022/23 and be able to recruit new staff.

Councillor D Jarman reported that he had held a number of meetings with local businesses and that, while a solution had not been arrived at, many of the businesses were interested in more participation in community activities and to highlight career routes and opportunities. Councillor Jarman would discuss this with Councillor Hopkinson as there may be a role for the Area Board.

Councillor R Hopkinson reported that she had become a trustee of Corsham Connections.

### **183/21 Notes of Recent Committee Meetings**

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

Council (Planning) held on 12 January 2022 – noted.

Community Services held on 19 January 2022 – noted.

Property and Amenities held on 26 January 2022 – noted.

Council (Planning) held on 2 February 2022 – noted.

Finance and Administration held on 9 February – noted.

#### **184/21 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), Environment Task Group (one) and Sports Forum (one).

##### **Resolved**

- i) That Councillor A Morris be appointed to the Community Services Committee for the remainder of the Council year.
- ii) That Councillor T Bush be appointed to the Environment Task Group for the remainder of the Council year.

#### **185/21 Strategic Plan 2022-2026 (*Minute 167/21 and others*)**

Further to the previous meeting, public consultation on the draft Strategic Plan priorities ended on 14 February. Once the feedback had been reviewed, a report would be prepared for consideration at a future meeting. Despite reminders to the facilitator, outputs from the Strategic Planning Session held on 25 November had not yet been received.

##### **Resolved**

That the feedback be considered internally, and a draft be prepared for consideration at a future Council meeting.

#### **186/21 Corsham Railway Station (*Minute 168/21 and others*)**

The Finance and Planning Officer updated the Town Council on recent progress. A meeting was held on the 4 February which included representatives from the Town Council, Wiltshire Council, DfT, Network Rail and GWR. Rob Murphy at Wiltshire Council was submitting monthly progress reports and the strategic outline business case would be submitted by the end of September. It was anticipated that we would be involved in the community engagement element and the Chairman, Chief Executive and Officers had a meeting with Rob Murphy and David Perrett from Wiltshire Council on 14 February to discuss this. The monthly meetings were in addition to the Town Team Meetings. The next meeting of the Town Team was scheduled for Friday 18 February when the revised terms of reference would be

considered as would the provisional objectives of the strategic outline business case.

**Resolved**

That the update be noted.

**187/21 Draft Calendar of Meetings 2022/23**

The draft calendar of meetings for 2022/23 was considered.

**Resolved**

That the Calendar of Meetings for 2022/23 be approved.

**188/21 Community Awards**

Councillors were reminded that the deadline for nominations for this year's Community Awards was 18 March 2022. Councillors were asked to encourage residents to nominate suitable candidates or complete nominations themselves.

**189/21 Annual Review of the Town Council's Communications Policy**

The Strategic Planning Working Group had been reviewing the Communications Policy and highlighted some points for further consideration. These were largely around use of social media. Officers had looked at examples from other local councils, which varied from having no policy to trying to control or limit use.

The Communications Policy was discussed. Ideas for inclusion included:

Councillors aware of significant conversations on social media which related to Council business should make the rest of the Council and Officers aware of these.

Social media should not be used for party political purposes.

Polite language should be used by Councillors.

Councillor T Bush offered to have a look at the policy from an accessibility point of view and would try to obtain other examples.

The matter would be considered again at a future Council meeting.

**190/21 Issues for Corsham Area Board Consideration (*Various Minutes*)**

No specific issues were identified. It was suggested that anti-social behaviour could be discussed to identify trends.

**191/21 Council Vacancies (*Minute 133/21 and others*)**

There were four Town Councillor vacancies: Corsham Pickwick Ward (2) and Corsham Neston Ward (2). One nomination had been received.

### **Resolved**

That Gareth Ward be co-opted as a Town Councillor for Corsham Pickwick Ward.

The closing date for any remaining co-options had been extended and would close at 5pm on Monday 7 March 2022

### **192/21 Covid-19 Emergency Update/Recovery Plan**

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

- The guidance on face-to-face meetings has not changed since December as it was still good advice.
- Office moves now completed, and meaning the archive room could be used for breaks as well as small meetings and webinars, training etc.
- Staff were still working to a rota, split between the two main offices.
- Staff had reviewed the capacity of the main hall and removed top-up cleaning cost to encourage bookings.
- Health Update from WC (28 January) - There were 5,231 new cases in Wiltshire over the previous seven days – this had gone up from the seven days prior. Rates were still high in the county and message was for people to keep taking precautions. Infections were highest among 5–9-year-olds, who in turn pass it on to parents. Thankfully, the higher infection rate was not translating into hospital admissions. Of people eligible for boosters in Wiltshire, 88% had taken them up – a very high rate.

### **194/21 Authorisation of Cheques and Payments**

Due to a reduction in income and unexpected repair costs the Town Council was asked to approve a further grant of £10,000 to the Methuen Hall Trust. The funds would come from general reserves.

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£22,564.23
Wiltshire Pension Fund - Pension Contribution for February 2022	£7,671.14
HMRC - Tax & NI for February 2022	£7,296.90
Methuen Hall Trust - Hire of Council Chamber for Office Space	£250.00
Methuen Hall Trust - Top Up Grant	£10,000.00
Methuen Hall Trust - Outstanding Balance from Invoice 2700	£19.68
Local Authority Publishing - Advertising in Corsham Town Guide	£642.60
Amazon Business - Brown Luggage Labels for School Project, Understanding Britain's Mental Health Emergency Book	£40.49
J M O'Toole Ltd - Install/Fix Recycling Bins, Paving Near High Street Car Park	£4,554.00
Proludic Ltd - Play Equipment Spare Parts and Outside Gym Spare Parts	£243.60

Langley Nurseries - Winter Planting for Town and High Street	£2,246.16
Corsham Print - Advert Resize for The Local Look February Edition, Christmas Advert in Wiltshire Life, Winter Newsletter Design and Print, Recycling Hub Banners	£1,394.00
Boson Web with Milk and Tweed - Visit Corsham Website Design/Development	£1,680.00
Idverde - Grounds Maintenance Contract and Toilet Cleaning Dec and January	£4,062.61
Charles Wilson Engineers Ltd - Telehandler Taking Down Christmas Lights	£513.60
The Corsham School - Health and Wellbeing Grant Towards Music Therapy	£2,000.00
WES Doors - Repair to Arnold House Automatic Doors	£2,474.40
Boels Rental Ltd - Hire of Post Driver Tool for Tree Planting	£72.00
J H Jones & Sons - Gravedigging x 5 and Boundary Posts for Wildflower Areas	£3,275.76
HAGS Ltd - Play Equipment for Meriton and Post Installation Inspection	£4,081.58
Horticultural Training College Ltd - RHS Training Principles of Horticulture	£445.00
Longleat Estate - 3 x Christmas Trees for Town Centre	£348.48
The Little Zoo - Reindeer Hire for Christmas Lights	£780.00
Wicksteed Leisure Ltd - Chasm Crossing Bridge Rope Set for Coppershell	£1,117.12
Public Policy Exchange - Online Conference Future of Retail & Planning for Life After Lockdown	£118.80
Newsquest - Advertising Free Parking in Corsham	£298.80
SLCC Enterprise Ltd - Using Facebook Groups Effectively Webinar	£42.00
Streetmaster - Oak Memorial Bench for Moor Green	£692.94
Caroline Rudge - Lacock Road Cemetery Fence Signs	£596.79
Global Media Group - Radio Advertising Free Parking and Shopping	£864.24
Alarms and Electrical - Fire and Intruder Alarm Service at Arnold House	£343.20
Ultra Warm Ltd – Landlord’s Gas Fire Safety Certificate	£114.00
Your Wiltshire Magazine – Free Parking Advert	£78.00
Wiltshire Council - Advert Littler Picker/Street Cleaner Vacancy	£144.00
Earthcare Design - Hedge Planting at Springfield/Valley Road	£2,198.40
Corsham Area Heritage & Information Centre - Contribution Towards Electricity	£226.92
SRD Portable Appliance Testing - PAT Testing	£93.00
Matthew Tett - StoryTown Support	£484.78
Online Playgrounds - Cradle Swing Seat Neston	£208.80
Simply Sweepers - Road Sweeping	£552.00
Corsham Print - Recruitment Banners, Posters and Eco Fair Logo Design	£388.80
James Long (Masons) Limited - Memorial Repairs at St Bart's	£2,592.00
Chew Valley Trees - Trees for South Street, New Cemetery and	£5,364.55

Valley Road		
Carolyn Lewis - StoryTown Workshop	£50.00	
Dawn Gorman - Coordinating and Running Story Town Poetry Competition	£350.00	
<b>Grants</b>		
Wiltshire Digital Drive	£500.00	
Corsham Climate Action	£500.00	
Corsham Youth Zone	£2,346.14	
<b>Direct Debits Taken and Reconciled in Previous Month</b>		
Bridge Solutions (Excalibur) - Monthly IT Support	£855.80	
West Mercia Energy - Guide Hut Electricity November	£51.07	
West Mercia Energy - Public Conveniences Electricity November	£44.70	
UK Fuels Ltd - Fuel for Work Vehicles	£155.55	
<b>Cheques</b>		
Petty Cash	£142.23	7786
<b>Cheques/Internet Banking Paid Outside of Meeting Charge Card</b>		
Policy Exchange - Youth Mental Health Webinar	£118.80	
Royal Town Planning Institute - Environment Act Webinar	£30.00	
Greentech - Tree Guards	£86.40	
Everbubbles - Memorial Plaque	£34.49	
Project Skills - Refund for Course Fee Taken Twice	£210.00	
<b>Charge Card - Reconciled in January</b>		
Survey Monkey - Annual Renewal	£408.00	
Eventbrite - Levelling Up the Nation/Communities Training	£38.93	
Eventbrite - Safer Communities Training	£38.93	
Project Skills Solutions - NRSWA Unit 2 Training	£210.00	
Project Skills Solutions - NRSWA Unit 2 Training - Money Taken in Error	£210.00	
<b>Sub total</b>		
<b>Payments Made by Direct Debit/Standing Order</b>		
Peninsula Business Services - H&S and HR Consultancy	£390.04	
Bridge Solutions (Excalibur) - Monthly IT Support	£855.80	
Hills Waste - Waste and Recycling Collections	£470.29	
Vodafone - One Net Business Telephone/Mobile Charges	£606.62	
SGW Payroll - Monthly Salary Processing Charge	£52.80	
West Mercia Energy - Guide Hut Electricity December	£42.98	
West Mercia Energy - Public Conveniences Electricity December	£47.74	
Mainstream Digital - Quarterly Line Rental	£34.10	
Viking - Stationery Items and Office Equipment	£265.22	
PWLB - New Cemetery Loan	£3,709.94	
	<b>£6,475.53</b>	
<b>SUB TOTAL</b>		
		<b><u>£103,689.51</u></b>
<b>TOTAL</b>		



**Resolved**

- i) That the Town Council approves a further grant of £10,000 to the Methuen Hall Trust.
- ii) That the accounts be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.48pm. There were two members of the public present at the meeting.

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CHAIRMAN

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DATE