

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

Present Councillor S Abbott (Chairman)
Councillors J Brook, A Brown, T Bush, A Crockford, T Ellis, R Hopkinson,
D Jarman, A Morris, G Ward and A White.

In Attendance Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)

195/21 Apologies

Apologies were received from Councillors H Belcher, N Farmer, M Jackson,
J Roberton and T Smith.

196/21 Statement on the Situation in Ukraine

In response to the situation in Ukraine and in support of the position of the National Association of Local Councils, Councillors considered and endorsed the following statement:

‘Corsham Town Council supports the people of Ukraine and strongly condemns the attacks and violations of the territorial integrity and sovereignty of Ukraine. We express our full support and solidarity to the Ukrainian people and our peers in local government.

We know Corsham's caring community had been moved beyond words by the heart-breaking plight of Ukraine and its people. If you are in a position to help, Wiltshire Council had produced a comprehensive list of local and national charities collecting for Ukraine: <https://www.wiltshire.gov.uk/support-for-ukraine>. If you can, giving money to established charities is the best way to support as it can be spent locally, and for specific items, in Ukraine itself, as well as Poland, Hungary and other bordering countries taking in the Ukrainian people.’

Resolved

That the statement on Ukraine be endorsed and published on the Town Council website.

197/21 Public Question Time and Petitions

There were none.

198/21 Declarations of Interest

There were none.

199/21 Minutes of the Council Meeting held on 14 February 2022

Resolved

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

200/21 Matters Arising from the above Minutes

There were no matters arising.

201/21 Policing and Community Safety

No report had been received. Any updates would be included with the next Members Information Sheet.

202/21 Chairman's Announcements

The Chairman had attended the following meetings and events:

There had been a Bath Spa University liaison meeting on 16 February. The Chairman was unable to attend but officers were present.

Two Railway Station meetings had taken place in February.

The Chairman had attended two WALPA meetings, on 22 February and 1 March.

The Chairman and Councillors had an interesting visit to Octavian Wine Storage in Gastard.

The Chairman and Councillor Hopkinson attended the Fairtrade Event at The Pound on 2 March.

203/21 Correspondence

i) Members Information Sheets No. 513, 514 and 515 were noted.

ii) Late correspondence – There were none.

204/21 Reports from Council Representatives Appointed to Outside Bodies

Councillor J Brook attended the Potley and Pockeridge AGM. He reported that the Brunel Shed stone trolley project was coming to an end and that they were looking for new projects.

Councillor A Brown reported that the Corsham Youth Zone had received funding that would help pay for four youth workers. They had also received a Youth Network Grant which would fund young people going on a camp trip to Oxford for a weekend.

They were also working with The Rise Trust which was planning to employ two outreach workers to help in the town and co-ordinate activity with Corsham Youth Zone.

Councillor T Bush had attended a Visit West meeting in Bristol which had been disappointing as the meeting had not been accessible or properly inclusive.

Councillor A White reported that the Twinning Association was working on events ready for the Jargeau visit in October.

Councillor A White reported that the Pickwick Association would be holding a gardens event in the summer.

Councillor D Jarman reported that he had had a number of meetings with Corsham businesses, with useful findings.

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

Councillor R Hopkinson and Adam Walton of Corsham Climate Action had been investigating why and where some street lighting in Corsham no longer switches off after midnight since the new low energy lights had been fitted.

Councillor R Hopkinson mentioned the Pickwick Conservation Area Appraisal that had been produced by members of the Pickwick Association. It was an excellent document the ability for it to be included in the spatial planning review was being pursued.

205/21 Notes of Recent Committee Meetings

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

Council (Planning) held on 23 February 2022 – noted.

Property and Amenities held on 9 March 2022 – noted.

206/21 Vacancies on Committees (*Minute 184/21 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.

207/21 Corsham Railway Station (*Minute 186/21 and others*)

Further to the Council meeting on 14 February 2022, the Chief Executive provided an update on progress including the meeting with Wiltshire Council and key partners on 9 March 2022. Regular railway meetings were taking place and had been very productive. The draft outline project scope was being finalised and the deadline had been extended. The draft business case was due in August, with the final draft planned for September 2022.

208/21 Review of Investment Strategy (*Minute 184/20 and others*)

The Town Council had been asked to carry out an annual review its Investment Strategy for the new Financial Year. A copy of the Strategy and Policy had been circulated for review. The Town Council must ensure the banks being used for investments were sound and secure.

Resolved

That the Investment Strategy be approved and kept under review.

209/21 Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Note 6 F&A Meeting on 09/02/2022*)

At the Finance and Administration Committee meeting on 9 February it was reported that the annual review had been completed and the only changes proposed were to Part One: Standing Orders (paras 18.6 and 18.7). The change was to the thresholds for contracts, which increased from 1 January, and updating OJEC to OJEU. The recommended new paragraphs were:

18.6.1 A public contract regulated by the Public Contracts Regulations 2015, with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)), shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contract Finders website and in OJEU.

18.6.2 A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of, gas oil or solid fuel, with an estimated value in excess of £426,955 for a supply, services or design contract; or in excess of £5,336,937 for a works contract; or £884,720 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

Resolved

That the Town Council's Standing Orders be updated to reflect the new thresholds for contracts and the change from OJEC to OJEU.

210/21 Consultation on Proposed Changes to Parliamentary Constituency Boundaries (*Minute 60/21*)

Further to the Town Council meeting in July 2021, the Town Council was asked to consider a draft response to the second consultation on parliamentary constituency

boundaries. The draft response had been prepared by the Town Council Chairman and Vice-Chair.

Resolved

That the Town Council endorse the draft response prepared by the Town Council Chairman and Vice-Chairman and send to the Boundary Commission.

211/21 Issues for Corsham Area Board Consideration (*Various Minutes*)

There were no specific issues identified.

212/21 Council Vacancies (*Minute 133/21 and others*)

There were four Town Councillor vacancies: Corsham Pickwick Ward (1) , Corsham Ladbrook Ward (1) and Corsham Neston Ward (2). Three nominations had been received and co-options were made.

Resolved

- i) That George McCaffery be co-opted as a Town Councillor for Corsham Pickwick Ward.
- ii) That Ruth Williams be co-opted as a Town Councillor for Corsham Ladbrook Ward.
- iii) That Nicholas Brakspear be co-opted as a Town Councillor for Corsham Neston Ward.

The closing date for any remaining co-options had been extended and would close at 5pm on Monday 4 April 2022.

213/21 Covid-19 Emergency Update/Recovery Plan

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

- Wiltshire Council Public Health on relaxing of Covid restrictions.
- Covid test kits would become chargeable from April 2022.
- Local vaccination statistics were good.
- Risk Assessment for the office had been updated.
- Full Council meetings would continue to be face-to-face.
- Council (Planning) meetings to be online.
- Committee meetings (F&A, P&A and CS) would usually be held online with the exception of the budget meetings in the autumn, and those meetings where the Chief Executive and Committee Chair feel meeting face-to-face would be advantageous.
- All working group meetings would be held online by default. Face-to-face meetings could be held where the Chief Executive and Chair feel it would be beneficial to the discussions.

214/21 Authorisation of Cheques and Payments

Name	Amount
Salaries & Payments - CTC Staff	£26,021.52
Wiltshire Pension Fund - Pension Contribution for March 2022	£9,163.31
HMRC - Tax & NI for March 2022	£9,630.19
Methuen Hall Trust - Hire of Council Chamber and Main Hall	£873.52
Royal Mail - Spring Newsletter Delivery	£566.90
Idverde - Grounds Maintenance and Public Toilet Cleaning	£2,964.01
Great West Way - Leaflets at Excursions Travel Show	£90.00
Corsham Civic Society - Advertising in Spotlight Magazine	£125.00
Newsquest - Advertising Free Parking in Corsham	£418.80
The Portable Wellbeing Studio - One to One Therapy for Children at The Corsham School	£2,500.00
Amazon - 12 x Litter Pickers and Thread	£99.24
SLCC Enterprise Ltd - Community Engagement Summit, Power and Grace Webinar	£150.00
Auditing Solutions Ltd - 2nd Interim Internal Audit	£552.00
Screwfix - Fixings for Christmas Lights	£44.57
Woods Business Services - Screening for Main Office	£849.24
Your Wiltshire - Advertising Free Parking in March and April	£78.00
Wired Publishing (West Wilts Magazine) - Advertising Eco Fair	£118.80
Travis Perkins - Concrete Slabs for New Cemetery and Grounds Team Consumables	£333.73
M. B. Bells Ltd - Supply and Install New Shower in Flat 2, Inspection Certificate for Skate Park Lights	£482.41
People & Places - Benchmarking 2021	£1,920.00
Konica Minolta - Photocopier Hire and Printing	£287.02
J H Jones & Sons - Gravedigging x 2	£770.00
Visit Wiltshire - Advertising	£276.00
A Mac Window Cleaning - Bus Shelter Cleaning	£480.00
WCCTV - New Camera and SLA	£10,800.00
Haine and Smith - Eye Test	£21.50
Pear Technology - Lacock Road Cemetery Mapping	£780.00
Streetmaster - Memorial Bench	£1,410.30
Pound Arts Trust - Grant	£2,000.00
West Country Tree Services Ltd - Tree Work at Springfield	£5,364.00
Just Shredding - Confidential Waste Shredding Service	£84.00
Wiltshire Council - Advertising Community Services Officer Vacancy on Website	£144.00
Alarms and Electrical - Guide Hut Intruder Alarm Repair	£96.00
Wiltshire Council - Costs for Public Realm Study Newlands Road	£40,268.55
Historic Towns and Villages Forum - Climate Change Webinar	£20.00
Everbubbles - Memorial Plaque	£41.38
Direct Debits Taken and Reconciled in Previous Month	
UK Fuels - Fuel for Work Vehicles - £102.03	

Cheques

Petty Cash	£102.53	7788
Post Office Ltd - Road Tax for Vehicles YX13 VJE and WV14 CYC	£550.00	7787

Cheques/Internet Banking Paid Outside of Meeting

There were none

Charge Card

123 Reg Ltd - Domain Renewal www.corshamrailwaystation.org	£19.19
Learning With Experts - Tree Course	£45.00
Reworked - PPE Recycling Bin for Springfield Campus	£60.00
Argos - Kettle for Breakout Room	£29.99
NALC - Training How to Review Neighbourhood Plan Policies	£38.93

Sub total**£120,669.63****Payments Made by Direct Debit/Standing Order**

Peninsula Business Services - H&S and HR Consultancy	£390.04
Bridge Solutions (Excalibur) - Monthly IT Support	£855.80
Hills Waste - Waste and Recycling Collections	£373.99
Vodafone - One Net Business Telephone/Mobile Charges	£606.04
SGW Payroll - Monthly Salary Processing Charge/Additional Re-run	£109.20
West Mercia Energy - Guide Hut Electricity January	£61.90
West Mercia Energy - Public Conveniences Electricity January	£53.59
Mainstream Digital - Quarterly Line Rental	£104.40
Viking - Stationery Items and Office Equipment	£37.50

SUB TOTAL**£2,592.46****TOTAL****£123,262.09**

The meeting commenced at 7.30pm and closed at 8.58pm. There were no members of the public present at the meeting.

 CHAIRMAN

 DATE