

**Minutes of the Council Meeting held at the Town Hall on Monday 8 November 2021**

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

**In Attendance** Mrs K Gilby (Finance and Planning Officer)  
DC K Golledge (Wiltshire Police)  
D Martin (Chief Executive)  
D Walters (Wiltshire Councillor)

**121/21 Apologies**

Apologies were received from Councillors A Brown, J Corbett, D Jarman,  
J Robertson and T Smith.

**122/21 Public Question Time and Petitions**

There were none.

**123/21 Declarations of Interest**

There were none.

**124/21 Minutes of the Council Meeting held on 11 October 2021**

**Resolved**

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

**125/21 Matters Arising from the above Minutes**

There were no matters arising.

**126/21 Policing and Community Safety**

DC K Golledge reported on the following issues: parking outside St Patrick's School was being focussed on. The zig-zag lines had been re-painted and patrols with parking attendants were being carried out. The speed camera had been in Gastard and was now in Box. Foot patrols in the town centre had been increased. The alleyway by Londis was highlighted as a problem area – CCTV would be useful. The Chief Executive would check on the lighting in this area. Crime prevention work

had been undertaken with all students at The Corsham School. Two offenders had pleaded guilty following a drugs warrant and were due for sentencing in December. There had been an isolated incident at the Hare and Hounds public house. There was a team of four local officers who could target problem areas.

## **127/21 Chairman's Announcements**

The Chairman had attended the following meetings and events:

On 13 October the Chairman had attended a Bath Spa University Liaison meeting.

On 21 October the Chairman attended the Community Awards Ceremony.

On 22 October the Chairman had attended a meeting with Atkins regarding Public Realm works. It was hoped to be able to consult on the plans soon. A stand would be placed in Martingate, and volunteers would be required to assist.

On 28 October the Chairman attended a meeting of the Environment Task Group.

The Chairman had met with Wiltshire Councillor Derek Walters and other Area Board parish representatives regarding working together on climate change matters.

On 29 October the Chairman had met with Chris Perry of Corsham Print who had set up a website for all businesses as part of the Covid recovery plan.

On 1 November an oak tree was planted by the Chairman and Lord-Lieutenant of Wiltshire at the Garden of Remembrance, in honour of the Duke of Edinburgh. The event would be promoted on social media.

The Chairman and Councillors Belcher and Hopkinson had met the Pickwick Association regarding the Planning Appeal for a care home on land north of the A4.

The Chairman had attended the Finance Training on 4 November. The turnout by Councillors had been disappointing. Those who had been unable to attend were encouraged to read the notes which had been sent out by the Chief Executive.

The Chairman also mentioned a few upcoming events and deadlines:

The survey on the Strategic Plan Priorities would close at 9am on 10 November.  
The Remembrance Sunday Service would be held on 14 November.  
Survey on 30mph limits would close on Monday 15 November.

## **128/21 Correspondence**

- i) Members Information Sheets Nos. 506 and 507 were noted.
- ii) Late correspondence – there was none.

## **129/21 Reports from Council Representatives Appointed to Outside Bodies**

Councillor N Farmer had attended a Fairtrade Meeting on 18 October. The group was keen to renew the Fairtrade Town status. They would like to do an annual presentation to the Town Council and to discuss the climate change plan.

## **130/21 Notes of Recent Committee Meetings**

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

Finance and Administration 20 October – these were noted.

Council (Planning) held on 27 October 2021 – Strong objections had been made to the application at Park Place.

Community Services 3 November 2021 – These were not available at the meeting and would be sent to Councillors for consideration at the next Council meeting.

## **131/21 Corsham Railway Station**

Wiltshire Council's bid to the Department for Transport for funding a feasibility study for a new railway station in Corsham had been approved. This was a very positive step towards delivering the new station. A maximum of £50,000 has been awarded but would only be part of the cost. The Town Council had previously approved up to £11,000 towards the work. A further £17,228 was earmarked towards the station. The Neighbourhood Plan Delivery and Monitoring Group was also exploring the land ownership aspects of the station and had information which may be of use to Wiltshire Council and its consultants. Wiltshire Council officers had been thanked for their efforts and offered support of the Town Council.

Councillors were also informed about a petition regarding the cutting of a service on the Bristol to Waterloo Line.

### **Resolved**

- i) That the successful funding bid be noted.
- ii) The Corsham Railway Station Town Team would work closely with Wiltshire Council and provide regular updates to the Town Council.

## **132/21 Vacancies on Committees (*Minute 113/21 and others*)**

Further to previous meetings there were opportunities to fill the remaining committee vacancies. The current vacancies were: Community Services – two, and Finance and Administration – one.

### **Resolved**

That Councillor A Morris would fill the vacancy on the Finance and Administration Committee for the remainder of the Council year.

### **133/21 Council Vacancies (*Minute 114/21 and others*)**

There were three Town Councillor vacancies for co-option in Corsham Ladbrook Ward (1) and Corsham Neston Ward (2). Nominations to fill the vacancies which followed the local elections had been advertised but no nominations were received by the closing date of 1 November. The closing date had been extended again and now closed at 5pm on Monday 6 December.

#### **Resolved**

That the update on Councillor vacancies be noted.

### **134/21 Issues for Corsham Area Board Consideration (*Various Minutes*)**

No new issues were raised.

### **135/21 Covid-19 Emergency Update/Recovery Plan**

The Chief Executive updated the Council on progress. The case rate in Corsham was still high but was going down. The Town Hall bookings are beginning to pick up. Plans were moving forward with converting the Archive Room into a meeting space/break room and the IT contractor has been able to find a way to route the new cables needed. Due to Covid, elements of Town Council events were being scaled back. There had been reports of long queues at Shaunaks, who had been contacted. The reason for the queues was due to team members having to self-isolate on the day of the vaccinations. It was reported that the walk-in vaccination centre near MOD Corsham was quieter.

### **136/21 Authorisation of Cheques and Payments**

#### **Online Banking Payments**

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£22,521.83
Wiltshire Pension Fund - Pension Contribution for September 2021	£7,661.89
HMRC - Tax & NI for September	£7,291.76
Methuen Hall Trust - Hire of Council Chamber for Office Space	£250.00
Methuen Hall Trust - Bookshop Launch Covid Clean of Town Hall	£46.32
Wiltshire Council - Valley Road Footway Works	£11,954.72
Corsham Print - Artwork Duke of Edinburgh Interpretation Board	£48.00
Alarms and Electrical - Annual Intruder Alarm Service	£93.60
Nick Steel - Street Fair Performance	£100.00
Peahen Publishing - Peahen Book Lab Workshop	£225.00
Julia Green - Storytown Online Event	£150.00
Lucy Christopher - Writing Workshop Storytown	£400.00
Simon Butteriss - PG Woodhouse Event	£250.00
Sharon Treganza - Workshop Sessions Storytown	£150.00
Deborah Tyler-Bennett - Poetry Reading Storytown	£80.00
Dawn Gorman - Poetry Workshop Competitions Storytown	£100.00

Alex Cotter - Author Workshop Storytown	£75.00
Simply Sweepers Ltd - Street Sweeping	£552.00
Suzy Conrad - High Street Busking	£50.00
Bradshaw Electric Vehicles - Logos for Groupil Vehicle	£443.99
Mrs Sarah Anne Helps - Allotment Refund	£40.00
Landcare Tree Nursery - Oak Tree and Accessories for Remembrance Garden	£190.20
Claire Todd - If Trees Could Talk Storytown Event	£400.00
Yandell Publishing - Advertising in Coaching Venues and Excursions Guide	£420.00
Screwfix - PPE, Safety Boots and Grounds team Consumables	£96.07
Kevin Brown - High Street Busking Refund (Paid to us in error by Kevin)	£50.00
Idverde - Grass Cutting New Cemetery, Grounds Maintenance Contract, Toilet Cleaning	£3,468.01
DCK Accounting Solutions - Annual VAT Partial Exemption Calculation	£492.00
Anya Beaumont Art - Springfield Gateway Public Art	£5,880.00
Sharon Thomas - Community Awards Sundries and CIB Trophy Engraving	£200.35
Amazon Business - Face Masks, Black Tablecloth and Picture Frames	£89.31
Auditing Solutions Ltd - First Interim Audit Service for 2021-22	£552.00
M M Forbes Eldridge - Storytown School Co-ordinator	£200.00
Travis Perkins - Urinal Trap for Public Conveniences	£8.27
Miles White Transport - Transport Consultant Work New Workshop	£677.16
Kingfisher Visitor Guides - Advertising	£294.00
Max Fordham LLP - Consultant Fees New Workshop	£2,520.00
The Local Look - Advertising	£540.00
Why Sports - Improving Health and Increasing Activity Conference	£189.00
Rachel Avent - Christmas Lights Planning	£400.00
Haine and Smith - Eye Test	£21.50
J H Jones and Sons Limited - Gravedigging	£902.50
Royal British Legion Poppy Appeal - Town Council Remembrance Wreath	£16.00
Royal British Legion Corsham Branch - War Memorial Garden Maintenance	£75.00
Matthew Tett - StoryTown Additional Expenses and Co-ordinator Work	£531.78
Visit Wiltshire Ltd - Sources of Light Webinar	£24.00
SLCC Enterprise - How to Recruit and Keep Volunteers Webinar, Practitioners' Conference	£132.00
Rialtas - Making Tax Digital for VAT Support Fee	£70.80
Place Informatics - Annual Licence Fee for Informatics System	£2,100.00
Stagg Home Improvements - Investigate Standing Water in Public Conveniences	£112.80

**Cheques/Internet Banking Paid Outside of Meeting**

Methuen Hall Trust - Grant (Agreed F&A 20/10/21) £30,000.00  
paid 28/10/21

£30,000.00

**Cheques**

Petty Cash

£226.84

**Grants**

Families Out Loud

£500.00

Corsham Windband Association

£500.00

Inclusive Intergenerational Dance

£500.00

Company for Christmas

£500.00

Corsham Walking Festival

£500.00

**Charge Card**

No statement received.

**Sub total**

**£105,863.70**

**Payments Made by Direct Debit/Standing Order**

Excalibur (Bridge Solutions) - Monthly IT Support and New  
Monitor

£998.60

Hills Waste - Waste Collections

£385.44

UK Fuels - Fuel for Work Vehicles

£87.30

Vodafone - One Net Business Telephone/Mobile Charges

£503.43

West Mercia Energy - Electric Supply Public Toilets

£62.70

West Mercia Energy - Electric Supply Guide Hut

£41.85

SGW Payroll - Monthly Processing Charge

£52.80

Water 2 Business - Water Charges for Public Conveniences and  
Allotments

£1,233.69

Mainstream Digital - Quarterly Line Rental

£62.28

**SUB TOTAL**

**£2,079.32**

**TOTAL**

**£107,943.02**

**Resolved**

That the accounts be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.30pm. There were no members of the public present.

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CHAIRMAN

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DATE