Corsham
TOWN COUNCIL

Minutes of the Council Meeting held at the Town Hall on Monday 12 October 2026

Present	Councillor A Brown (Chair) Councillors S Abbott, H Belcher OBE, N Brakspear, A Calkin, J Coward, T Ellis, R Hopkinson, P Freestone, N Pocock, G Ward
In Attendance	Mrs K Gilby (Head of Finance & Administration) D Martin (Chief Executive)
In Attendance Online	Councillor G McCaffery

124/26 Apologies

Apologies had been received from Councillors J Brook, C Kerr, A Mackie, R Munn, I Scrannage, V Steadman and A White.

125/26 Public Question Time and Petitions

There were none.

126/26 Declarations of Interest

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

There were none.

127/26 Minutes of the Council Meeting held on 14 September 2026

Resolved

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

128/26 Matters Arising from the above Minutes

There were no matters arising.

129/26 Policing and Community Safety

Sergeant M Tripp was unable to attend the meeting but had sent the following report:

During September 2026, the local team had been involved in several community engagements, including attending the Wadswick Country Store Summer Event and

Corsham Street Fair. Officers had also taken part in Rural Crime Week of Action conducting patrols and engaging with those who live and work in the countryside.

Recent incidents of note:

On 9 September, a report of criminal damage to a motor vehicle in Park Lane.

On 22 September, a report of criminal damage to a motor vehicle in Gastard.

A youth had been arrested and interviewed regarding multiple theft related offences. This had resulted in a deferred caution requiring the youth to work with the Police and partake in victim impact work, alcohol intervention and weapons awareness.

Sergeant Tripp had included some crime comparison figures which would be added to the next Members' Information Sheet.

130/26 Chair's Announcements

On 15 September, the Chair spent the evening with the Beaver Scouts at the Scout Hut in The Laggar helping with paired reading and bedtime stories as the Scouts were working towards their reading badges.

On 16 September, the Chair met with Pound Arts to explore opportunities for older people in the town.

Also on 16 September, the Chair attended a Local Youth Network meeting at Corsham Gymnastics Academy.

On 20 September, the Chair attended the first Community Kitchen at the Town Hall.

On 22 September, the Chair attended a WOMAD wash-up meeting to review this year's event and highlight any changes to be made for future festivals.

On 24 September, the Chair attended a Bath Spa University Liaison meeting.

Also on 24 September, the Chair attended a meeting with the Living Well Team at Springfield Campus.

On 28 September, the Chair attended the Corsham Youth Council Meeting.

Also on 28 September, the Chair attended an MOD Liaison Meeting.

On 29 September, the Chair attended a Fire Awareness Course at the Town Hall.

On 3 October, the Chair attended a Fairtrade Information and Quiz Night at The Pound.

On 8 October, the Chair attended the Area Board Meeting at the Town Hall.

Also, on 8 October, the Chair attended the Rural Services Network's Rural/Market Town Group Meeting online to talk about issues concerning young people.

Forthcoming events:

On 18 October, the rearranged Ramp Antics skateboard event would be held at Springfield from 12 - 6pm to help raise funds for the new skatepark.

On 26 October, a Councillor Training Event would be held at the Town Hall from 7pm.

On 8 November, the Remembrance Day Service and Parade would take place.

131/26 Correspondence

i) Members Information Sheet Nos. 629 and 630 were noted.

ii) Late correspondence – An invitation had been received for the Neighbourhood Watch Annual General Meeting on 17 October at Wiltshire Police Headquarters in Devizes. If any Councillors were interested in attending, they should contact the Chief Executive.

132/26 Reports from Council representatives appointed to outside bodies

Councillor N Pocock reported that he had attended the Community First Annual General Meeting at Devizes Town Hall.

133/26 Minutes of the Council (Planning) Meeting held on 16 September 2026

Resolved

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

134/26 Matters Arising from the above Minutes

There were none.

135/26 Minutes of the Community Services Committee Meeting held on 23 September 2026

Resolved

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

136/26 Matters Arising from the above Minutes

There were none.

137/26 Minutes of the Council (Planning) Meeting held on 7 October 2026

Resolved

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

138/26 Matters Arising from the above Minutes

Minute PL 66/26 Applications - Councillor R Hopkinson would be meeting with the relevant Planning Officer at Wiltshire Council to discuss the application at Brook Drive.

Minute PL 66/26 Applications - Councillor H Belcher was following up with Wiltshire Council's Planning Officers, the application at Privet Way.

139/26 Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on 24 September 2026

Resolved

That the Minutes be noted.

140/26 Matters Arising from the above Minutes

Minute DMG 364 Plan Review Timetable - It was highlighted that the anticipated completion date for the adoption of the reviewed Corsham Neighbourhood Plan was December 2027, but this may change due to factors beyond the Town Council's control.

141/26 Minutes of the Corsham Youth Council Meeting held on 28 September 2026

Resolved

That the Minutes be noted.

142/26 WOMAD Festival 2026, Wash Up Meeting *(Minute 99/26)*

A wash-up meeting with the Director of the WOMAD Festival was held on 22 September. Points covered included: traffic, including cycle routes and taxis; noise monitoring; water supply; visitor numbers, and a desire for year-round activity. The organisers were commissioning a Social and Economic Impact Study, which the Town Council may wish to consider in due course. It was felt that the event had been a huge success, with very few issues of concern.

143/26 Community Engagement Update

The fourth annual Community Engagement Update which summarised community engagement activity over the past year was considered. The level and type of engagement remained high across the Town Council's wide range of services.

Resolved

That the report be noted. Councillors were pleased with the huge achievements made and asked that all Council staff be thanked for their hard work.

144/26 Draft Guidance on Declaring Interests at Meetings

Guidance had been produced to assist Councillors when deciding if they needed to declare an interest. The guidance should be read in conjunction with the Code of Conduct and was particularly useful in relation to planning applications.

Resolved

That subject to clarification of one point (whether leaving the room was necessary or if withdrawing from the discussion was sufficient) the guidance be adopted.

145/26 Authorisation of cheques and payments

Online Banking Payments

Name	**Amount**
Salaries and Payments - CTC Staff	£39,807.21
Prudential - AVC Payment Emp 72	£250.00
Wiltshire Pension Fund - Pension Contributions for October	£12,095.52
HMRC - Tax & NI for October	£15,052.95
Methuen Hall Trust - Use of Council Chamber and Main Hall in September	£826.01
Methuen Hall Trust - Use of Rooms for Smaller Meetings in September	£641.03
Methuen Hall Trust - Use of Main Hall for Community Kitchen	£105.00
Methuen Hall Trust - Second six-monthly instalment of Grant for 2026/27	£25,600.00
Amazon - Stationery, Blue Roll, Paper Towels	£56.64
Balloonitude - Balloon Modelling at Street Fair	£280.00
Boston Seeds - Daffodil Bulbs	£190.99
Charles Saunders - Toilet Rolls	£35.97
Chippenham Gymnastics Academy - Us Girls Summer Activity	£48.00
Cooke Automotive - MOT Test (WV68 OVO)	£48.50
Corsham Bookshop - Book Voucher Prizes for Bus Bingo	£45.00
Corsham Civic Society - Advertising x 3 in Spotlight Magazine	£125.00
Corsham Hardware - Various materials and equipment purchased between 26.06.26 - 01.10.26	£256.86
Corsham Print Ltd - Amendments to Christmas Lights Switch On Adverts, Bus Button Badges, Logo Design and Brand Guidelines for Visit Corsham, Visit Corsham Mugs	£1,312.80
Corsham Tyre Service - New Tyres for YX13 VJE	£93.84
Corsham Windband - Performances at 5 x CTC Events in 2026	£650.00
Country Mini Skips - Skip Hire at Ladbrook Lane Cemetery	£640.00
DCK Accounting Solutions Ltd (BC&A Accounting Solutions) - VAT Consultancy Visit (03.09.26)	£417.78
Emily Randall-Jones - StoryTown Workshops x 3	£150.00
Faresaver Ltd - Free Buses during Corsham Street Fair Event	£179.70
First Aid 4 Less (Value Products Ltd) - Eyewash Bottles and Pods	£21.60
Hogs Heaven Catering - Staff/Volunteer Food Voucher	£120.00

Reimbursements at Street Fair Event	
Idverde Ltd - Grounds Maintenance and Public Toilet Cleaning Contracts (September)	£5,309.60
James Grayley Architects - Arnold House/Guide Hut RIBA Stage 2 Balance	£2,220.00
J H Jones & Sons Ltd - Gravedigging	£1,300.00
Kompan Ltd - Cradle Seat for Katherine Park Play Area	£198.00
Konica Minolta - Printer/Copier Lease (Oct - Dec) and printing (July - Sept)	£556.85
Lister Wilder - Hire of Ride-On Mower	£756.00
MB Bells Ltd - Upgrade to Power Supply (Skatepark Area)	£504.59
MM Forbes Eldridge - StoryTown Schools Work	£250.00
Milk & Tweed Studio Ltd - Web Hosting and Website Support for October	£426.00
My Skills For Life Ltd - Fire Marshall Course 19.10.26 (KG, JW, DM, SJ, AL)	£300.00
National Association of Local Councils (NALC) - Neighbourhood Plan Online Event	£42.00
Olivia Thorndale - Performance at Street Fair	£75.00
Onecom - Staff Laptop (KG)	£1,168.67
(The) Plant Kitchen - Staff/Volunteer Food Voucher Reimbursements at Street Fair Event	£60.00
(The) Pound Arts Trust - Second instalment of 2026/27 Grant	£10,000.00
Proludic Ltd - Fixings for Play Equipment at Springfield (including Credit Note for Ropes)	£183.86
(The) Rise Trust - Grant for the Provision of Corsham Youth Zone (01.10.26 - 31.03.27)	£5,150.00
Royal British Legion (Corsham Branch) - Contribution to War Memorial Contribution	£100.00
Screwfix Direct Ltd (Trade UK) - Tools for Neighbourhood Services Technician	£199.92
S Rees Industrial Cleaning Ltd - Window Cleaning at Arnold House	£61.00
SSE - Springfield Lighting for September	£83.30
Town & Country Environmental Pest Solutions (Ben Rawlings) - Wasp Treatment	£180.00
Travis Perkins - Crowd Barrier Hire for Skate Jam 19.09.26, Postcrete, Chisel Tool, Nitrile Gloves	£326.87
Ultra-Warm Ltd - New Water Heater for Ladies Public Toilets, Shower Repair at Flat 1 Arnold House	£796.80
Visit Wiltshire - Tourism Training Courses x 4	£144.00
Wiltshire Council - Hire of Sports Pitch for Us Girls Event	£76.40
Wired Publishing - Free Parking Advertising in October Issue of West Wilts Magazine	£126.00
Woodago Eco Solutions Ltd (Woody's) - Staff/Volunteer Food Voucher Reimbursements at Street Fair Event	£120.00
Woods Business Services - Heavy Duty Bin Bags	£275.88
Your Wiltshire - Advert in October Edition	£65.00

Grants	
Stay Safe Initiative CIC	£900.00
Cheque	
Petty Cash - Petty Cash Items	£230.15
Charge Card	
AGA Print Ltd (Solopress) - Foamex Boards for Community Allotments	£29.78
123 Reg - Website Domain Renewal - Neighbourhood Plan	£31.18
Squarespace Ireland Ltd - StoryTown Website Domain Renewal	£192.00
Sub total	***£131,489.25***
Cheques/Internet Banking Paid Outside of Meeting	
Grzegorz Wlodarczyz - Sash Windows and General Carpentry - Deposit for Sash Window Works at Arnold House	£2,196.00
MSF Plumbing Ltd - Emergency Plumbing at Flat 2 Arnold House	£427.00
Payments Made by Direct Debit/Standing Order	
Hills Waste - Waste collections and Duty of Care Charge for September	£756.25
Hills Waste - Waste collections for Street Fair Event	£401.57
Onecom Ltd - IT Managed Services Agreement, MS365 and VBUC (Sept), Connectivity (Aug)	£1,828.73
Peninsula - HR and H and S Provision	£460.72
SGW Payroll Ltd - Payroll Processing (Sept)	£64.32
SSE - Springfield CCTV for September	£47.58
UK Fuels - Fuel for Work Vehicles	£332.80
Viking Office UK Ltd - Stationery, Polish, Mouse Pad, Wrist Rest	£81.16
Vodaphone - Phone Services	£190.43
Vodaphone - Mobile Phone Charges	£403.44
West Mercia Energy - Electricity for Public Toilets (Aug)	£99.28
West Mercia Energy - Electricity for Guide Hut (Aug)	£96.20
West Mercia Energy - Electricity for Arnold House (Aug)	£177.22
SUB TOTAL	***£7,562.70***
TOTAL	**£139,051.95**

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.00pm and closed at 7.54pm. There were no members of the public present at the meeting.

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CHAIR DATE