

Minutes of the Council Meeting held at the Town Hall on Monday 13 February 2017

Present Councillor Mrs R Hopkinson (Chairman)
Councillors S Abbott, P Anstey, Miss L Bray, J Fraser, C Fuller, M Jackson,
D Jones, P Pearson, N Pocock, M Simpkins, Mrs I Thompson,
Mrs M Wakeman and P Whalley

In Attendance Miss V Hemmings (Alzheimer's Society)
Mrs M Jones (Head of Finance and Administration)
S Lodge (KIK Radio)
D Martin (Chief Executive)
M Unwin (Dorset & Wiltshire Fire and Rescue Service)
Miss J Wells (Wiltshire Gazette & Herald Reporter)

186/16 Apologies

Apologies were received from Councillors N Farmer, D Jarman, Mrs A Lock and J Mitchell.

187/16 Public Question Time and Petitions

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.

188/16 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.

189/16 Minutes of the Council Meeting held on 9 January 2017

Resolved

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

190/16 Matters Arising from the above Minutes

There were no matters arising.

191/16 Chairman's Announcements

Past Appointments

January

19 – The Chairman attended former Council Chairman, Ken Salter's funeral
25 – Corsham TV interview with regards to the Community Awards
25 – Meeting with regards to Mansion House planning application
27 – Civic Society presentation

February

2 – Paper Nations meeting with Lynn Taylor of Bath Spa University

Forthcoming Appointments

February

16 – Stephanie Millward MBE presentation and official opening of Springfield Campus
24 – Meeting with the Rise Trust
27 – WW1 Corsham Commemorates meeting

March

3 – Official opening of the library at Corsham Primary School
6 – Fairtrade talk at The Pound
8 – Visit to Thingley Travellers Site with officials from Wiltshire Council

Other Issues

The Chairman informed Councillors that the closing date for Community Award nominations was 3 March 2017.

192/16 Correspondence

- i) Members Information Sheet Nos. 363, 364 and 365 were noted.
- ii) Late correspondence – There was none.

193/16 Reports from Council representatives appointed to outside bodies

Councillor P Whalley attended the Potley and Pockeridge AGM and reported how well the Brunel Shed project was doing and that Michelle Donelan MP had made a visit.

Councillor P Whalley reported that the Peacock Grove Planning Application was going to appeal.

Councillor P Pearson updated Councillors on the Corsham Railway Station meeting with Wiltshire Council which he attended along with the Chief Executive and Councillor P Whalley on 7 February. A consortium, probably to be led by Oxfordshire County Council, was being set up to pursue the wider, sub-regional, economic case for a rail service. The next Town Team meeting was being arranged for 17 March. In addition, a Transwilts Conference was being held on 15 March regarding plans for Corsham, Royal Wootton Bassett and Wilton stations. The Town Council would be contributing around £240 towards the conference costs.

194/16 Policing and Community Safety

Dorset & Wiltshire Fire and Rescue Service Update – Mark Unwin from Corsham Fire Station gave an update which included the following:

Over the past four months Corsham Fire Service had dealt with 133 incidents, comprising of: 13 primary fires; four road traffic accidents; 37 false alarm calls and 59 callouts and standbys. They continued to receive repeated calls about Thingley with regards to rubbish leading up to the caravan site. This issue had been passed to other partners for further investigation.

A fire at Box House had been caused by an electrical fault. A deliberate fire had been started in a barn on Biddestone Lane.

Corsham Neighbourhood Policing Team – PC Hazel Anderson was unable to attend the meeting but sent the following update:

During January and early February there had been a spate of burglaries in the Corsham area as well as thefts from shops and businesses. These had included seven burglaries, from residents' homes, garages and gardens, five thefts from vehicles and three shop-lifting incidents at the Co-op in the Martingate. Fake £20 notes had also been used in three shops in the town and the police advised businesses to be extra vigilant. There had also been burglaries at Bewley & Merrett, the Red Cross Shop and The Little Kitchen.

The Chief Executive would make enquiries to the Police regarding the increase in incidents reported during the past month.

195/16 Minutes of the Council (Planning) meeting held on 11 January 2017

Resolved

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

196/16 Matters Arising from the above Minutes

There were no matters arising.

197/16 Minutes of the Community Services Committee meeting held on 18 January 2017

Resolved

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

198/16 Matters Arising from the above Minutes

There were no matters arising.

199/16 Minutes of the Property and Amenities meeting held on 25 January 2017

Resolved

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

200/16 Matters Arising from the above Minutes

There were no matters arising.

201/16 Minutes of the Council (Planning) meeting held on 1 February 2017

Resolved

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

202/16 Matters Arising from the above Minutes

There were no matters arising.

203/16 Minutes of the Corsham Youth Council meetings held on 9 January and 6 February 2017

Resolved

That the Minutes be noted.

204/16 Fairtrade Status for Corsham (*Minute 216/13*)

It was agreed to defer the agenda item and recommendations to the March 2017 Council meeting.

Councillor S Abbott handed out invitations to Councillors to attend a talk at The Pound by Kenyan Fairtrade Tea Producer Patrick Kaberia Muthaura on 6 March.

205/16 Dementia Friends Information Session (*Minute 105/16*)

Miss Victoria Hemmings from the Alzheimer's Society led a Dementia Friends training session which was well received by Councillors.

206/16 Councillors Skills Audit

The Chief Executive presented a summary of the findings of the Councillors Skills Audit which was completed in December 2016. Councillors were asked to consider how to maximise the benefits of the knowledge, skills and experience and help plan for the future, beyond the May 2017 local elections.

Suggestions included: repeating the exercise for new Councillors after the May 2017 local elections; using the information to help decide who to put on committees and working groups; improving mentoring and induction for new Councillors, and ensuring meetings were timed to help those Councillors who were working.

The suggestions would be considered by the Chief Executive and Head of Finance and Administration and incorporated into the Training and Development Policy as appropriate.

207/16 Event Parking Concessions, Wiltshire Council

In 2012 Wiltshire Council introduced a policy on parking concessions to support community events. The concessions allow Town Councils to have the equivalent of two days of free parking in each financial year when there are community activities or large visitor demand. Half days are not eligible. A request had been received from the organisers of Corsham for Walking asking if one of the days could coincide with the Walking Festival on 10 June 2016 (the middle of the three-day festival). Other days which could be allocated free parking are the Town Council's new Taste of Corsham Food Festival on 17 June, which coincides with The Pound's Blue Sky Festival, and the annual Street Fair on 16 September.

Councillor Mrs I Thompson explained that the meeting point for the walks during the Walking Festival was the Community Campus which had free parking.

Resolved

That the two days free parking would be allocated to the Taste of Corsham Food Festival on 17 June and the annual Street Fair on 16 September 2017.

208/16 Election Timetable

The Parish Election Timetable had been issued. Further information would become available in March and the purdah period would commence on 15 March 2017. It was important that candidates read the information they are provided with carefully as important changes had been made since the previous elections in 2013 including: no postal delivery of nomination papers (no email or fax) – they have to be delivered by hand; minor changes to the ballot paper design; the deadline for withdrawal of

candidature is now the same as the close of nominations; and all seven pages of the candidates' consent must be submitted.

The Election Timetable was noted.

209/16 Purdah and the Communications Policy

A guide to Town Council publicity during the pre-election period (purdah) had been circulated. Also, the Town Council's Communications Policy had been reviewed and updated. In view of the local elections in May 2017 and the purdah period commencing on 15 March, there was a need for Councillors and staff to be particularly careful with publicity during the period of heightened sensitivity. This was especially important with the increasing use of social media.

The Communications Policy and pre-election period (purdah) was noted.

210/16 Draft Calendar of Meetings 2017/18

Resolved

That the calendar of meetings for 2017/18 be approved.

211/16 Authorisation of cheques and payments

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£16,526.30
Wiltshire Pension Fund - Pension Contribution for February 2017	£5,482.50
HMRC - Tax & NI for February 2017 - Ref 214PR001684021612 17 10	£5,593.57
Methuen Hall Trust - CTC Room Hire for January 2017	£275.00
Methuen Hall Trust - Reimburse MHT for Invoice 1556/16 Paid to CTC in Error by Bewley & Merrett	£187.00
CADT - 50% Utility Bills Payment	£647.76
Newsquest - Advertising Grounds Maintenance Contract, advertising in Gazette & Herald and This is Wiltshire Magazine, Free Friday Parking Advert	£809.99
Charles Saunders - Grounds Teams Consumables	£177.96
Ultra Warm Ltd - Flat 1 Arnold House Gas Fire Service and Landlords Cert	£96.00
Blachere - 6 x LED Christmas Tree Lights and 6 x Braids of Warm White Lights	£1,303.08
Walkers are Welcome CIC - 2017 Membership Subscription	£80.00
Konica Minolta - Copier Charges and Hire 29/01/2017 to 27/04/2017	£675.78
COSH Design - Town Hall Guide Artwork	£42.00
Pear Technology - Mapping Updates for Neighbourhood Planning	£408.00

Travis Perkins - Flat 1 Repairs, Grounds Maintenance Items Including Play Areas	£101.40	
Charles Wilson Engineers - Telehandler Hire for Taking Down Xmas Lights	£459.75	
JACS - Angle Iron for Repair to Play Equipment at Springfield	£59.42	
Corsham Print - Winter Newsletter Printing and 2 Corex Maps	£680.60	
Alarms & Electricals - Fire Alarm & Intruder Alarm Annual Service Charge for Arnold House	£312.00	
Johns Associates - Neighbourhood Plan Editing and Drafting, Meetings, Project and Programme Management, Writing of Policies and Supporting Documents	£1,417.50	
Screwfix - 1 x Pair Safety Boots	£39.99	
John Miller - 1 x Safety Chainsaw Trousers	£130.00	
Newlands Garage - Van Running Costs and Repairs to Ford Connect Van	£402.58	
S J Aplin - Play Grade Timber Poles for Rudloe and Neston Play Areas	£290.52	
Beazer Electricals - Supply and Fit Immersion Heater in Flat 1, Wire and Install Defibrillator on Public Conveniences in Newlands Road	£426.00	
Tim Jollands - Sponsorship of Corsham in Focus Treasure Hunt	£150.00	
Eibe - Ropes for Nest Swing at Neston Recreation Ground	£170.90	
RHC Lifting Ltd - Eyebolts for Play Areas	£99.38	
Idverde - Grounds Maintenance for January and Public Convenience Cleansing	£2,986.41	
Mant Leisure - 6 x Benches for Springfield Recreation Ground	£8,622.00	
Mirage Signs - Signage for Defibrillator Instructions	£42.00	
Auditing Solutions - Provision of Internal Audit Service - Interim Visit	£504.00	
Baker & Baker - Grounds Team Consumables	£69.84	
IWS water hygiene - Water Hygiene Service for Public Toilets	£134.40	
Countrywide - Waterproof Trousers for Outside Staff	£24.98	
Melksham Groundcare Machinery Ltd - New Honda Mower	£350.00	
Payment By Cheque		
Petty Cash	£94.02	7625
Charge Card		
St John Ambulance - 2 x Workplace First Aid Kits	£34.00	
Mackerel Sky Events - Cultural Sector Summit in Bath	£12.50	
Sub total	£49,919.13	
Payments Made by Direct Debit/Standing Order		
Peninsula - Health & Safety Advice	£260.40	
Peninsula - Provision of HR Consultancy	£300.00	
Mainstream Digital - Quarterly Charges for Line Rental and Call Charges	£268.69	
Hills Waste Solutions - Waste Collections from Town Hall	£288.16	
SGW Payroll Ltd - Monthly Payroll Processing	£52.80	

Vodafone - Mobile Telephone Charges	£202.50
Viking - Stationery, Postage, Health & Safety Items	£317.73
Wiltshire Council - Business Rates for Public Conveniences	£117.00
West Mercia Energy - Public Conveniences Electricity Supply	£33.38
SUB TOTAL	£1,840.66

TOTAL **£51,759.79**

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.25pm. There were no members of the public present.

CHAIRMAN

DATE