

**Minutes of the Council Meeting held at the Town Hall on Monday 9 May 2015**

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

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

**01/16 Apologies**

No apologies were received.

**02/16 Election of the Chairman of the Council**

Councillor P Pearson proposed that Councillor Mrs R Hopkinson be elected as Chairman for the forthcoming Council year, seconded by Councillor D Jones. There being no further nominations, it was:

**Resolved**

That Councillor Mrs R Hopkinson be elected Chairman of Corsham Town Council for the forthcoming year.

**03/16 Declaration of Acceptance of Office by the Chairman**

Councillor Mrs R Hopkinson accepted the Office of Chairman for the forthcoming year and signed the Declaration of Acceptance of Office.

**04/16 Election of Vice Chairman of the Council**

Councillor M Jackson proposed that Councillor P Pearson be elected as Vice-Chairman for the forthcoming Council year, seconded by Councillor N Farmer. There being no further nominations, it was:

**Resolved**

That Councillor P Pearson be elected Vice-Chairman of Corsham Town Council for the forthcoming year.

## **05/16 Public Question Time and Petitions**

A petition had been received from residents in Monks Lane outlining concerns they have with quarrying works at Monks Lane Stone Mines. A letter would be sent referring the residents to contact Wiltshire Council Planning Services and Environmental Health.

## **06/16 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.

## **07/16 Minutes of the Town Council Meeting held on 11 April 2016**

### **Resolved**

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

## **08/16 Matters Arising from the above Minutes**

There were no matters arising.

## **09/16 Matters Arising from the Annual Town Meeting held on 11 April 2016**

There were no matters arising.

## **10/16 Chairman's Announcements**

### *Past Appointments*

#### April

- 18 - Kik Radio Interview
- 18 - WW1 Commemorations Meeting
- 21 - Annual Town Meeting
- 27 - Visit to Thingley Traveller Site
- 29 - Meeting with James Gray MP

#### May

- 5 - Meeting with Geraint Evans regarding Leafield Trading Estate

### **Forthcoming Activities**

#### May

- 11 - Corsham in Bloom Meeting
- 13 - Octavian Visit
- 13 - Corsham Railway Station Town Team Meeting

17 - Food Bank AGM  
24 - Corsham Creative Industries Evening

June

9 - Market Towns Meeting  
11 - Corsham Fete

### **11/15 Policing and Community Safety**

PC Hazel Anderson sent the following report on recent policing and community safety issues including:

A fatal accident had occurred on the A4 Corsham on 26 April. Police were appealing for witnesses.

The Co-op in the Martingate Centre had been burgled and a quantity of cigarettes had been stolen. A few days later, entry to the Co-op was gained once again via the window that had been boarded up. The suspects appeared to be targeting the cigarettes but due to previous crime prevention advice the cigarettes had been removed prior to the shop closing and nothing was stolen.

A local youth was arrested for two shoplifting offences and common assault. He was put on bail.

An adult male was stopped and searched for drugs. No drugs were found, however he was found to be in possession of an offensive weapon. A local adult male had been arrested and was in prison for breaching an injunction which stipulated conditions involving various locations in Corsham.

An adult male was stopped and searched on Lacock Road and found to be in possession of cannabis. He was issued with a Cannabis Street Warning.

An adult male was stopped and searched in Corsham due to a strong smell of cannabis coming from the vehicle he was driving. Car number plates were located within the vehicle and he was arrested on suspicion of theft and possession of cannabis.

Scrap metal and equipment was stolen from a driveway in Tellcroft Close, Corsham.

The Youth Club tuck shop money and chocolate had been stolen from a cupboard within the Corsham Campus.

### **12/16 Appointments to Committees, Working Groups and Panels, and Election of Committee Chairmen and Vice-Chairmen**

#### **i) Appointment of Property and Amenities Committee (9 to 12 Members)**

Councillors P Anstey  
Ms L Bray

J Fraser  
C Fuller  
Mrs A Lock  
P Pearson  
N Pocock  
M Simpkins  
R Taylor  
Mrs M Wakeman

**ii) Election of Chairman and Vice-Chairman of the Property and Amenities Committee**

Councillor J Fraser proposed that Councillor Mrs M Wakeman be elected Chairman of the Property and Amenities Committee for the forthcoming year, seconded by Councillor M Jackson. There being no further nominations it was:

**Resolved**

That Councillor Mrs M Wakeman be elected Chairman of the Property and Amenities Committee for the forthcoming year.

Councillor J Fraser proposed that Councillor Ms L Bray be elected Vice-Chairman of the Property and Amenities Committee for the forthcoming year, seconded by Councillor M Jackson. There being no further nominations, it was:

**Resolved**

That Councillor Ms L Bray be elected Vice-Chairman of the Property and Amenities Committee for the forthcoming year.

**iii) Appointment of Community Services Committee (9 to 12 Members)**

Councillors S Abbott  
Ms L Bray  
N Farmer  
C Fuller  
Mrs R Hopkinson  
M Jackson  
D Jarman  
D Jones  
Mrs A Lock  
N Pocock  
R Taylor  
Mrs I Thompson

**iv) Election of Chairman and Vice-Chairman of the Community Services Committee**

Councillor N Pocock proposed that Councillor S Abbott be elected Chairman of the Community Services Committee for the forthcoming year, seconded by Councillor Mrs A Lock. There being no further nominations it was:

**Resolved**

That Councillor S Abbott be elected Chairman of the Community Services Committee for the forthcoming year.

Councillor Ms L Bray proposed that Councillor M Jackson be elected Vice-Chairman of the Community Services Committee for the forthcoming year, seconded by Councillor Mrs M Wakeman.

Councillor S Abbott proposed that Councillor N Pocock be elected Vice-Chairman of the Community Services Committee for the forthcoming year, seconded by Councillor N Farmer.

A vote was taken and it was:

**Resolved**

That Councillor N Pocock be elected Vice-Chairman of the Community Services Committee for the forthcoming year.

**v) Appointment of Finance and Administration Committee (9 to 12 Members)**

Councillors S Abbott  
P Anstey  
J Fraser  
Mrs R Hopkinson  
M Jackson  
D Jarman  
D Jones  
P Pearson  
R Taylor

**vi) Election of Chairman and Vice-Chairman of the Finance and Administration Committee**

Councillor J Fraser proposed that Councillor P Anstey be elected Chairman of the Finance and Administration Committee for the forthcoming year, seconded by Councillor D Jones. There being no further nominations, it was:

## **Resolved**

That Councillor P Anstey be elected Chairman of the Finance and Administration Committee for the forthcoming year.

Councillor J Fraser proposed that Councillor D Jones be elected Vice-Chairman of the Finance and Administration Committee for the forthcoming year, seconded by Councillor Mrs M Wakeman.

Councillor P Anstey proposed that Councillor S Abbott be elected Vice-Chairman of the Finance and Administration Committee for the forthcoming year, seconded by Councillor M Jackson.

A vote was taken and it was:

## **Resolved**

That Councillor D Jones be appointed Vice-Chairman of the Finance and Administration Committee for the forthcoming year.

### **vii) Appointment of Accounts Sub-committee (4 Members + 2 reserves)**

Councillors S Abbott (reserve)  
D Jones  
J Fraser  
M Jackson  
P Pearson  
R Taylor (reserve)

### **viii) Appointment of Neighbourhood Planning Steering Group (7 Members)**

Councillors S Abbott  
N Farmer  
Mrs A Lock  
J Mitchell  
P Pearson  
Mrs I Thompson  
P Whalley

## **Election of Chairman of Neighbourhood Planning Steering Group**

Councillor Mrs R Hopkinson proposed that Councillor P Pearson be elected Chairman of the Neighbourhood Planning Steering Group for the forthcoming year, seconded by Councillor S Abbott.

## **Resolved**

That Councillor P Pearson be appointed Chairman of the Neighbourhood Planning Steering Group for the forthcoming year.

**ix) Appointment of Community Awards Panel (6 Members)**

Councillors Ms L Bray  
J Fraser  
Mrs R Hopkinson  
Miss M Morgan  
Mrs M Wakeman  
P Whalley

**x) Appointment of Staffing Panel (5 Members)**

Councillors S Abbott  
N Pocock  
M Simpkins  
Mrs M Wakeman  
P Whalley

**xi) Appointment of Appeals Panel (5 Members)**

Councillors Ms L Bray  
N Farmer  
J Fraser  
M Jackson  
P Pearson

The Strategic Planning Working Group comprises of the Chairmen and Vice-Chairmen of the Council and Committees.

**Resolved**

That in addition to the Chairmen and Vice-Chairmen, Councillors N Farmer, J Fraser, D Jarman, Mrs A Lock and J Mitchell be appointed to the Strategic Planning Working Group.

**13/16 Appointments to Outside Bodies**

**Resolved**

That the following appointments to outside bodies be made for 2016/17:

- i) Bath Spa University Liaison (2/3 Members + Council Chairman) – N Farmer, Mrs R Hopkinson (Chairman), P Pearson and P Whalley
- ii) Campaign to Protect Rural England (1 Member + 1 reserve) – C Fuller, N Farmer (reserve)
- iii) Community First (1 Member + 1 reserve) – S Abbott, P Pearson (reserve)
- iv) Corsham Area Transport Group (2 Members) – N Farmer, R Taylor
- v) Corsham Chamber of Commerce (1 Member + 1 reserve) – Mrs A Lock, S Abbott (reserve)

- vi) Corsham in Bloom (up to 4 Members) – Ms L Bray, D Jones, Mrs R Hopkinson, Mrs I Thompson
- vii) Corsham Local Youth Network (2 Members + 1 reserve) – Miss M Morgan, N Pocock, N Farmer (reserve)
- viii) Corsham Railway Station Town Team (3 Members) – Mrs R Hopkinson, P Pearson, P Whalley
- ix) Corsham Twinning Association (1 member + 1 reserve) – Miss M Morgan, M Simpkins (reserve)
- x) Corsham for Walking (1 Member) – Mrs I Thompson
- xi) Corsham Youth Council (2 Members + 1 reserve) – N Farmer, N Pocock, Mrs R Hopkinson (reserve)
- xii) Emergency Planning Volunteer (1 Member) – C Fuller
- xiii) Fairtrade (1 Member + 1 reserve) – S Abbott, N Pocock (reserve)
- xiv) Potley & Pockeridge Community Association (2 Members) – P Whalley, Mrs A Lock
- xv) The Pound Arts Trust Ltd (1 Member + 1 reserve) – N Pocock, N Farmer (reserve)
- xvi) Rudloe Community Association (1 Member) – N Pocock
- xvii) Town Council Surgery (2 Members) – P Pearson, S Abbott
- xviii) Wiltshire Association of Local Councils - (1 Member + 1 reserve) – N Pocock, Mrs A Lock (reserve)
- xix) Wiltshire Market Towns Forum - (1 Member) Mrs R Hopkinson
- xx) World War One Centenary Commemorations (up to 6) J Fraser, C Fuller, Mrs R Hopkinson, D Jones, Mrs A Lock, P Whalley

**14/16 Appointment of Representative on Environment Issues (1 Member + 1 reserve)**

Councillor C Fuller, N Farmer (reserve)

**15/16 Appointment of Representative on Health Issues (1 Member + 1 reserve)**

Councillor R Taylor, C Fuller (reserve)

**16/16 Correspondence**

- i) Members Information Sheets Nos. 345 and 346 were noted.
- ii) Late correspondence – Richard Rogers (Community Area Manager) had invited Councillors and Officers to attend Dementia Awareness Training on 23 May at the Campus. The sessions were for one hour and were being held at 10am and 2pm.

An invitation had been received for the Wiltshire Neighbourhood Watch Association AGM on 25 June at Wiltshire Police HQ at 10am.



## **17/16 Reports from Council representatives appointed to outside bodies**

*Councillors P Whalley and Mrs A Lock* attended the Potley and Pockeridge Management meeting. The Brunel Shed project was up and running and was going well. The official open day had taken place on 4 May.

*Councillor S Abbott* reported that the Fairtrade film night and presentation at The Pound had gone well.

*Councillor Mrs I Thompson* reported that tickets for the Walking Festival walks were selling well. The publicity in The Guardian national newspaper had helped.

*Councillor N Pocock* had attended The Pound Arts meeting recently.

## **18/16 Minutes of the Council (Planning) Meeting held on 13 April 2016**

### **Resolved**

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

## **19/16 Matters Arising from the above Minutes**

There were no matters arising.

## **20/16 Minutes of the Finance and Administration Committee meeting held on 20 April 2016**

### **Resolved**

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

## **21/16 Matters Arising from the above Minutes**

There were no matters arising.

## **22/16 Minutes of the Corsham Youth Council Meeting held on 18 April 2016**

### **Resolved**

That the Minutes be noted.

## **23/16 Recycling Facility, Post Office Lane Car Park, Corsham (*Minute 256/15 and others*)**

The Town Council considered Wiltshire Council's plan to remove the recycling facility from Post Office Lane Car Park. The site had been problematic for some time due to fly-tipping and unauthorised commercial use. Alternative recycling facilities were provided through the black box scheme and there were clothing and textile banks in

a number of locations around the town. The Town Council had received several complaints about the fly-tipping and unsightly appearance of the recycling facility. The Town Council previously supported removal of the site in order to accommodate coach parking facilities, although this was on hold pending the Public Realm Study and Corsham Framework. The suggestion of removing the facility was raised at the Annual Town Meeting and received no adverse feedback.

**Resolved**

That the Town Council supports Wiltshire Council’s decision to close Newlands Road recycling facility due to problems with fly-tipping; unauthorised commercial use, and the alternative recycling facilities being available to householders.

**24/16 Community Governance Review Update (*Minute 266/15 and others*)**

Further to previous meetings, Wiltshire Council had provided a further update on the Community Governance Review. Wiltshire Council was sending letters directly to residents in the area to the west of the current Box/Corsham parish boundary i.e. those within the area covered by the amendment put forward by Councillor Phil Whalley at the Wiltshire Council meeting in November 2015. A meeting between Wiltshire Council’s CGR Working Group, Box Parish Council and Corsham Town Council representatives was likely to take place in June with a view to reporting to Wiltshire’s Full Council meeting on 12 July 2016. A brief Town Council statement for those affected had been prepared for distribution. Clarification had been sought from Wiltshire Council regarding how they intend to deal with other residents affected by the possible boundary changes in the Rudloe Estate and to the north east of the A350 Chippenham/Corsham boundary.

**Resolved**

That the update be noted and that letters be sent to those households directly affected by the proposed amendment, encouraging them to respond positively to the consultation.

**25/16 Authorisation of cheques and payments**

**Online Banking Payments**

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC staff	£16,560.41
Methuen Town Hall - Quarterly Grant	£5,500.00
Wiltshire Pension Fund - Pension Contribution for May 2016	£5,605.36
CTC Room Hire for April 2016	£468.09
Maintenance Payment CS	£154.32
The Landscape Group - Tree Works as Specified/Grounds	
Maintenance for April/Public Conveniences Cleaning	£11,640.81
Visit Wiltshire - Participation in Visit Wiltshire Spring Campaign	£390.00
The Chelsea Magazine Co - Advertisement in Britain Magazine	
May/June and June/July	£444.00

Beazer Electrical Services - Lamps for Public Conveniences	£12.48
Wiltshire Association of Local Councils - Annual Subscription	£1,432.97
Konica Minolta - Photocopier Hire Charges and Printing Charges	£601.09
B&Q - Shower Curtain and Lampshades for Flat 1 Arnold House	£25.91
Home Comforts Ltd - Underlay and Gripper Rods for Flat 1 Arnold House	£230.00
Travis Perkins - Cemetery, Play Area, Flat 1 A/House	£83.11
Goughs Solicitors - Interim Legal Fees for Cemetery Land	£4,935.60
Local Toilet Hire - Event Toilets for Summer Fete	£528.00
HSH Motor Company Ltd (Bristol Honda) - Great Wall 20K Service	£615.72
Vysiion - Dell Latitude Laptop/Dell PC and Monitor/Microsoft Office Software/Engineer Set Up Time	£1,819.00
John Associates - Neighbourhood Plan Consultancy	£1,182.00
Nicholas Pearson Associates - Springfield Landscape Improvements	£1,929.30
Melksham Groundcare Machinery - Chainsaw Maintenance	£22.51
Woods Business Services - Filing Cabinet	£506.16
Technix Rubber & Plastics Ltd - Safagrass for Play Area	£376.80
J H Jones - Clear Allotment Site at Middlewick Lane	£252.00
Wiltshire Turf Supplies - Turf for Cemetery	£51.84
Ross Office Supplies - Stationery	£134.80
APL Media Ltd - Advertising in Travel Guide of The Guardian	£390.00
Denton's Directory - Advertising	£202.80
Lye Automotive - 3 Year Service of Citroen Relay Van YX13 VJE	£186.13
Corsham Tyre Service Ltd - Ford Connect AV08 ZCY MOT	£54.85
RBS Rialtas Business Solutions Ltd - Omega Software Maintenance	£420.00
Charles Saunders - Grounds Team Consumables	£104.69
DCK Beavers Ltd (Accounting Solutions) - Year End Closedown	£475.92
JACS UK Ltd - 4 x Corsham Litter Bins/Locks/Refurbish Bins	£3,006.94
Lucy Spielberg - Balloon Modelling for Summer Fete	£250.00

### **Payment by Cheque**

HMRC - Tax & NI for May 2016	£4,895.05	7568
Petty Cash	£94.78	7569
Trowbridge Town Council - Sports Roadshow for Summer Fete	£224.00	7570
Chippenham Town Council - 2 x Delegates for NRSWA Unit 2 Training Day	£420.00	7571
Haine & Smith - Eye Test and Contribution Towards VDU Lenses	£80.95	7572
Cotswold Conservation Board - Advertising in Cotswolds Lion Spring/Summer	£225.00	7573
Wessex Water - Grove Road Allotment and Springfield Standpipe	£37.40	7574
Hartham Euridge Sports LLP - Water Charges for Middlewick Allotments	£18.83	7575

**Grants**

Corsham Gardeners Society	£100.00	7576
Springfield Art Group	£250.00	7577
Carer Support Wiltshire	£300.00	IB
Corsham Youth Zone	£500.00	IB
Wiltshire County Cricket Club	£350.00	IB
Splitz Support Services	£250.00	IB

**Charge Card**

There were no payments this month

**Sub total** £68,339.62

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

There were none

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

Southern Electric (Electricity supply to Guide Hut)	£48.00
Peninsula - Health & Safety Advice	£260.40
Peninsula - Provision of HR Consultancy	£300.00
Mainstream Digital - Call Charges	£252.91
Hills Waste Solutions - Waste Collections from Town Hall and Skip Hire	£444.16
SGW Payroll Ltd - Monthly Payroll Processing	£52.80
Vodafone - Mobile Telephones Charges	£175.28
Wiltshire Council - Business Rates for Public Conveniences	£133.70

**SUB TOTAL** £1,667.25

**TOTAL** £70,006.87

**Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.38pm. There were no members of the public present.

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CHAIRMAN

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DATE