

Covingham Parish Council

Minutes of the meeting of the Parish Council held on Monday 9th June 2014
In Covingham Park Primary School, The Harriers, Covingham

Present:

Cllr Hayward, Cllr Foss, Cllr Stanbury, Cllr Sandle, Cllr Benfield, Cllr Parry, Cllr Osbourn, Cllr Wichall, Cllr Haigh, Cllr Fitchett, Cllr Short

In attendance:

Gemma Cheal (parish clerk), Members of the public

1. Apologies

Received from Cllr Curtis, Cllr Godbold and Cllr Davis

2. Declaration of Interests

None declared.

3. Approve and sign the minutes of the meeting held on 12th May 2014

Minutes of the meeting held on 12th May 2014 were approved and signed as a true and accurate record.

4. Matters arising from the previous minutes

None. Members congratulated Cllr Parry on his recent election as Ward Councillor for Covingham and Dorcan.

5. Public forum:

No comments or questions from the public.

6. Clerk's Report

Members received the following report from the Clerk:

Audit Update

I have been busy this month preparing documentation for the internal audit for the financial year 2013/14. The internal auditor has received all of our information and is compiling a report. She will send the annual return form back to us for signing and sending off to the internal auditor.

VAT Refund

A claim has been made to HMRC for the amount of £3,215.92.

Parish Council Vacancy

Currently one vacancy on the parish council.

Update on Parish Purchases Required

I have asked the Groundsman to put together a list of items that he feels need to be replaced or purchased in the future, in addition to the triangular piece of play equipment and dog bin inserts. I will then be able to obtain quotes to present to full council at the July Parish Council meeting.

Update on actions from the May Parish Council meeting

- Register of interest forms: Reminder letter sent to Cllr Fitchett for complete form as actioned in May 2014. Information will be uploaded on to the website.
- Letter has been sent to Swindon Borough Council regarding lack of progress with drainage works for Covingham. S106 money for Covingham drainage: An email has been sent to Ward Cllr Heenan and Officer David Haney requesting confirmation of money available for Covingham in writing, to include information on any deadline in which the money needs to be spent.
- A separate line has been placed on the agenda under finance, detailing money available in the pot for any grant requests we receive in the future, as requested at the May Parish Council meeting.

7. **Police Matters:**

Cllr Osbourn informed members that the Police had sent an email report, containing the following information:

Members of the public are asked to be mindful of personal information put in the rubbish bin, as there have been a number of Credit Card frauds recently. Members noted that a robbery had recently taken place on Covingham Drive involving an attack, and the theft of a mobile telephone. Members of the public are urged to call 101 or Crime stoppers anonymously on 0800 555 111 if any information is known about this incident. There have been reports of teenagers causing problems on the parks in Covingham.

8. **Reports from Parish Council Committee Chairs:**

- Environment Committee (Chair Cllr Sandle):

Members received a report of the Environment Committee, containing the following key information:

- Best Garden Competition:

A survey of the 'best front gardens' in Covingham has been completed. Local residents are congratulated on the high standard of gardening. Members received and noted a draft letter, to be sent to Covingham residents. This was accepted by members, with a slight amendment to the wording. Members discussed prizes for coming first, second and third place in the competition. After some discussion, members resolved to award £50 in vouchers for first prize, £25 for second prize and £10 for third prize. These amounts will be reviewed again by members by the end of the year. The competition may include 'best back gardens' in the future.

- Nythe allotments:

Members noted that the Nythe Allotments Committee now has a page on Facebook which is very informative and a useful way of keeping up to date with progress.

- Wanborough allotments:

We now have a list all Covingham residents that have an allotment plot at Wanborough. As previously reported, Covingham Parish Council has secured a financial agreement with Wanborough Parish Council regarding our contribution to the running costs of the allotments.

- Redrow Homes:

Members noted that a brief survey of the area has taken place to try and establish what will be required in 2015 when the area will become a part of our parish. It was noted that no action will be taken on future purchases (e.g. dog waste bins) until we know what financial settlement we will receive from Swindon Borough Council.

- Finance Committee (Chair Cllr Benfield):

Members noted that the internal audit findings had been received, although the Clerk is waiting for the full report. Members noted that the financial control of the council did not present any concerns to the auditor. The auditor has been complimentary at some of the processes that had been put in place by the council this year. However, there are three points that require the particular attention of members. These are areas that can be quickly resolved. Members resolved to discuss the detail of the findings of the recent internal audit without members of the press and public present at the end of the meeting

- Highways and Recreation (Chair Cllr Short): The Clerk reminded Cllr Short that the skate park equipment has not been moved to date and asked if the equipment could be moved now that the ground is dry. Cllr Short informed members that he would have a conversation with Cllr Davis and would arrange to move the equipment.

- Parish Plan Committee (Chair Cllr Curtis):

There was nothing to report from the Parish Plan Committee this month.

- Covingham Flood Group Report: Members noted that Cllr Curtis attended two meetings of the Covingham Flood Group during the last month. The group is now established. It was agreed that a

header would be included on the agenda under 'Reports from Parish Council Committee Chairs' going forward.

9. Planning Matters

Application Number: S/14/0767TB

Proposal: Erection of a two storey rear extension

Location: 6 Eagle Close, Covingham, Swindon, SN3 5DT

DECISION: No objections.

10. Financial Matters

- Approve financial summary and cheque list:
The financial summary and cheque list were approved and signed.
- Approval of the Annual Return:
The Annual Return for the financial year 2013-14 was approved and signed.
- Consider and grant requests received (Current grant money available £750):
Cllr Foss raised the 'head boy and head girl awards'. Covingham Parish Council had previously agreed to continue to support the school by funding the award. This information was not exchanged as a part of the hand over between Clerks. The amount that is usually awarded is £75. This award is presented to the children by the Chair of Governors in July. Members agreed to continue to support the school for this amount again for this year.

11. Correspondence

Members noted the following received correspondence

Received from	Subject
Aon	Notification of renewal of Parish Council insurance policy.

12. Matters for consideration

Members noted a leaflet received by Cllr Foss in respect of Merlin Way, showing photographs of lorries turning up and through and driving on the wrong side of Kingfisher Drive. A discussion followed regarding the temporary order that is currently in place and whether or not any amendments need to be made before the order becomes permanent. Members agreed to continue discussion at the July Parish Council meeting.

Meeting closed at 9pm.