

Covingham Parish Council

Minutes of the meeting of the Parish Council held on Monday 9th May 2016
In Covingham Park Primary School, The Harriers, Covingham

Present: Cllr Foss, Cllr Short, Cllr Osbourn, Cllr Curtis, Cllr Benfield, Cllr Paginton

In attendance:

Gemma Cheal (parish clerk), Police Constable Dean Tilling

1. **Apologies**
Received from Cllr Sandle, Cllr Hawkes and Cllr Haigh
2. **Election of the Chair**
Cllr Osbourn was unanimously elected to remain as Chairman.
3. **Election of Vice Chair**
Cllr Benfield was unanimously elected to remain as Vice Chairman.
4. **Declaration of Interests** *councillors are reminded that they should declare any known interests in any matter to be considered.*
None declared.
5. **Consider Co-option of Parish Councillors**
John Short expressed his interested in joining the Parish Council. After debate, members voted unanimously in favour of John Short becoming a Parish Councillor. Members noted that future applicants will be encouraged to put an expression of interest in writing to the Clerk.
6. **All members to receive and sign 'Declaration of Acceptance of Office' forms following election**
All members received and signed a 'Declaration of Acceptance of Office' form and returned forms to the Clerk.
7. **Approve and sign the minutes of the meeting held on Monday 4th April 2016**
Members resolved to approve and sign minutes of the meeting held on Monday 4th April 2016 as a true and accurate record.
8. **Matters arising from the previous minutes**
None.
9. **Public forum:** Opportunity for members of the public to raise any issues.
No members of the public in attendance.
10. **Clerk's Report**
Members received the following report from the Clerk:

Website
Cllr Hawkes has had a look at the website. Further work will need to be done on this. Cllr Hawkes is happy to work within a website working party to discuss the site in more detail if this is created in May.
Appraisals
The Clerk and Handyman had appraisals on 6 th April 2016 with the Chair of Finance. Clerk to retain copy of paperwork for Parish Records. Paperwork may be seen by any councillor upon request.
Audit Update
Clerk is currently in the process of compiling documents to be sent to the internal auditor, by the end of May.

Handyman Report

Members noted a report from the Handyman.

Issues to note this month:

Report of an abandoned van at Bullfinch was sent to the Police on 21st April 2016. The Police have confirmed that they will follow this up.

Actions from April Parish Council meeting

- Website: Update report above.
- Issue with playpark gate as reported by Handyman: Clerk has emailed Terry Davis regarding repair.
- Wrenswood flower boxes: Installed by Handyman.
- Swindon Area Committee membership: Cheque for signature at May meeting.
- **Meeting with Kirsty Cole, SBC and Finance Officers: Kirsty has put forward 2 suggested dates: 16th or 18th May 2016. Special meeting of Parish Council to be called.**
- Clerk has requested a copy of the plans that SBC contractors worked to, for Covingham Square.

Parish Election

No elections for Covingham Parish Council as all positions were uncontested.

There are currently 8 elected Parish Councillors. Covingham Parish Council has a total membership of 15 members.

Forthcoming Meetings:

- Meeting with Kirsty Cole (suggested dates as above). Meeting notice to be circulated to councillors.
- Covingham Parish Liaison Meeting (NEV update): SBC have suggested Tuesday 14th June, 2pm or Tuesday 21st June, 2pm.

Meetings taken place this month:

South Marston Parish Council hosted planning training with SBC Officer Andy Brown, with South Marston Parish Councillors and members from Covingham Parish Council. Members in attendance to provide a brief update at the May Parish Council meeting.

Other matters:

Meeting notes have been circulated to members via email from the recent SBC Borough/Parish Meeting.

Finance information

PAYE standing order has been amended to HMRC this month to reflect tax code changes for Clerk and Handyman and additional employer contributions for Handyman.

Previously, Clerk was paid a quarterly salary in addition to the normal monthly salary. This historically was named 'quarterly allowance'. To reflect accurate record keeping with HMRC, I have spread this payment of £458 proportionately across each month. The Clerk will no longer be paid a separate quarterly salary amount, but a single monthly payment that reflects the full budget for the year. The annual salary level for the Clerk will remain the same.

Parish Council Insurance

Insurance for Covingham Parish Council will require renewal by 1st June 2016. Policy has been with Aplan for a number of years. Invoice and amount attached to the payment schedule for May for approval.

- SBC meeting with Kirsty Cole: Members resolved to call an Extraordinary meeting of the Parish Council on 18th May 2016. Cllr Osbourn gave his apologies for the meeting. Members resolved for Cllr Benfield to chair the meeting.
- Parish Liaison meeting: Members resolved to attend the meeting on 21st June at 2pm.

11. Verbal Update from the Chairman

Cllr Osbourn informed members of an issue with Swindon Borough Council grass cutting on Covingham Park. Local resident complained of mess. Cllr Osbourn pointed the resident in the direction of Ward Councillors and Swindon Borough Council website.

12. Police Matters (Update from local neighbourhood policing team)

Members welcomed PCSO Dean Tilling to the meeting and noted apologies from Police Constable Claire Leakey. Clerk received flyers from the Police as previously promised, with thanks.

Members noted the following current priorities facing the Policing team for the East area:
Traffic issues, vehicle damage, including recent thefts of catalytic converters, anti-social behaviour and drug offences. Councillors enquired about the proportion of Covingham residents convicted of traffic offences. PCSO Tilling to confirm numbers if possible.

Members noted future changes to the Policing team which will mean more Officers locally following re-organisation.

The Police are encouraging local residents to remain vigilant, particularly during the summer months to ensure safety of property.

13. **Appointment of Roles and Committees**

Members resolved to appoint the following roles and committees:

- Press Officer: Cllr Benfield
- Environment Committee (including Chair): Cllr Sandle (Chair), Cllr Benfield, Cllr Curtis, Cllr Hawkes
- Finance Committee (including Chair): Cllr Benfield (Chair), Cllr Sandle, Cllr Short, Cllr Haigh
- Recreation Committee (including Chair): Cllr Haigh (Chair), Cllr Osbourn
- Planning/Highways Committee (including Chair): Cllr Curtis (Chair), Cllr Hawkes, Cllr Paginton, Cllr Haigh
- Website Development Working Party: Cllr Hawkes, Cllr Curtis, Cllr Benfield

14. **Approval and Adoption of:**

- Covingham Parish Council **Standing Orders**
Members resolved to adopt the Covingham Parish Council Standing Orders.
- Covingham Parish Council **Financial Regulations**
Members resolved to adopt the Covingham Parish Council Financial Regulations.
The Clerk noted that signatories were previously minuted and agreed to look into this and take an appropriate action going forward.

15. **Planning Matters**

Ref: S/16/0731

Re: Erection of a two storey/first floor side extension

At: 17 Ravenscroft, Covingham, Swindon, SN3 5AE

No comments.

Cllr Curtis updated members on recent planning training with South Marston Parish Council and Swindon Borough Council Planning Officer Andy Brown. Key points to note were that Swindon Borough Council Planning Department now only notify closest neighbours when consulting on planning applications.

Parish Councils can call in planning applications which would then go to Planning Committee. In the event of the above, Parishes are encouraged to attend Planning Committee meetings in order to back up objections made.

16. **Financial Matters**

- Approve financial summary and cheque list
Members resolved to approve the financial summary and cheque list.
- Consider any grant requests received (current grant money available £1000)
(Request received from Bobby Van Trust)
Members resolved to award £250 to the Bobby Van Trust in recognition of the services provided to local residents.

17. **Correspondence**

- Note: Complaint re. gym equipment near Falconscroft

Received from	Subject
Mrs Kimber	<p data-bbox="512 165 1378 232">Formal complaint to Swindon Borough Council regarding location of the adult exercise equipment on Covingham Park.</p> <p data-bbox="512 253 1347 320">The Clerk read correspondence trail received and pointed out that no subsequent correspondence had been received from Stephen Taylor.</p>

18. Matters for consideration

Cllr Osbourn informed members that he is currently waiting for information to be sent from Wanborough Parish Clerk regarding costings for additional seating on Covingham Park.

Cllr Osbourn informed members that he is also currently waiting for update information from Gary Sumner at Wanborough regarding a potential bus service, as discussed in April.

Members noted that Lee Wells kindly gave left over paint to the Handyman at no charge. Handyman can now paint seating in Parish.

Meeting closed at 21:00

Signed (Chair):