

Covingham Parish Council

Minutes of the meeting of the Parish Council held on Monday 3rd October 2016
In Covingham Park Primary School, The Harriers, Covingham

Present: Cllr Osbourn (Chairman), Cllr Benfield (Vice Chairman), Cllr Wilkinson, Cllr Curtis, Cllr Foss, Cllr Hawkes, Cllr Short, Cllr Kennedy

In attendance: Gemma Cheal (Parish Clerk), members of the public

1. Apologies

Received from Cllr Sandle and Cllr Paginton.

2. Declaration of Interests

None declared.

3. Approve and sign the minutes of the meeting held on 5th September 2016

Members resolved to approve and sign the minutes of the meeting held on 5th September 2016 as a true and accurate record of the meeting.

4. Matters arising from the previous minutes

Cllr Hawkes gave members a brief update of the Swindon Design Review Panel Presentation held at the Swindon Borough Council, Council Chambers on 15th September. The Review built on June's Planning Committee where Members adopted the Swindon Residential Design Guide SPD together with noting the setting up of the Design Review Panel for Swindon.

Cllr Benfield informed members that he attended the Swindon Area Committee meeting with Cllr Hawkes on 15th September at Blunsdon Village Hall.

5. Public forum

The Chairman invited Lee Wells to address members of the Parish Council. Lee thanked members for the opportunity to tender for works for Covingham Parish Council and hoped to continue to work for the Parish Council. Lee informed members that he is happy to be of any assistance going forward.

6. Clerk's Report

Members received and noted the following report from the Clerk:

Update on Benches
Progress has been made on the purchase of 2 benches for Covingham Park. The Chairman will update members at the October Parish Council meeting.
Repairs to carpet area of play park, Covingham Park
The damaged carpet of the larger play park on Covingham Park has now been repaired by Kompan. An invoice will be included in the payment schedule for October.
Audit Update
Currently waiting outcome from External Auditors.
Handyman Report
Key notes to report from John this month:
Notes
1. 5 rivets replaced in skateboard park
2. 2 N2O cartridges removed from Smitan Brook Park
3. Removed flower box from Swallowdale
4. Attended 3 site meetings & arranged for 3 quotes for replacing the lock up/garage roof

5. Removed child's scooter from drain in skateboard park and replaced drain cover

6. Collected 2 park benches from Bowls Club

John Ricketts

Date: 30th September 2016

Parish Van

The Parish Van has been insured for a further 12 months. Details will be included on the payment schedule for October.

Shed Roof

Quotations received for the repair/replacement of the shed roof will be received and discussed at the October Parish Council meeting, as actioned at the September meeting.

Dog bin issue

The Clerk contacted Lee Wells to sort an issue with an overflowing dog bin during September. Lee responded promptly to sort the issue on the same day.

Building Refuse

Clerk has asked SBC to respond to a report received regarding 3 x slings of building refuse situated on the grass verge by 4 Ambrose Close. The refuse has been onsite for several months now and requires removal. SBC promptly responded with a Case Number.

Quotations for additional services

Any quotations received will be presented at the October Parish Council meeting.

Comments/questions from members:

Cllr Benfield asked for an update on the purchase and installation of 2 benches, including clarification on where the benches will be located.

Cllr Foss pointed out that the location of the benches was agreed and minuted over a year ago. Cllr Foss and Cllr Osbourn had a site visit on Covingham Park to mark the ground to show where the benches will be installed. Members noted that the benches will not be installed in close proximity to houses.

Cllr Curtis expressed concern about using post-crete as a base for the benches and suggested having a concrete base as a better solution.

7. Verbal Update from the Chairman

Cllr Osbourn informed members that 2 benches had been purchased and collected by the Parish Handyman and himself. The benches are solid, but require refurbishment prior to installation.

Members resolved for the Parish Handyman to refurbish the benches.

The Clerk informed members that she had spoken with the Parish Handyman who had expressed concern about using post-crete and would prefer for concrete bases to be used.

Members resolved to pay Allbuild to install the benches on a concrete base after refurbishment.

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

No report from the Police this month.

9. Reports from Parish Council Committee Chairs:

- Environment Committee (Chair Cllr Sandle):

Cllr Benfield provided the following update on behalf of the Environment Committee:

Members noted that the Wanborough Allotment AGM was held on 19th September. Various matters were discussed, including a concrete base for the compost heap, plot sizes and the number of current vacancies.

Members discussed the idea of purchasing a Christmas tree (with roots) for the enjoyment of the residents of the Parish, to be planted and kept for enjoyment over future years. Members discussed the possibility of asking local school children to help decorate the tree.

Members noted that a Carol Service may take place with the Salvation Army Band.

Cllr Benfield discussed bulb planting and suggested that members wait until the ground is soft before planting the bulbs. At least 3 volunteers would be needed for the planting. Cllr Benfield suggested planting on a Sunday morning. Date and time to be confirmed.

Cllr Foss informed members that Covingham Park Primary School wish to pass on congratulations to the Parish Council for the boxes at the end of Kingfisher Drive. The boxes make for a welcoming approach into Covingham.

- Finance Committee (Chair Cllr Benfield):
To be discussed under Item 11.
- Recreation (Chair Cllr Haigh):
No report this month.
- Parish Plan/Highways Committee (Chair Cllr Curtis):
No report this month.
- Covingham Flood Group report (Cllr Curtis):
Cllr Curtis informed members that the next meeting of Covingham Flood Group is scheduled for 11th October. Cllr Curtis will report back following the meeting.
- Parish Website Working Party (Cllr Hawkes):
Cllr Hawkes informed members that he has now gained access to the underlying website and will need to be able to access the site as an administrator.
ACTION: Clerk to email website username and password to Cllr Hawkes.

10. Planning Matters

Application Number: S/16/1225 (Revised documents)

Re: Application for approval of reserved matters in relation to appearance, landscaping, layout and scale for phases 1-4 and 7 of outline planning permission S/OUT/14/0253 - Employment development including B1b (research and development/light industrial), B1c (light industrial), B2 (general industrial) and B8 (warehouse and distribution), new landscaping and junction to A420 (means of access not reserved). (Variation of condition 1 from Reserved Matters application S/RES/15/1522).

At: Eastern Villages South, Land At And To The South Of A420 (Great Stall Middle), Swindon, Wilts.

No comments from the Parish Council.

Application Number: S/RES/16/1233 (Revised documents)

Re: Application for approval of reserved matters in relation to appearance, landscaping, layout and scale for phase 5 (Unit 1) of outline planning permission S/OUT/14/0253 - Employment development including B1b (research and development/light industrial), B1c (light industrial), B2 (general industrial) and B8 (warehouse and distribution), new landscaping and junction to A420 (means of access not reserved)

At: Eastern Villages South, Land At And To The South Of A420 (Great Stall Middle), Swindon, Wilts.

No comments from the Parish Council.

11. Financial Matters

- **Approve financial summary and cheque list**
Members resolved to approve the financial summary and cheque list.
Members noted that not enough signatories were present at the meeting to sign the cheque payments.

Members resolved for the Clerk to pay invoices online to ensure they are paid in a timely manner.

- **Consider and grant requests received (current grant money available £675)**
No grant requests received this month.
- **Receive any quotations received for additional grass cutting/hedge cutting/street sweeping (as part of consideration for taking on additional services).**

1. Quotations for replacement shed roof:

Clerk presented 3 quotations to the Parish Council as follows:

Company	Details	Quote
Company 1	To: take off existing roof and dispose of and install new roof using corrugated metal sheets: To replace as above with flat roof felting:	£1,550.00 (plus VAT) £1,700.00 (plus VAT)
Company 2	To: Remove existing roof back to timber joists. Supply and fit timber decking to joists. Supply and fit three layers of high performance torch on felts to roof – all sealed with propane torch to finish.	£1,200 (plus VAT)
Company 3	To: Replace roof with felt and remove all materials: Fibreglass	£1,000 £1600 (VAT?)

Members resolved to award the work to Company 1 to replace with corrugated roof, subject to confirmation of guarantee.

2. Quotations for waste removal:

Cllr Benfield informed members that from 1st April 2017, Covingham Parish Council will be required to dispose of our own litter. Members noted that a landfill charge will need to be paid. Members will need to be mindful of this when setting the budget for the next financial year. Members discussed the various options available to the Parish Council going forward, including paying for a contractor to remove and dispose of waste, and purchasing large wheelie bins to store waste. Members discussed possible locations for storing the bins, including the recycling area and by the Church (with relevant parties in agreement).

The Clerk presented 1 quotation received for waste removal:

Company	Details	Quote
Company 1	To remove waste for Covingham PC every Friday – waste will be charged per bin bag of £2.00 per bag . Company will not charge for occasional bike/trolley/wood etc.	£2.00 per bag

Members resolved for further investigation and quotations.

3. Quotations for street sweeping:

Company	Details	Quote
Company 1	To sweep all road kerb lines in parish using road sweeper machine. Company will allow 2 days per visit, twice a year.	£800 per visit £1600 + VAT

Members resolved to accept the quotation and contract for Company 1.

ACTION: Clerk to ask for fixed price over 3 years.

4. **Quotations received for hedge cutting:**

Company	Details	Quote
Company 1	To cut hedges as drawings supplied. To visit areas twice a year and also trim over hanging brambles etc. as required. All clippings to be removed from site and site blown clear to leave clean and tidy.	Total cost: £3,000 +VAT

The Clerk pointed out that in accordance with the Parish Council Financial Regulations, 2 further quotations need to be received as part of the tender process.

Members resolved for the Clerk to contact 2 further companies for a quotation.

12. **Correspondence**

Members noted the following received correspondence

Received from	Subject
Barry Mills	Re. Building refuse complaint at St. Ambrose Close. Update: Clerk has contacted SBC requesting urgent removal of building waste.
Kirsty Cole, SBC	Re. Redrow Estate – confirmation that the transitional grant for 2017-18 will be increased by £7K if the Parish take over services from SBC.
Sandra Beale	Re. Gym equipment on Covingham Park complaint. Noted by members. Members reiterated course of action to be taken if residents are concerned about anti-social behaviour, i.e. to contact the Police. Members pointed out the minimal amount of litter in the area concerned. Members will continue to monitor the situation. Clerk to respond.
Environmental Inspector, SBC Highways Services	Re. Raised flower bed structures – issue with height of plants and flowers, and corrosion. Members resolved to respond to the Environmental Inspector, noting comments and agreed for future flowers to be planted at the back of boxes (behind sign) with low planting towards the front and to contact residents that maintain the boxes re. the above.

13. **Matters for consideration**

Cllr Curtis commented on Community Speedwatch and asked in members of the Parish Council would be willing to get involved. Cllr Kennedy expressed an interest in helping out.

Cllr Hawkes asked about the status of Covingham Library.

ACTION: November agenda item.

Cllr Kennedy requested an agenda item to discuss ‘front of house’ – the appearance of Covingham Square. **ACTION:** November agenda Item

The Clerk agreed to place an item on the agenda for the November meeting to update signatories on the Covingham Parish Council bank accounts.

Cllr Benfield suggested the idea of having a Parish Council Christmas Dinner. Members were in agreement that this would be a good idea.

Meeting closed at 21:00

Signed (Chairman):