

Covingham Parish Council

Minutes of the Annual meeting of the Parish Council held on Monday 8th May 2017
In Covingham Park Primary School, The Harriers, Covingham

Present: Cllr Foss, Cllr Benfield, Cllr Osbourn, Cllr Kennedy, Cllr Short, Cllr Paginton, Cllr Hawkes, Cllr Sandle, Cllr Curtis

In attendance: Members of the public, Parish Clerk

1. Election of the Chair

Cllr Curtis was elected as Chair. A declaration of acceptance of Office for the Chair was signed in the presence of the Parish Clerk. Cllr Curtis thanked Cllr Osbourn for his Chairmanship.

2. Election of Vice Chair

Cllr Benfield was elected as Vice Chair.

3. Apologies

Apologies received from Cllr Bacon and Cllr Wilkinson.

4. Declaration of Interests

None declared.

5. Approve and sign the minutes of the meeting held on Monday 3rd April 2017 and Tuesday 25th April 2017 (Extraordinary Parish Council meeting)

Minutes of the meeting held on Monday 3rd April 2017 were approved and signed as a true and accurate record, subject to one amendment to Minute Reference 12. Minutes of the Extraordinary Meeting held on Tuesday 25th April 2017 were approved and signed as a true and accurate record of the meeting.

6. Matters arising from the previous minutes

Members discussed the growth of floral boxes and noted that the Parish Handyman will monitor height of growth. The Parish Clerk confirmed that 'Community Assets' paperwork will be posted as previously actioned, as a step towards protecting the parks in Covingham.

7. Public forum

Two members of the public were in attendance. A local resident of Terncliffe raised concerns about youths riding across Covingham Park on motorcycles. Members noted concerns and advised the lady to ring the Police using the 999 emergency telephone number should this happen again.

ACTION: Cllr Benfield to put wording in the Handymag.

A local resident reported the following issues to the Parish Council: Broken glass on the pavement on Kingfisher Drive, Supermarket trolley in the brook, fly tipping on the Dorcan footpath and grass cutting issues on Kingfisher Drive. Members noted issues above. Grass cutting issues will be taken up with grass cutting contractor. Issues such as broken glass and fly tipping to be reported to Swindon Borough Council directly. Any trolleys in the brook are the responsibility of the Supermarket.

8. Clerk's Report

- **Update on Assistant Handyman vacancy**

The Clerk informed members that a job advert for the Assistant Handyman Vacancy is due to appear in the Swindon Advertiser this coming Thursday 11th May and the following Thursday, as well as on the jobs internet site. The closing date for applications is Monday 22nd May.

Members received the following report from the Clerk:

Advertisement of Assistant Handyman:

Advertisement has been placed in Swindon Advertisement and on the jobs website.

Report from the Handyman:

Notes

1. Removed 58 NO2 cartridges from Smitan Brook Park & 35 from Covingham Square
2. Replaced 8 rivet(s) in skateboard park

Signed: John Ricketts

Date: 28th April 2017

Audit Update

Signing of the Annual Return will be an agenda item for the June Parish Council meeting, following completion of the Parish Council internal audit.

Pension Scheme

On-going. Clerk to complete in the next couple of weeks.

Grass cutting

I have received a number of positive comments over the telephone from residents in praise of the current standard of grass cutting in Covingham. I will be passing this on to our contractor.

Deeds and Tenancy at Will for Firecrest View play area

Have been returned to Swindon Borough Council.

Update on workload since 1st April

A number of telephone calls have been received this month from members of the public, with general parish queries. Most of which are being bounced back directly to Swindon Borough Council. Clerk will monitor workload as current working hours are 14 per week.

ACTION: Clerk agreed to circulate the full report from the Handyman to members via email.

9. Verbal Update from the Chairman

None.

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

No reported had been received from the Police this month. Cllr Foss commented on a Community Briefing that the Police circulate. The Parish Council agreed that it would be useful for Covingham Parish Council to receive this update information from the Police.

ACTION: Clerk to write to Police on behalf of the Parish Council to request attendance at Parish Council meetings and update information to be circulated.

11. Appointment of Roles and Committees

The following roles and committees were appointed:

Responsibility	Persons agreed
Chair	Cllr Curtis
Vice Chair	Cllr Benfield
Press Officer	Cllr Benfield
Environment Committee (including Allotments)	Cllr Sandle (Chair) , Cllr Benfield, Cllr Hawkes, Cllr Bacon
Finance Committee	Cllr Benfield (Chair) , Cllr Short, Cllr Sandle, Cllr Curtis,
Recreation Committee	Cllr Haigh (Chair) Cllr Osbourn, Cllr Short, Cllr Kennedy
Parish Planning/ Highways Committee	Chair (to be appointed) , Cllr Curtis, Cllr Hawkes, Cllr Paginton
Personnel Committee	Chair (to be appointed) , Cllr Kennedy, Cllr Bacon, Cllr Hawkes
Website Working Party	Cllr Hawkes (Chair) , Cllr Curtis, Cllr Benfield (Clerk to attend

12. Approval and Adoption of:

- **Covingham Parish Council Standing Orders**

ACTION: Members resolved for the Website Working Party to review the Parish Council Standing Orders.

- **Covingham Parish Council Financial Regulations**

Members resolved to adopt the Parish Council Financial Regulations.

The Clerk agreed to forward both documents electronically to Cllr Hawkes.

13. Planning Matters

No planning applications received this month, although members noted that the enquiry to the Lotmead Planning Application had been delayed until November 2017.

14. Financial Matters

- **Note recommendations by NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks) on pay scales from 1st April 2017 and agree alignment of salaries for Clerk & Handyman** Press and public were asked to be excused for this item. Members resolved to appropriately align salary scales for the Clerk and Handyman as recommended by NALC.

- **Approve financial summary and cheque list**

Members resolved to approve the financial summary and cheque list. The Clerk explained that an invoice had been received for strimming from the grass cutting contractor, although the Parish Council had not agreed to pay for this service under the current grass cutting contract. Members discussed this and pointed out that strimming should be included in the grass cutting contract at no extra cost.

ACTION: Clerk to ask Lee to put in date range for grass cutting on all invoices.

- **Consider any grant requests received (current grant money available £1,000)**

(Request received from Bobby Van Trust)

Members resolved to award £150 to the Bobby Van Trust.

- **To receive quotation for making good the 'crescent area' by Covingham Shops**

Members resolved to defer this item until the Co-op had agreed in writing to award any money to the Parish Council. **ACTION:** Clerk to write to the Co-op.

15. Parish Van – discuss future replacement

The current parish van is 11 years old. Members noted that the Parish Council have paid out significantly more money on the van for repairs in recent years and discussed the possibility of replacement and the size required of any future vehicle. Members noted that the van currently has the Parish logo and advertising for a local motor repair company, although no discount is received for van servicing or repairs.

ACTION: Cllr Curtis and Cllr Osbourn to look at this in more detail, including cost of van purchasing and scrapping.

16. Correspondence

Members noted the following received correspondence

Received from	Subject
Ward Cllr Parry	Email: Covingham Green Day Comments: Parish Council resolved to organise a green day. Date to be agreed.
Swindon Borough Council	Licensing Requirement for Covingham Parish Council floral boxes. ACTION: Cllr Curtis to contact SBC Officer Ryan Dowling to

	arrange a meeting.
Friends of Covingham Library	Open day: Saturday 13 th May 2017

17. Matters for consideration

Cllr Benfield commented on the possibility of renting a garage behind the shops. This could be useful for the Assistant Handyman to use.

ACTION: Clerk to enquire with Swindon Borough Council.

Cllr Foss informed members that someone had unlawfully entered the school grounds approximately one week ago in an area by a tree that is bent over near the basketball area. The fence has subsequently been repaired and safety checks have been carried out. The school site Manager is monitoring the situation. Members debated responsibility of the tree. The fence is the responsibility of the School.

Meeting closed at 21:06

Signed (Chair):