

Covingham Parish Council

Minutes of the meeting of the Parish Council held on Monday 5th June 2017
In Covingham Park Primary School, The Harriers, Covingham

Present: Cllr Curtis (Chair), Cllr Benfield (Vice Chair), Cllr Paginton, Cllr Kennedy, Cllr Hawkes, Cllr Sandle.

In attendance: Parish Clerk, Handyman, Assistant Handyman and members of the public

1. Apologies

Received from Cllr Bacon and Cllr Foss.

The Chair informed members that four resignations had been received from Cllr Short, Cllr Osbourn, Cllr Haigh and Cllr Wilkinson.

2. Declaration of Interests

None declared.

3. Approve and sign the minutes of the meeting held on 8th May 2017

Minutes of the meeting held on 8th May 2017 were approved and signed as a true and accurate record of the meeting.

4. Matters arising from the previous minutes

- Item 10: Clerk to write to Police Commissioner regarding lack of communication from the Police and attendance at meetings (ACTION CLERK).
- Item 11: Members resolved to amalgamate the Environment and Recreation Committees going forward. Cllr Sandle to continue as Committee Chair. Cllr Benfield to be Vice Chair.
- Item 15 (Parish Van): Cllrs Curtis and Paginton to visit the M4 Van Centre (ACTION CLLRS CURTIS AND PAGINTON). Members noted that the new Assistant Handyman will need to be added to the current van insurance (ACTION CLERK).

5. Public forum

The Chair introduced Martin Ripley, the new Assistant Handyman to members. Introductions were given. A local resident in attendance relayed her thanks regarding the fast removal of the abandoned shopping trolley from the Brook. The local resident pointed out grass cutting issues on Kestrel Drive. The Chair noted concerns and explained that grass cutting issues will be discussed under Item 7.

6. Clerk's Report

Members received the following report from the Clerk and thanked the Parish Handyman for his full report this month, circulated via email.

Appointment of new Assistant Handyman

14 job applications were received. Cllr Hawkes, Cllr Curtis, John (Handyman) and the Clerk shortlisted. 1 suitable applicant was given a tour of the Parish with John. An interview for the applicant took place on 30th May with the Clerk, Cllr Curtis and Cllr Foss. Martin Ripley was successfully appointed to work 20 hours per week. Start date to be confirmed. Martin Ripley will be in attendance at the June Parish Council meeting so that he can introduce himself and meet you all.

Audit Update

The Clerk will meet with the internal auditor for feedback on 1st June 2017. Signing of the Annual Return has been included as an agenda item for the June Parish Council meeting.

Pensions Update

The Clerk has almost completed the on-line set of the pension scheme for Parish Council employees. A mandate form for direct debit requires 3 signatures. The Clerk will bring this to June meeting.

Grass cutting

The number of grass cutting complaints received is being monitored. Any complaints of areas missed have been forwarded to the grass cutting contractor who has added them to his list of areas to be cut.

Sign for Christmas tree

Ready for collection and installation. Clerk to ask John to install.

Handyman's Report

As actioned at the May Parish Council meeting, John's full report will be circulated via email to members.

7. Verbal Update from the Chairman

Cllr Curtis informed members that numerous complaints had been received about areas of grass cutting that have either been missed or are of a poor standard. An email conversation has taken place between Cllr Curtis and the grass cutting contractor. Although some of the issues have been addressed, there is still more work to be done to ensure cutting is of a good standard. Members discussed the size of mowers currently used in comparison to Swindon Borough Council (SBC) mowers. Members agreed to the following actions going forward:

- Meeting to be scheduled with contractor, Cllr Curtis, Cllr Kennedy and the Clerk
- Clerk to email grass cutting contract to Cllr Kennedy

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

No report from the Police this month (see action under Item 4).

9. Council Tax Support Grant 2018/19

- **To discuss Borough Council proposed options for 2018/19**

Members resolved for the Clerk to respond to the proposal, stating that Covingham Parish Council agree to remain as it is presently. Members requested to include wording in the response to state the belief that there is a conflict of interest with Borough Councillors that are now working as part of the newly created Parishes, as they will have a final say in the decision when it is put the approval of full Council. (ACTION CLERK).

10. Discuss dog bin on the boundary between Covingham and Liden and agree maintenance responsibility

Ward Cllr Parry has asked if Covingham Parish Council would like to take over maintenance responsibility of a dog bin, on the boundary between Dorcan/Liden and Covingham. Cllr Parry pointed out that it is only Covingham residents that use the dog bin. Members resolved for the dog bin to remain responsibility of neighbouring Parish Council. Members will consider installation of a dog bin in alternative location should the need arise.

11. Reports from Parish Council Committee Chairs:

- **Environment Committee (Chair Cllr Sandle):**

- **Agree date for Parish Council Green Day:**

Members resolved to hold a Green Day on Saturday 17th June in Covingham Square. Members to provide own equipment. Notices to go up on Parish notice boards. Focus on litter picking, tidying and clearing crescent planting area.

Cllr Sandle informed members that bulb planting has taken place in some of the flower boxes as well as strimming. Cllr Sandle has also received complaints about the grass cutting, although some of the areas in question were outside of Covingham.

- **Finance Committee (Chair Cllr Benfield):**

No report this month.

- **Recreation:**

No report this month.

- **Parish Plan/Highways Committee**

Members received report from Cllr Curtis regarding the SBC/Covingham Parish Council meeting. Cllrs Curtis and Hawkes attended the meeting on 25th May 2017 with two SBC Planners.

Updates were provided on local planning applications. Members noted 2 planning applications received for Lotmead Farm development (200 dwellings and 2600 dwellings). An appeal has been postponed until 7th November 2017. Covingham Parish Council are being encouraged to contribute to the appeal process and attend the hearing to state our case. Once the statement of case is published, the Parish Council can consider a response and participate in the hearing.

- **Personnel Committee**

- **Agree Terms of Reference**

Item deferred.

- **Covingham Flood Group update (Cllr Curtis):**

Cllr Curtis informed members that a meeting of the flood group took place on 9th May 2017. Thanks have been received due to the successful reinstatement of the balancing pond between Eldene and Nythe. Coate Water is now being considered as an option as part of the Environment Agency six year plan. Cllr Hawkes has requested a schedule of maintenance as part of the Dorcan Stream maintenance programme.

- **Parish Website Working Party update (Cllr Hawkes):**

No report this month. Members noted that Cllr Hawkes will update the site in the near future.

12. **Planning Matters**

Ref: S/17/0873

Re: Change of use from Highway to site of a hot food vending van

At: Car Park, Covingham Square, Covingham, Swindon

COMMENTS: Members resolved to object to this planning application. Cllr Curtis to draft response.

Ref: S/HOU/17/0822

Re: Erection of a single storey rear extension and front dormer window

At: 7 Robinsgreen, Covingham, Swindon, SN3 5AY

COMMENTS: No objections.

Ref: S/HOU/17/0798

Re: Erection of a single storey side/rear extension

At: 11 Gantletdene, Covingham, Swindon, SN3 5EL

COMMENTS: No objections.

13. **Financial Matters**

- **Approve financial summary and cheque list**

Members resolved to approve the financial summary and cheque list. Members noted that new signatories will be required. The Clerk will update details with the bank. Members resolved for Cllr Paginton to be added as a signatory (ACTION CLERK).

- **Consider and grant requests received (current grant money available £850)**

Members noted a grant request received from the Friends of Covingham Park Primary School, for £90 to cover the cost of bouncy castle hire for a fun day on Sunday 2nd July 2017. Members resolved to award £90 to Friends of Covingham Park Primary School.

The Parish Council have been given the opportunity to have a stall at the fun day. Members resolved to have a stall to generate interest in recruiting new members onto the Parish Council.

Members resolved for marketing materials to be purchased for 2nd July (banner, name badges and business cards). Members had no objections with the placement of a banner to promote the fun day on the fence by the school.

- **Receive feedback from Internal Auditor**

The Clerk fed back that the internal audit had been completed by Peter Dennison, with a clean bill of health.

14. A • **Approval of Annual Governance Statement 2016-17 (external audit – Section 1)**
The Clerk read through the Annual Governance Statements, Section 1 of the Annual Return. Members unanimously approved the Annual Governance Statements within the Annual Return for 2016-17.
- B • **Approval of Accounting Statements (external audit – Section 2)**
Members unanimously approved the Accounting Statements, Section 2 of the Annual Return.

15. **Correspondence**

Members noted the following received correspondence

Received from	Subject
Barbara Kimber	Noise complaint near to adult exercise equipment and request for re-siting of equipment. Response: Noise complaints to be directed to the Police. Positive feedback overall from residents about the equipment. Police previously stated that equipment does not attract anti-social behaviour. No additional litter noted. Equipment to remain in position. Parish Council to continue to monitor.
SBC	Parish Allowances and Councillors' Allowances Scheme 2017-18 Comments: Members unanimously resolved that Parish Councillors continue not to be remunerated.
Aon	Certificate of Employers' Liability Clerk to send to Cllr Hawkes for the website (ACTION CLERK).

16. **Matters for consideration**

Members unanimously agreed for future meeting papers to be circulated electronically prior to Parish Council meetings. Paper copies will be available at the meeting.

Members resolved for future meetings to start at 7pm from September 2017 onwards. Clerk to contact the School Caretaker (ACTION CLERK).

Meeting closed at 21:00.

Signed (Chair):