

# Covingham Parish Council

Minutes of the meeting of the Parish Council held on Monday 5<sup>th</sup> March 2018  
In Covingham Park Primary School, The Harriers, Covingham

---

**Present:** Cllr Curtis (Chair), Cllr Willis, Cllr Waywell, Cllr Hawkes, Cllr Kennedy, Cllr Bacon, Cllr Summerhill

**Also in attendance:** Emma Kingsley (Parish Clerk) one member of the public

**1. Apologies:**

No apologies received

**2. Co-option of a Parish Councillor**

Cllr Benfield proposed that Ben Summerhill should be co-opted onto the Parish Council. The proposal was seconded by Cllr Bacon and agreed unanimously.

**3. Declaration of Interests**

None

**4. Approve and sign the minutes of the meeting held on 5<sup>th</sup> February 2018**

**Resolved:** The Minutes of the Full Council meeting held on 5<sup>th</sup> February 2018 were approved and signed as a true record.

**5. Matters arising from the previous minutes**

**Parish Maintenance Engineer Reports:** Cllr Benfield brought to the attention of the councillors that no thanks had been given for the excellent work of the Parish Maintenance Engineers, and felt that it should be recognised and noted. Cllr Benfield proposed that the reports should be visible on the notice boards.  
**Action- Clerk**

**Street Sweeping:** Following the last meeting, the contractor was contacted and a meeting was arranged to review the contents and terms of the contract. Street Sweeping was raised as there was no discernible evidence that this had been actioned. The contractor confirmed that he uses subcontractors to source the road sweepers and had been let down. To rectify this he is now looking into buying his own, which will be after April 2018. He has promised to keep in contact with any further developments, and made the Chair aware that leaflets will be distributed to residents before the street sweeping is undertaken to inform the residents.

**Hedge Cutting:** It became apparent when the Chair and Clerk were gathering information that hedge cutting had only happened once this year, but the Parish have been billed and paid for two cuts. The contractor has agreed that next year he will cut the hedges twice but only bill for one cut. The contractor was made aware that the key nesting season runs from 1<sup>st</sup> March – 31<sup>st</sup> August so hedge cutting needs to be actioned quickly, and any cuttings which have been left need to be cleared and the area tidied as per contract.

**Great British Spring Clean:** The Chair made councillors aware that the Great British Spring Clean has been extended until the 25<sup>th</sup> March 2018. Cllr Sandle suggested that we should rearrange. The majority voted Sunday 25<sup>th</sup> March 2018 meeting at 9:30am at the shops. Areas of concentration being a litter pick around Kestrel Drive and attention around Covingham Square.

**Commemoration of WW1:** Cllr Willis made Councillors aware that progress was going well, and that she had had a response from the library. Cllr Willis also informed Councillors that contact had been made with the Reverend of Dorcan Church and that she is waiting on dates for a meeting to be held between herself, Diane the head of the library and also the

Reverend. The meeting will be held in April 2018. Cllr Bacon informed Cllr Willis that he is aware of somebody that participates in war reenactment who may be able to attend. Cllr Val Curtis thanked her on behalf of the council.

**Dog Bin:** The Chair made the Councillors aware that the dog bin had been installed by the entrance of Bullfinch Close and is being well used, with positive comments from Redrow Estate residents.

Some members expressed their concerns about the way dogs are allowed to run free on our parks which sometimes can be quite intimidating. It was agreed to monitor this and if any members of the public have had incidents they would wish to report then the Parish Council would urge them to do so. The parks are not just areas to exercise dogs but also for everyone to enjoy.

#### **6. Public forum**

The one member of the public in attendance was there to observe as a planning application at his property was to be discussed. He made councillors aware that the plan for the extension was drawn up by an experienced planning agent and believes it does not breach any planning laws and is in keeping with the area.

#### **7. Verbal Update from the Clerk**

**Audit Preparation-** Work has been done to ensure that the Asset Register and all relevant policies and procedure are up to date in preparation for Audit.

**Clerks forum-** Susan Lambert delivered a presentation on creating a dementia friendly Parish or Town. Susan is looking to introduce work with parish councils to support people within the community with dementia and to help them maintain a good standard of living and continue doing the things they enjoy. Susan made the Clerks aware that as Parish Councils know their area and community best she would like to work closely with them to discover whether there are any safe places that could be used to help make Covingham dementia friendly. Susan informed the Clerks that at present there is a trial of dementia friendly swims at the Dorcan Complex.

Cllr Hawkes informed the Cllrs that he felt Covingham Parish Council should support people with dementia but as there are a lot of people with different needs rather than support one cause, he felt we should promote good neighbourship. All Cllrs were in favour of this approach and it was suggested by Cllr Pagington that a piece should be put in The Handymag to recognise that the community has pulled together through the recent bad weather and it is hoped this will continue.

The Head of Civil Protection is looking to work more closely with Parish Councils as he believes they are the right people to engage with in the event of emergency, taking learning from the Grenfell Tower Fire. He believes working with the Parish Councils, a plan can be formulated in the event of an emergency.

**Payroll-** Kashflow has been installed, and is ready to go

#### **8. Verbal Update from the Chair**

No Update

#### **9. Parish Maintenance Engineer Reports**

All Councillors were in agreement that the Parish Maintenance Engineers Reports were excellent. Cllr Benfield proposed that they should be publicised on the notice board by Covingham Shops.

**Action- Clerk/Cllr Curtis**

#### **10. Reports from Parish Council Committee Chairs:**

- **Environment/Recreation Committee (Chair Cllr Sandle)**  
No update
- **Parish Plan/Highways Committee (Chair Cllr Hawkes)**  
Cllr Hawkes informed the Councillors that he had attended the NEV Planning Event at Hooper's Field, Wanborough. He expressed his concern over the Great Stalls Bridge being opened to general traffic, and if this is the case, traffic therefore pushing along Covingham Drive or Merlin Way and Kingfisher Drive. Cllr Hawkes reported that he had met with Atkins to discuss the southern connector road and had also been looking into flood mitigation as a result of the plans.
- **Covingham Flood Group Update (Cllr Curtis)**  
No update
- **Website Working Party Update (Cllr Hawkes)**  
No update regarding the new website. Cllr Hawkes informed councillors that NALC have provided a toolkit to help with GDPR including privacy notices. He made councillors aware that new policies will be brought to the May Meeting for approval.

Cllr Hawkes informed councillors that the next Swindon Area Committee Meeting will be held on 15th March, where he will ask for a debate to appoint a DPO for all parishes as a group to relieve high costs. A decision will be made on the back of this meeting.

#### 11. Planning Matters:

##### **Application No: S/HOU/18/0208**

**Proposal:** Erection of two storey side extension  
**Location:** 2 Firecrest View, Covingham, SN3 5LS  
**Resolved:** 2 Firecrest View, Covingham was reviewed and the site visited by 4 councillors. It was agreed to recommend this be "called in" to be determined by the Planning Committee.

##### **Application No: S/HOU/18/0278**

**Proposal:** Erection of two storey side and single storey rear extension  
**Location:** 21 Swanbrook, Covingham Swindon SN3 5AJ  
**Resolved:** The council raised no objections to this application

#### 16. Financial Matters

##### **a) Approve financial summary and cheque list**

**Resolved** – Cllr Benfield proposed that the financial summary and cheque list be approved. Cllr Sandle seconded the proposal and was unanimously agreed

##### **b) To review and adopt Covingham Parish Council's Risk Assessment and Management Document**

**Resolved** - Cllr Bacon proposed the adoption of the Risk Assessment and Management Document, Cllr Benfield seconded the proposal and was unanimously agreed.

##### **c) To review Asset Register**

**Resolved** – Cllr Bacon proposed, the proposal was seconded by Cllr Sandle and was unanimously agreed.

Cllr Waywell brought to the attention of the Cllrs his concerns regarding vandalism to the bus shelters and the cost of replacing them. The Chair confirmed that the bus shelters can be replaced for £1200 each and are also covered under the Parish Council's insurance. To mitigate vandalism the Chair informed Cllrs that the bus shelters are checked daily by the Parish Maintenance Engineers. In the previous eight years only two panels had needed to be replaced

#### 17. Health and Safety

##### **a) To review and adopt CPC Health and Safety Policy**

**Resolved** - Cllr Pagington proposed the adoption of the Health and Safety Policy. The proposal was seconded by Cllr Bacon and was unanimously agreed.

**b) To review and adopt CPC Health and Safety Risk Assessment Document**

**Resolved** – Cllr Bacon proposed the adoption of the Health and Safety Risk Assessment Document. The proposal was seconded by Cllr Pagington and was unanimously agreed.

**18. Correspondence**

The meeting noted that no correspondence had been received.

**19. Matters for consideration**

The Chair made Cllr aware that the next meeting will be the AGM Meeting. It was decided that there would not be a guest speaker.

The Chair informed Cllrs that there is a spare bench which could be used to replace a damaged one spare in Smittanbrook. Cllr Benfield proposed that the spare bench should be installed in Smittanbrook Park. Cllr Sandle seconded the proposal and was unanimously agreed.

The meeting concluded at 8.45 pm

Signed.....

Date.....