

Covingham Parish Council

Minutes of the meeting of the Parish Council held on Monday 14th May 2018
In Covingham Park Primary School, The Harriers, Covingham

Present: Cllr Curtis (Chair), Cllr Benfield (Vice Chair), Cllr Willis, Cllr Hawkes, Cllr Summerhill, Cllr Sandle, Cllr Pagington,

Also in attendance: Emma Kingsley (Parish Clerk)

1. Election of Chair

Cllr Hawkes proposed Cllr Curtis to be re-elected as Chair. The proposal was seconded by Cllr Sandle and unanimously agreed. The Chair's Declaration of Acceptance of Office was signed and received.

2. Election of Vice Chair

Cllr Sandle proposed the re-election of Cllr Benfield as Vice Chair. The proposal was seconded by Cllr Hawkes and unanimously agreed.

3. Apologies

Apologies were received from Cllr Waywell and Cllr Bacon

4. Declaration of Interests

None

5. Approve and sign the minutes of the meeting held on 9th April 2018

Resolved: The Minutes of the Full Council meeting held on 9th April 2018 were approved and signed as a true record. Proposed by Cllr Benfield, second by Cllr Sandle.

6. Matters arising from the previous minutes

Contractor: Complaints had been received about the standard of the grass cutting. The Contractor was emailed itemising individual concerns raised. A walking meeting is planned with the contractor, Chair, Vice Chair and Clerk for Thursday 15th May 2018 at 9:30am.

Commemoration of WW1: Thanks were given to Cllr Willis for continuing to lead the organisation of the event.

Cllr Curtis confirmed that the Maintenance Engineers have purchased the blower/vacuum and it is already making a difference.

7. Public forum

As no members of the public were in attendance, the Parish Council continued with the meeting.

8. Verbal Update from the Chair

No update was given

9. Clerks Verbal Update

The Clerk confirmed that the Precept, Council Tax Support Grant and Transitional Relief had been received from Swindon Borough Council 20th April 2018.

The Clerk advised the Councillors that there had been a slight problem with the payroll software calculating the correct salaries payable in April but the problem had been rectified.

10. Appointment of Roles, Working Parties and Committee's

- **Press Officer** - Cllr Benfield
- **Finance Advisor** – Cllr Summerhill
- **Planning Working Party** - Cllr Hawkes and Cllr Curtis
- **Website Working Party** – Cllr Hawkes, Cllr Curtis, Cllr Benfield and the Clerk
- **Environment and Recreation Party** – **As all Councillors had joined the Parish Council to make a difference to the area** it was agreed that all Cllrs would be included
- **Personnel Committee** - Cllr Hawkes and Cllr Bacon

11. Parish Maintenance Engineers:

- **Monthly Reports**- Thanks were given by Cllrs for the excellent work done by the Parish Maintenance Engineers.
- **Training** - The Maintenance Engineers had requested First Aid Training for both of them and ROSPA training for the Assistant Handyman during the annual review process. First Aid training via The Red Cross is available at a cost of £279 + VAT. Cllr Benfield proposed that approval be given for both Maintenance Engineers to attend. The proposal was seconded by Cllr Sandle and unanimously agreed. **Action - Clerk**

12. Planning Matters

Application: S/18/0671

Location: Patheon Building, Kingfisher Drive Covingham Swindon SN3 5BZ

Proposal: Installation of new external tanks and associated works.

Resolved: That the following comments be submitted

At its meeting on Monday 14th May, Covingham Parish Council agreed that the following comment would be made in relation to the above planning application

The Parish Council appreciates the continued presence of the Company in the area and the employment opportunities provided. However, it has some concerns over the confirmed reduction in car parking spaces, especially in light of the proposed increase in the number of employees. Cole Close car park, opposite the facility, is well used by local residents, visitors to the Church, shoppers at the mini-mart and employees from the Patheon Building. The car park is in a poor state of repair, is not marked out to maximise capacity and any additional 'overflow' use could necessitate the need for additional road side parking. We would appreciate if serious concern could be given to the creation of additional car parking spaces within the site boundaries.

We have no other comments to make

13. Financial Matters

a) Approve financial summary and cheque list:

Due to GDPR and Covingham Parish Council's Financial Regulations the employee's salaries would no longer be individually itemised just one amount would be quoted to cover all costs.

Resolved: Cllr Benfield proposed that the Financial summary and cheque list was approved. The proposal was seconded by Cllr Sandle and unanimously agreed.

b) To review and approve 2018 budget

Resolved: Cllr Sandle proposed that the 2018 budget was approved. The proposal was seconded by Cllr Hawkes and unanimously agreed.

14. Annual Internal Audit

This item was deferred until the next meeting.

15. Parish Council Insurance

Came & Company, a specialist insurance broker for Parish Councils, had provided three quotes with a recommendation for Inspire. Cllr Hawkes proposed that the recommended company be selected and approved as the chosen supplier. The proposal was seconded by Cllr Benfield and unanimously agreed.

Action - Clerk

16. Community Safety Forum

Cllr Benfield and Cllr Sandle confirmed their attendance at the next Community Safety Forum Meeting.

17. Covingham Library Trust

Due to the advice received from NALC that Parish Councils could legally contribute to a Library Trust, all Councillors were in agreement that Covingham Parish Council should donate £3,600 for 2018/19 as originally agreed. Cllr Curtis suggested that it would be in the Parish's interest to appoint a trustee to the Library Trust to protect the Parish Council's donation. A review would be commenced in October to decide the Parish Council's future involvement.

18. GDPR

Cllr Hawkes informed Cllrs that there had been some changes in the requirements for GDPR and it was no longer necessary for Parish Councils to appoint a DPO. GDPR required the Council to provide a secure and safe back-up process and procedure. External hard drives were the preferred choice.

The following policies were reviewed:

- a) **Privacy Policy** – Cllr Sandle proposed the adoption of the policy. The proposal was seconded by Cllr Willis and unanimously agreed
- b) **Email Policy** – Cllr Sandle proposed the adoption of the policy. The proposal was seconded by Cllr Willis and unanimously agreed

Cllr Summerhill raised concerns about the length of time information is kept. Cllr Curtis informed the meeting that NALC provided guidelines and the Website Working Party would adhere to the timescales stipulated.

Cllr Curtis advised that SBC requires all Borough Councillors to be registered with the DPO as Data Controllers to protect the Council when carrying out casework and all Parish Councils should be doing the same.

19. Correspondence

The meeting noted that no correspondence had been received

20. Matters for consideration

Cllr Pagington informed the Council that he was moving out of the area and would no longer be a Parish Councillor.

Cllr Sandle suggested that Firecrest Play area should be the focus of the next clean-up day. Due to pigeons using the cross bars to perch on, the swing seats were covered in mess. The Maintenance Engineers would be asked to research if anything was available to deter them.

Cllrs Sandle and Benfield had surveyed the area to identify areas that needed additional bulbs planting in the Autumn.

Cllr Curtis proposed creating a Facebook page called Covingham Parish Council Community Page to promote the work of the Parish Council. The proposal was seconded by Cllr Summerhill and unanimously agreed.

Action - Clerk

21. Staffing Matters

The Meeting agreed that the proposal and recommendation made by the Personnel Committee be actioned **Action - Clerk**

The meeting concluded at 8.35 pm

Signed.....

Date.....