

Covingham Parish Council

Minutes of the meeting of the Parish Council held on Monday 4th June 2018
In Covingham Park Primary School, The Harriers, Covingham

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

Also in attendance: Emma Kingsley (Parish Clerk)

1. Apologies

Apologies were received from Cllr Bacon

2. Declaration of Interests

None

3. Approve and sign the minutes of the meeting held on 14th May 2018

Resolved: The Minutes of the Full Council meeting held on 14th May 2018 were approved and signed as a true record.

4. Matters arising from the previous minutes

Contractor: On Thursday 15th May 2018 at 9:30am Cllrs Benfield and Curtis and the Clerk held a positive walking meeting with the contractor to highlight problem areas. The meeting noted that there was an improvement in subsequent cuts with just one or two areas needing to be addressed. An email would be sent specifying standards expected.

Action – Clerk

Cllr Kennedy suggested that the weed spraying undertaken by SBC could be of assistance with some difficult areas. Clerk to ask SBC when and where this would be completed.

Action - Clerk

Commemoration of WW1: Thanks were given to Cllr Willis for continuing to lead the organisation of the event as significant progress had been made. A poster with details of the event was now available which will be added to the website

Action Cllr Curtis/Cllr Hawkes

Working parties – additional members were needed on two of the working parties, the following Councillors volunteered to join:

- Planning – Cllr Waywell
- Personnel – Cllr Sandle

First Aid Training – One of the Maintenance Engineers had completed the training. The other Maintenance Engineer would be attending the training on Monday 25th June.

Community Safety Forum: Cllrs Benfield and Sandle had attended the recent meeting. Community Speedwatch had been discussed in detail with concerns raised that the data being collected was not actioned in a timely manner.

5. Public forum

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

6. Verbal Update from the Chair

SBC had contacted the Parish Council as a resident had requested to purchase a small piece of land at the rear of their property. In principal there was no issue with the land being transferred however, Cllr Hawkes raised his concern that a tree was likely to be removed. The meeting agreed that the response to the request would be positive but include the Parish Council having reservations to the removal of the tree.

7. Clerks Verbal Update

Facebook – the page has been set up as a closed group in order to gain some content before it is made live. Cllr Hawkes will start by adding the Agenda's and Minutes so there is a constant flow of information. The Clerk and Cllrs Curtis and Hawkes are admins

Code of Conduct Training is taking place at Chiseldon Parish Council at 7:00pm on 2nd July 2018, which unfortunately clashes with the July Parish Council meeting.

8. Working Parties and Committee's

- **Planning Working Party** – Cllrs Hawkes and Curtis attended the SBC/NEV liaison meeting. There was no change in the current status of the planning applications to report. The Lotmead appeal decision has been delayed until mid June.
- **Website Working Party** – Cllr Hawkes said that the next step in updating the website is to move it onto the new site. There is a privacy notice to go into the signature line on emails for all Parish Councillors which will be rolled out in due course.
- **Environment and Recreation Party** – The four flower boxes, that are the responsibility of the Parish Council, have been replanted by Cllr Benfield.
A meeting needs to be held for the Environment group and a Chair elected. **Action - All**
The Maintenance Engineers have researched deterrents to keep pigeons from using the frames of the swings to perch on and mess the seats; stainless steel which is of concern due to the possibility of injuring those that swing from the frame or polycarbonate which may not be durable enough as the swing chains are constantly wrapped around the top of the frame. ROSPA will be asked for advice. **Action - Assistant Maintenance Engineer**

9. Parish Maintenance Engineers:

- **Monthly Reports**- Thanks were given by Cllrs for the excellent work done by the Parish Maintenance Engineers.
Cllr Waywell had been contacted by a neighbour about a tree that had died and removed by SBC who had confirmed it would be replaced by them, three years ago. This was still outstanding. **Action- Clerk**
- **Litter Bin** - Cllr Benfield proposed the purchase of an additional litter bin for Cole Close, as requested by the Maintenance Engineers. The proposal was seconded by Cllr Hawkes and unanimously agreed. **Action - Clerk**

10. **Planning Matters** - The meeting noted that no planning applications had been received

11. Financial Matters

a) Approve financial summary and cheque list:

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

b) To review the monthly bank accounts reconciliation:

Cllrs agreed they were happy with the bank accounts reconciliation.

12. Annual Internal Audit

The Meeting noted that the Internal Audit Report 2017 -18 as provided by Auditing Solutions was very good, the Auditor had made reference to the work of the Clerk during a difficult handover and no additional actions were required.

13. Limited Assurance Review

It was **resolved** to approve and sign:

- a) **Annual Governance Statement 2018/19**
- b) **Accounting Statements 2018/19**

14. Parish Allowances 2018/19:

The meeting considered the recommendation received from Swindon Borough Council. The total cost of paying the recommended allowances would mean increasing the precept by an additional

£4,610. It was unanimously agreed to not introduce allowances for the Parish Councillors. The view of Covingham Parish Councillors is that they are there to serve the residents of Covingham and give their time freely and willingly.

15. GDPR

No update was provided at this point

16. Correspondence

Grant Request – Received from a charity called Shine. Due to financial pressures, the meeting rejected the request.

17. Matters for consideration

Cllr Hawkes reported a BT box in disrepair.

Action - Clerk

Cllr Waywell presented a calendar that is used to promote togetherness in other local communities, to see if there was any interest from Covingham Parish Council. The current cost is £6.90 per copy. All Councillors agreed that this was of interest for 2020 as suitable, seasonal photographs of the area would need to be collated.

Cllr Summerhill asked if there was an update on the basketball court. A Contractor had been contacted but had failed to respond.

Action – Cllr Curtis

Lottery funding – Cllr Curtis had been sent a link for the possibility of lottery funding, so would research and report back.

Action – Cllr Curtis

Allotments - Cllr Benfield had attended Wanborough Parish Council’s allotment meeting. One application had been received from a Covingham resident which would be actioned.

Cllr Benfield had been contacted by a resident about the barrier in the cut through from Robinsgreen to Dovetrees, who was requesting it to be removed or raised.

Action - Clerk

The meeting concluded at 8.56 pm

Signed.....

Date.....