

Covingham Parish Council

Minutes of the meeting of the Parish Council held on
Monday 4th March 2019 at 7pm
at Covingham Park Primary School, The Harriers, Covingham

Present: Cllrs Bacon, Benfield (Chair), Curtis (Acting Clerk), Hawkes, Ricketts, Sandle, Waywell, Wichall

Also in attendance: two members of the public

1. Apologies

No apologies were received as all Members of the Council were in attendance.

2. Declaration of Interests

Cllr Benfield reminded Members that they should declare any known interests in any matter to be considered at the beginning of the meeting and during the meeting if it becomes apparent that they have an interest in the matters being discussed.

3. Minutes of previous meeting

Resolved: The minutes of the meeting held on 4th February 2019 were approved and signed as a true record

4. Matters arising from the previous minutes

Street sweeping – The clean of Martinfield to take place on Sunday 17th March 2019, meeting at 9.30 am

Parish allowances – Two emails formally confirming the wish to forego the allowances are outstanding

Action Cllrs Hawkes/Sandle

Business Cards – have been delivered and will be available at the next meeting

5. Public forum

Two residents attended the meeting to ask questions about the decision the Parish Council had made about the future funding of the Library Trust. Cllr Benfield confirmed that a statement had been made and the decision would stand. A request to hold a public meeting was made, however that is not under the Parish Council's area of responsibility. Cllr Curtis to deliver a copy of the reply used to date to one of the residents.

Action – Cllr Curtis

6. Chairs Verbal Update

Library Trust – Four emails re the decision about stopping the future funding had been received and replied to; one from a Friend of Covingham Library and three from residents

Drug dealing and use in Covingham Park – an email had been received from a resident that had witnessed drug dealing and taking/using in Covingham Park. The details were forwarded to the Police who had responded in a timely manner. The Maintenance Engineers have also been asked to be more vigilant and to report any incidences immediately to 101.

Meeting with SBC Chief Executive and the Leader of the Council – Ways of communicating with SBC for Parish Councils will be changed going forwards, which is disappointing.

7. Parish Maintenance Engineers

- **Monthly Reports** – the meeting agreed that it was an excellent report.

8. Reports from Parish Council Working Parties and Committee's

- **Environment Working Party**

The Parish Council is pleased with all the favourable comments received on the Facebook page about the spring bulbs, flower boxes and the general upkeep of the area.

- **Data Protection & Governance**

Cllr Hawkes reminded Councillors to ensure that the 'Author' was correctly annotated, using the Properties tab, on all documents that are submitted for inclusion on the website.

Cllr Hawkes has redesigned and rebuilt the website. All Councillors agreed that it was excellent and the old website be replaced. Cllr Benfield formally thanked Cllr Hawkes for all the work that he had put in, "we are lucky to have him".

- **Planning Working Party**

No report was given

9. Planning Matters:

To consider any planning applications:

Application: S/HOU/19/0202

Location: 16 Smitanbrook, Covingham Swindon SN3 5BX

Proposal: Erection of a single storey front and two storey side and rear extension.

Resolved: the following comment to be submitted:

Covingham Parish Council agreed, at its meeting on 4th March 2019, that it has no objections to this Planning Application

Application: S/HOU/19/0220

Location: 12 The Buntings, Covingham Swindon SN3 5AS

Proposal: Erection of single storey rear extension and front and rear dormer windows.

Resolved: the following comment to be submitted:

At its meeting on 4th March 2019, Covingham Parish Council agreed that, in principle, it has no objections to the proposed extension. However, it supports and shares the concerns raised by the neighbour at number 10. Should this application be granted permission, the Parish Council requests that strict planning conditions be imposed to address **all** the issues raised and building works not to commence until the justifiable concerns have been satisfactorily addressed.

Application: S/HOU/19/0257

Location: 21 The Buntings, Covingham Swindon SN3 5AS

Proposal: Erection of a single storey side extension.

Resolved: the following comment to be submitted:

Covingham Parish Council agreed, at its meeting on 4th March 2019, that it has no objections to this Planning Consultation

10. Financial Matters

- a) To approve Finance Statement and payments approval list

Resolved: Cllr Sandle proposed that the Finance Statement and payments approval list be approved. Cllr Bacon seconded the proposal and was unanimously agreed

- b) To receive monthly bank accounts reconciliation – the Meeting agreed that the accounts were in good order

- c) To review and adopt Covingham Parish Council’s Risk Assessment and Management Document
Resolved: the Meeting agreed to adopt the Risk Assessment and Management Docuemnt
- d) To review and approve amended Asset Register
Resolved: The Meeting noted that three items had been added to the register in recent months, and agreed to approve the Asset register

11. Complaints Procedure

Resolved: Cllr Ricketts proposed to adopt Covingham Parish Council Complaints Procedure. Cllr Waywell seconded the proposal and was unanimously agreed

12. Habitual and Vexatious Complainant Policy

Resolved: Cllr Ricketts proposed to adopt the Habitual and Vexatious Complainant Policy. Cllr Waywell seconded the proposal and was unanimously agreed.

13. Section 137 Grant Procedure

Resolved: Cllr Hawkes proposed to adopt the Section 137 Grants Procedure. Cllr Wichall seconded the proposal which was unanimously agreed.

14. Grounds Maintenance Tender Document & Process

Resolved: Cllr Hawkes proposed that the Ground Maintenance Documents, List of proposed Tenderers, and the Timeframe / Process be approved. Cllr Wichall seconded the proposal which was unanimously agreed.

15. South Swindon Protection Group

Resolved: Cllr Hawkes proposed to refuse the request for funding received from the group. Cllr Ricketts seconded the proposal, which was unanimously agreed. **Action – Cllr Curtis**

16. Correspondence

It was noted that the Swindon Borough Council Local Plan Review documents for the Settlement Boundary and Open Spaces Audit had been received. **Action – Cllr Curtis/Hawkes**

17. Matters for consideration

To receive information on matters not covered elsewhere & to receive future agenda items

The meeting closed at 7.55pm

Signed

Date.....