

Minutes of the Annual meeting of Covingham Parish Council
held on:
Monday 13th May 2019
At 7pm in Covingham Primary School, The Harriers, Covingham

Present: Cllrs Benfield, Curtis (Chair), Hawkes, Ricketts, Sandle (Acting Clerk), Waywell, Wichall
Also in attendance: one member of the public

1. Election of Chairperson

Resolved: Cllr Hawkes proposed Cllr Curtis as Chair. Cllr Wichall seconded the proposal and was agreed unanimously. The Chairs Declaration of Acceptance of Office was signed and received.

2. Election of Vice Chair

Resolved: Cllr Benfield proposed Cllr Hawkes as Vice Chair. Cllr Wichall seconded the proposal and was agreed unanimously. The Vice Chairs Declaration of Acceptance of Office was signed and received.

3. Apologies for absence

Apologies received from Cllr Bacon

4. Declaration of Interests

Cllr Curtis 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.

5. Minutes of previous meeting

Resolved: The minutes of the meeting held on 1st April 2019 were approved and signed as a true record

6. Matters arising from the previous minutes

Cllr Curtis confirmed that the Planning Officers had been asked about guidelines for paving front gardens as raised by a resident at the April meeting. A link to the National Government Guidance had been provided and forwarded to the resident. The guidance will be added to the website with a link from the Facebook page.

Action Cllrs Curtis/Hawkes

Flower boxes in Wrenswood – these had now been filled

Covingham Square – grasses cut back and a general tidy up had taken place on 6th April

Tender Document – Cllr Ricketts confirmed that the document had been sent to 6 providers in the second week of April.

7. Public forum

The resident asked a question about the Tender Document – Cllr Ricketts provided the answer and an explanation of what the document contained.

The resident also asked about the Annual Budget for approval later in the meeting – how was it possible for money to be spent prior to approval? Cllr Curtis explained how the budget process worked.

8. Parish Maintenance Engineers

- **Monthly Reports** – Cllr Benfield commented on the comprehensive report. Cllr Ricketts stated that he had helped them remove the ‘fly tipping’ from the side of Dorcan Brook.
- **To consider applying for a trade account to reduce the need for personal expense reimbursement.**

Resolved: Cllr Benfield proposed that an application should be submitted for a trade account. Cllr Ricketts seconded the proposal and was unanimously agreed. **Action – Cllr Curtis**

9. Appointments to and roles for Working Parties and Committees

- **Environment Working Party** – All Members to be included with Cllr Benfield as the Lead Member
- **Data Protection & Governance** – Cllrs Hawkes (Chair), Curtis, Benfield (if required) and Clerk
- **Planning Working Party** – Cllrs Hawkes (Chair), Curtis, Waywell and Wichall
- **Personnel Committee** – Cllrs Ricketts (Chair), Wichall. Cllrs Curtis and Hawkes as ex officio members

10. Planning Matters:

a) To consider any planning applications:

Application: S/OUT/19/0582

Location: Lotmead Site, Eastern Villages, Swindon

Proposal: Outline Planning Application (means of access off Wanborough Road not reserved) for demolition and/or conversion of existing buildings and redevelopment to provide up to 2,500 homes (Use Class C3); up to 1,780 sqm of community/retail uses (Use Class D1/D2/A1/A3/A4); up to 2,500 sqm of employment use (Use Class B1); sports hub; playing pitches; 2no. 2 Form Entry primary schools; green infrastructure; indicative primary access road corridors to A420; improvements to Wanborough Road and associated works.

Resolved: The meeting agreed that the following comments be submitted

Covingham Parish Council would like the following comments to be taken into consideration for the above-mentioned planning consultation.

1. There must be a robust system to ensure that whoever has the responsibilities for the maintenance of the SuDS and other drainage systems continues with proper maintenance for all time.
2. The development should not be allowed to proceed until the Southern Connector Road has been constructed, and all construction traffic must use the SCR as the only route to the site.
3. Major issues are currently being experienced at school drop off and pick up times at the junction of Kingfisher Drive, The Harriers and St Pauls Drive due to parents driving to and from the school, which is causing severe congestion, irresponsible parking and sitting in their cars at inappropriate locations with the engines idling. It is unreasonable to expect children to walk from Lotmead, therefore the problem will be made worse. The Parish Council has no choice but to object to Covingham Park School being used for this development unless mitigation measures can be put in place to ensure that the situation does not worsen

Application: S/HOU/19/0614

Location: 19 Totterdown Close, Covingham, SN3 5DJ

Proposal: Erection of single storey side and rear extensions

Resolved: The meeting agreed that the following comment would be submitted

The Parish Council has no objections to this proposal

Application: S/ 19/0703

Location: Land East of The A419, Between Commonhead Roundabout and Land North of Wanborough Road, Swindon Wilts

Proposal: The construction of a new road, to link the A419 Commonhead Roundabout to the proposed New Eastern Villages (NEV) development including improvements to the existing Commonhead Roundabout and Pack Hill, new junctions with Pack Hill, The Marsh and Wanborough Road, new footway/cycleway and associated earthworks, drainage works and landscaping.

As the closing date for any comments is after the June meeting date, this will be deferred to the next meeting.

b) The meeting noted that the following application had been granted permission:

S/HOU/ 19/0374 – 10 St Andrews Green, Covingham – Erection of a first-floor side and rear extensions

11. Financial Matters

- a) To approve Finance Statement and payments approval list
Resolved: Cllr Benfield proposed that the Finance statement and payments approval list be approved. Cllr Waywell seconded the proposal and was unanimously agreed.
- b) To receive monthly accounts reconciliation
Resolved: Cllr Ricketts proposed that as a result of receiving approximately £9,000 VAT refunded that £20,000 be transferred into the interest bearing account, leaving circa £70,000 in the current account. The proposal was seconded by Cllr Benfield and was unanimously agreed.
- c) To approve annual budget 2019/20
Resolved: Cllr Benfield proposed that the budget for 2019/20 be approved. Cllr Wichall seconded the proposal and was unanimously agreed.

12. To re-adopt

- a) Covingham Parish Council Standing Orders
Resolved: Cllr Benfield proposed that the Standing Orders be re-adopted. Cllr Ricketts seconded the proposal and was unanimously agreed.
- b) Covingham Parish Council Financial Regulations
Resolved: Cllr Benfield proposed that the Financial Regulations be re-adopted. Cllr Ricketts seconded the proposal and was unanimously agreed.

13. Correspondence

The Meeting noted that no correspondence had been received.

14. Matters for consideration

Cllr Wichall reported a tree with branches overhanging the footpath on the corner of St Andrews Green and St Paul's Drive needed attention.

Action – Cllr Curtis

Cllr Benfield commented that the whips planted by the residents were looking a mess. Cllrs Waywell, Sandle and Benfield to inspect and decide on any action required.

Action – Cllrs Benfield/Sandle/ Waywell

Covingham Square car park possibly being used as a Park & Ride facility due to Sainsbury's implementing a time limit and Dockle Farmhouse introducing a charge. Situation to be monitored and possible action investigated.

Action – Cllr Benfield

Covingham Square clean up arranged for 3pm on Wednesday 22nd May.

The meeting closed at 8.20 pm

Signed.....

Date.....