



Minutes of the meeting of the Parish Council held on:
Monday 2nd September 2019
At 7pm in St. Paul's Church and Community Centre, Covingham

Present: Cllr Benfield, Curtis (Chair), Hawkes, Ricketts, Sandle, Waywell, Westall, Wichall

Also in attendance: Laura Evans (Clerk) and eight members of the public

1. Consider Co-option of a Parish Councillor

Resolved: Co-option of Cllr Westall, proposed by Cllr Sandle, Cllr Waywell seconded the proposal which was unanimously agreed. Declaration of Acceptance of Office was signed and received.

2. Guest Speaker – Glyn Moody, Group Manager, Dorset & Wiltshire Fire and Rescue Service

Presented Safe Drive, Stay Alive programme which requires funding to be able to continue to deliver this to secondary school children.

3. Apologies

Apologies were received from Cllr Bacon (prior engagement)

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 5th August 2019 were approved and signed as a true record.

6. Matters arising from the previous minutes

Planters – Cllr Sandle confirmed that five new planters will be required before autumn planting.

Overhanging Trees - Cllr Curtis explained that under the transfer of services in April 2017, there is a legal deed that prohibits the Parish Council working at height to remove tree branches or overgrown shubbery. Vegetation can only be cut or removed if the person is stood on the ground.

Fallen Trees - Due to the high winds in August a few trees had fallen which were dealt with by Swindon Borough Council. Some of the overhanging branches that remain from these high winds are a potential hazard and have not been dealt with. The issue of trees not being regularly maintained is being taken to Swindon Area Committee.

Parish Council Van – Resolved: The van has had the sponsorship removed and the Parish contact details updated.

7. Public forum

The eight residents in attendance raised objections regarding planning application S/19/1221 - Mayhew Dental Practice. The objections noted were; over development, noise levels, pollution, lack of parking, drainage, flood risk area, traffic flow and issues regarding the established trees in the area. Cllr Curtis informed the residents that all concerns have been noted. Cllr Benfield informed the residents to contact the Borough Councillor, Kevin Parry with their objections.

8. Chairs Verbal Update

Waterside Recycling Centre - Cllrs Curtis, Ricketts, and Waywell attended a tour of the recycling centre, where the detailed visit of the centre shows how the town's recycling is dealt with and the research facility for plastics. Cllr Curtis informed Cllrs that should they wish to attend the Recycling Centre then this can be arranged by emailing Cllr Curtis.

9. Clerks Verbal Update

No report given due to annual leave.

10. Parish Maintenance Engineers

- **Monthly Reports** – Cllr Benfield commented on the excellent work which was unanimously agreed.

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

- **Environment Working Party** – Clean up to be arranged for Wednesday 11th September at 2pm.

Cllr Benfield commented on a grass area that had not been cut, Cllr Curtis to re check the specification of the grass areas to be cut from Swindon Borough Council.

Action – Cllr Curtis

- **Data Protection & Governance** – No report provided
- **Planning Working Party**- Cllr Curtis has suggested looking closely at Local Plan Review which is underway

Action – Cllrs Hawkes/Waywell/Whichall/Curtis

12. Planning Matters:

a) To consider any planning applications

Application: S/19/1158

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

Proposal: Installation of new external tanks and associated works (revisions to development previously granted under planning application S/18/0671)

Resolved: The meeting agreed the following comments from the Planning Working Party be submitted:

Concerns were raised in our response to S/18/0671, about the reduction of 11 car parking spaces due to the changes being proposed, which were acknowledged in the Delegated Report recommending permission be granted. The report included the following statement 'Whilst the proposals would result in the loss of 11 car parking spaces, car parking studies have been carried out which showed a greater supply of car parking than demand. Although the Parish Council comments are acknowledged it is deemed highly unlikely that the loss of a small number of parking spaces will lead to the need for employees to park outside the site'. Time has shown that this assumption is not correct as the public car park is regularly full to capacity, and the drivers seen entering the Patheon site. This has been further compounded by a temporary sign at the entrance to the site stating, 'Car Park Full'.

This car park is used by parents at school drop off and pick up times and due to the lack of spaces, inconsiderate and dangerous parking occurs on the grass verges, footpaths and the roadside. The car park is also the starting point of a walking train to get the young children across Kingfisher Drive to Covingham Park school safely.
We therefore feel that we have no choice but to object to this application due to the reduction in car parking spaces.

Application: S/HOU/19/1201

Location: 17 Dovetrees, Covingham Swindon SN3 5AX

Proposal: Erection of a first-floor front extension

Resolved: Covingham Parish Council agreed at its meeting on 2nd September 2019, that it has no objections to this planning application.

Application: S/19/1221

Location: Mayhew Dental, 19 Covingham Square Covingham Swindon SN3 5AA

Proposal: Erection of a three-storey building to provide 12 no. flats and associated works including revised parking layout for the dental practice'.

The meeting agreed that further investigation is required before commenting on this planning application.

b) To note any decisions

Application: S/HOU/19/0986 - 50 Bullfinch Close, Covingham Swindon SN3 5HP -Conversion of garage into habitable space – Permission granted

Application: S/HOU/19/115- 19 Cornmarsh Way, Covingham, SN3 5DG-Erection of a two storey side and two/single storey rear extension- Permission granted

13. Financial Matters

- a) To approve Finance Statement and payments approval list

Resolved: Cllr Sandle proposed approval of the Finance Statement and payments approval list. Cllr Benfield seconded the proposal and was unanimously agreed.

- b) To receive Monthly accounts reconciliation

Resolved: The meeting agreed the accounts were in good order

14. Limited Assurance Review

- a) To receive the external auditor report and certificate for the year ended 31 March 2019

Resolved: The Meeting acknowledged that the Auditors had noted that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- b) To confirm Notice of conclusion of audit and inspection of audited accounts period

Resolved: The Conclusion of Audit notice will be published before 30th September for a limited period of time as required. The AGAR will remain published for 5 years.

15. IRPP Recommendations for Parish Allowances 2020-21

To discuss and consider the recommendations from the Swindon Independent Remuneration Panel on Parish Allowances for the 2020/2021 Municipal Year.

Resolved: Cllr Wichall proposed that the Cllrs forego the Parish Allowances recommended by the Swindon Independent Remuneration Panel. Cllr Hawkes seconded the proposal which was unanimously agreed as the Parish Councillors believed that any money paid by the residents should be used for the benefit of the residents.

All Councillors are required to email the Clerk to formally confirm that they wish to forego the allowances.

Action – All

16. Correspondence

The meeting noted that no correspondence had been received.

17. Admission of Public and Press: To resolve in accordance with Standing Order 3 (c) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they be instructed to withdraw’.

Reason: Tender process discussions, updating the play area(s)

18. To receive the recommendation provided by the Tender Panel for the Grounds Maintenance Contract commencing April 2020

The Tender Panel provided an analysis of the companies short listed for the Grounds Maintenance Contract based on the criteria identified and their recommendation.

Resolved: Cllr Benfield proposed acceptance of the recommendation which was to select Company B. Cllr Wichall seconded the proposal and was unanimously agreed.

Cllr Wichall tabled a vote of thanks to Cllr Ricketts and the Tender Panel for their hard work. Cllr Hawkes seconded the motion which was unanimously agreed.

19. To receive an update and amended proposal for the updating of the Play Area(s)

Cllr Bacon had sent an email voicing concerns over the condition of the junior play park. He suggested that the proposal to complete the toddler play area on was put on hold until the Council was in the financial position to complete the junior area first. Only one company out of three that had provided quotes had looked at both areas, as was requested in the specification. The suggestion was to move the junior park, however the toddler play area would need to be done first. The meeting agreed that they wanted to go ahead with the toddler area as commitments had been made to the residents. Cllr Wichall suggested that contact was made with the company to see if agreement can be reached for a phased installation to help reduce the costs.

Action- Cllr Curtis

20. Matters for consideration

No further matters for consideration.

The meeting closed at 9:10pm

Signed..... Date.....