



Minutes of the Annual Meeting of Covingham Parish Council

Monday 17th May 2021

At 7pm in the former Library room at St. Paul's Church and Community Centre, Covingham

Present: Cllr Bates, Bacon, Benfield, Curtis (Chair), Hawkes, Khan, Ricketts, Roy, Sandle, Waywell, Wichall

Also in attendance: Laura Evans (Clerk)

1. Election of the Chair

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

3. All Members to receive and sign 'Declaration of Acceptance of Office' form and Register of Members Interest following Election.

Resolved: All Councillors signed 'Declaration of Acceptance of Office' form and completed Register of Members interest.

4. Application for and approval of dispensation

All Councillors that live within the Covingham Parish Boundary are required to apply for a dispensation to be able to participate in any discussion or vote concerning the setting of the precept.

Resolved: Cllr Bacon, Benfield, Curtis, Hawkes, Ricketts, Sandle, Waywell and Wichall completed the application forms which were duly signed by the Clerk granting the dispensation.

5. Apologies

No apologies were received.

6. 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.

7. Minutes of previous meeting

Resolved: The minutes of the meeting held on 12th April 2021 were approved and signed as a true record.

8. Matters arising from the previous minutes

Dorcan Brook – still no update has been provided by SBC.

Adult Exercise Equipment – the alternative method devised has been deployed and was a success.

9. Public forum

No questions or comments were received from members of the public.

10. Parish Maintenance Engineers

- **Monthly Reports** – Another busy month for the Maintenance Engineers.
- **Grounds Maintenance Matters**
The Grounds Maintenance contractor has deferred the grass cut for the week commencing Monday 17th May due to the condition of the grass from the heavy rainfall.

11. Planning Matters:

a) To consider any planning applications:

The meeting noted that no planning applications were received.

b) To note any comments from the Planning Working Party submitted between meetings.

Application: S/HOU/21/0501

Location: 33 Swanbrook, Covingham, SN3 5AJ

Proposal: Proposed two storey side and single storey rear extensions.

Resolved: The following comment was submitted: Covingham Parish Council have no objections to this proposal.

Application: S/HOU/21/0499

Location: 35 Swanbrook, Covingham, SN3 5AJ

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

Resolved: The following comment was submitted: Covingham Parish Council have no objections to this proposal.

Application: S/COND/20/0868

Location: Redlands, Eastern Villages, Swindon

Proposal: Discharge of condition 25 (Construction Environment Management Plan (CEMP) Method Statement) from previous permission S/OUT/16/0021.

Resolved: The following comment was submitted: Covingham Parish Council have no comment on the revised consultation.

Application: S/HOU/21/0549

Location: 5 Swanbrook, Covingham, SN3 5AJ

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

Resolved: : The following comment was submitted: Covingham Parish Council have no objections to this proposal.

Application: S/21/0252

Location: Land At Covingham Square Car Park Covingham

Proposal: Siting of a Hot Food Vending Vehicle

Resolved: The following comment was submitted:
Covingham Parish Council **objects** to the above planning application.

There will be a significant loss of amenity to both residents in Larksfield and those living above the shops due to the nature and operating hours of this business both weekdays and at the weekend. The customer demographic that will be attracted is of concern to both local residents living on or around Covingham Square and the Parish Council.

The retail balance at Covingham shops is acceptable as is and the Parish Council would like to ensure the viability and sustainability of the current retail outlets and the Public House. This

proposed additional facility could well result in a diminishing of returns for the incumbent fast food outlet, the supermarket and the pub. With the over proliferation of other fast food outlets in the near vicinity, i.e. Greenbridge Retail Park and similar facilities as is being proposed in this application, at Swindon RFC and on Dorcan Industrial Estate, the granting of this proposal is, in our opinion unnecessary, and risks the financial viability of existing businesses.

Covingham Square is well used and on frequent occasions car parking can be difficult. The effect of this application would reduce the number of available car parking spaces. The facility would also encourage additional traffic that cannot be accommodated for, within the boundary of the car park and would result in inappropriate parking on the access road, side roads and around the area generally.

Covingham Parish Council are responsible for the general maintenance of Covingham Square in terms of litter picking, grass cutting and general tidiness. With the inevitable additional litter and rubbish that will be produced by this facility and any customers of the proposed operation, this may well create an unwanted and unnecessary extra cost to the Parish Council and ultimately the residents of Covingham.

We would therefore request that this is taken as a **formal objection** to the application and ask that the application is refused.

c) To note any decisions

Application: S/HOU/21/0560

Location: 30 Baskerville Road, Covingham, SN3 5DD

Proposal: Erection of a single storey front extension – Granted

Application: S/LDP/21/0666

Location: 12 Robinsgreen, Covingham, SN3 5AY

Proposal: Erection of a single storey rear extension – Granted a certificate of lawful use or development

Application: S/LDP/21/0452/EMMI

Location: 1 Pheasant Close, Covingham, SN3 5HT

Proposal: Certificate of lawfulness (Proposed) for the erection of a single storey rear extension – Refused a certificate for lawful use or development

12. Financial Matters

- a) To approve Finance Statement and payments approval list
Resolved: : Cllr Sandle proposed approval of the Finance Statement and payment approval list. Cllr Benfield seconded the proposal and was unanimously agreed
- b) To receive the monthly accounts reconciliation
Resolved: The meeting noted the accounts were in good order
- c) To formally agree and approve amounts to be identified as ear marked reserves for 2020/21 costs outstanding, projects and contingency funds
Resolved: Cllr Curtis proposed that for 2020/21, £6,000 had been identified as outstanding, a commensurate amount needed to be ear-marked for settlement of the invoices; £35,000 for reserves, and £15,000 to be allocated for projects. Cllr Ricketts seconded the proposal which was unanimously agreed.
- d) To approve final budget for 2021/22

Resolved: Cllr Benfield proposed the budget for 2021/22 be approved. Cllr Wichall seconded the proposal and was unanimously agreed.

e) To review and approve Asset Register

Resolved: The meeting approved the Asset Register.

f) To review and approve Risk Assessment and Management

Resolved: The meeting approved the Risk Assessment and Management

13. Limited Assurance Review

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

a) Annual Governance Statement 2020/21

b) Accounting Statements 2020/21

14. To re adopt

a) Covingham Parish Council Standing Orders

Resolved: Cllr Hawkes proposed that the Standing Orders be re-adopted. Cllr Wichall seconded the proposal and was unanimously agreed.

b) Covingham Parish Council Financial Regulations

Resolved: Cllr Hawkes proposed that the Financial Regulations be re-adopted. Cllr Wichall seconded the proposal and was unanimously agreed.

c) Covingham Parish Council Code of Conduct

Resolved: Cllr Hawkes proposed that the Code of Conduct be re-adopted. Cllr Wichall seconded the proposal and was unanimously agreed.

15. Appointments to and roles for Working Parties and Committees

To agree the roles and responsibilities and identify representatives of the Parish Council for outside meetings.

- Environment Working Party – Cllr Benfield to lead and all Councillors to be involved
- Data Protection & Governance- Cllr Hawkes, Cllr Curtis, Cllr Khan and Clerk
- Planning Working Party – Cllr Curtis, Cllr Hawkes and Cllr Wichall
- Personnel Committee – Cllr Ricketts, Cllr Benfield, Cllr Hawkes and Cllr Waywell
- NEV Liaison Meeting – Cllr Curtis and Cllr Hawkes
- Swindon Area Committee – Cllr Curtis and Cllr Hawkes
- Chairs & Clerks Engagement Meeting – Cllr Curtis

16. To confirm the dates of meetings to be held for 2021/22

The dates of meetings to be held for 2021/22 were confirmed as:

- Monday 7th June 2021
- Monday 5th July 2021
- Monday 2nd August 2021
- Monday 6th September 2021
- Monday 4th October 2021
- Monday 1st November 2021
- Monday 6th December 2021
- Monday 10th January 2022
- Monday 7th February 2022
- Monday 7th March 2022
- Monday 4th April 2022

17. Speed Indicator Device

To consider the purchase of a speed indicator device and installation of 4 posts at selected locations to allow the unit to be moved – this item is deferred until the next meeting due to needing more information. The Clerk to contact Liddington Parish Council for more information.

Action - Clerk

18. Covid 19 Memorial

Consider the suggestion of erecting a Covid 19 Memorial for Covingham residents who sadly lost their lives to Covid 19 - Cllr Benfield proposed deferring the item for 3-6 months as Covid 19 is still of concern. Cllr Waywell proposed a professionally planted Oak tree and bench with a plaque for the Covid-19 Memorial and would obtain costs for the tree, so the Parish Council will be prepared to proceed when Covid-19 is in a better situation. The meeting agreed. **Action - Cllr Waywell**

19. Correspondence

The meeting noted that no correspondence had been received.

20. Matters for consideration.

There were no matters raised for consideration.

The Minutes that had been agreed at the virtual Meetings held during the Coronavirus lockdown were signed and initialled by the Chair.

The Finance Statements and payment approval lists that had been agreed during the virtual Meetings held during the Coronavirus lockdown were reviewed and signed by two signatories.

The meeting closed at 8:42pm

Signed.....Dated.....