

You are formally summoned to attend the Annual Meeting of Covingham Parish Council
to be held on:

Monday 9th May 2022

At 7pm in the Small Hall at St Paul's Church and Community Centre, Covingham

Agenda

1. Election of Chair

To receive the Chairs Declaration of Acceptance of Office

2. Election of Vice Chair

3. Apologies

To receive apologies

4. Declaration of Interests

Members are reminded 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

The minutes of the meeting held on 4th April 2022 need to be agreed, and signed as a true record

6. Matters arising from the previous minutes

To consider any matters arising from the minutes that are not covered elsewhere within the agenda.

7. Public forum

Members of the public are invited to make representations, ask questions or comment on any matters on the agenda, and any matters relating to the work of the Council, any Parish related matters or to raise any areas of concern. The session will last for no more than 15 minutes unless an extension is granted by the Chair.

8. Police Matters

9. Chairs Verbal Update

10. Clerks Verbal Update

11. Parish Maintenance Engineers

- **Monthly Reports** – to receive any comments or provide any feedback to the Maintenance Engineers.
- **Grounds Maintenance Matters**
- To consider and approve purchasing replacements for one strimmer and the leaf blower – see attached document with details
- The Owlets – Additional work needed in The Owlets in two stages

12. Planning Matters:

a) To consider any planning applications.

Application: S/HOU/22/0611 (19th May)

Location: 7 Linnetsdene, Covingham, SN3 5AG

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

Application: S/21/1417 (19th May)

Location: 19 Covingham Square, Covingham, SN3 5AA

Proposal: Demolition of existing buildings; construction of mixed-use building to provide a dental surgery on the ground floor with 12 flats on first and second floors; and construction of parking and turning areas.

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

No comments have been submitted.

c) To note any decisions

Application: S/HOU/22/0280

Location: 43 Kestrel Drive, Covingham, SN3 5DP

Proposal: Erection of single storey front, side and rear extensions – Granted.

13. Financial Matters

- a) To approve Finance Statement and payments approval list
- b) To receive the monthly accounts reconciliation
- c) To formally agree and approve amounts to be identified as ear marked reserves for 2022/23 costs outstanding, projects and contingency funds
- d) To approve final budget for 2022/23
- e) To review and approve Asset Register
- f) To review and approve Risk Assessment and Management

14. Limited Assurance Review

To review, approve and sign:

- a) Annual Governance Statement 2021/22
- b) Accounting Statements 2021/22

15. To re adopt

- a) Covingham Parish Council Standing Orders
- b) Covingham Parish Council Financial Regulations
- c) Covingham Parish Council Code of Conduct

16. 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
- Data Protection & Governance
- Planning Working Party
- Personnel Committee
- NEV Liaison Meeting
- Swindon Local Councils Forum
- Chairs & Clerks Engagement Meeting

17. Grounds Maintenance Contract Tender Process

CLlr Curtis will table

Adams & Watt was selected as the Parish Council's preferred supplier in 2019 to improve and enhance the area, provide a higher level of service with value for money and give reliable and realistic advice when required. The first two years of the Contract have been spent making good previous bad working practices and correcting the failure on the part of SBC in the transfer process, as not all areas had been accurately identified. This contractor has demonstrated good faith, hard work, fair prices and an excellent standard of work with flexibility, resulting in a transformation of the area. To go through the normal tender process would incur an excessive administrative burden for both the Parish Council and the contractor and would not add any value. I would recommend that Financial regulations, Clause 11 (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council, be used on this occasion. This would provide the opportunity for continuation of the current level of service, without any disruption.

18. To confirm the dates of meetings to be held for 2022/23

19. Correspondence

20. Matters for consideration

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

Signed

L. Evans