



You are formally summoned to attend an Ordinary Meeting of Covingham Parish Council
to be held on:

Monday 4th December 2023

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

Agenda

1. Apologies

To receive apologies

2. 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.

3. Minutes of previous meeting

The Minutes of the meeting held on 6th November 2023 need to be agreed and signed as a true record

4. Matters arising from the previous minutes

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

5. 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.

6. Police Matters

7. Chairs Verbal Update

8. Clerks Verbal Update

9. Parish Maintenance Engineers

- **Monthly Reports** – to receive any comments or provide any feedback to the Maintenance Engineers.
- **Rospa Play Equipment Inspection** – See attached document
- **Grounds Maintenance Matters**
- **Grounds Maintenance Contract** – to review and approve the proposed costs for 1st April 2024 – 31st March 2025

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

- **Data Protection & Governance**
- **Planning Working Party**

11. Planning Matters:

a) To consider any planning applications.

Application: S/22/1574 (15th December 2023)

Location: Keypoint, Thornhill Road South Marston Swindon SN3 4RY

Proposal: Erection of a Class B8 warehouse, ancillary offices and gatehouse plus car parking and associated works

Application: S/HOU/23/1449 (18th December 2023)

Location: 33 Peregrine Close, Covingham, SN3 5BJ

Proposal: Conversion from attached garage to habitable room

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

No comments have been submitted

c) To note any decisions:

No planning decisions have been received

12. Financial Matters

a) To approve Finance Statement and payments approval list

b) To receive the monthly accounts reconciliation

13. The Handy Mag

To agree the input to the article

14. 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: Draft Budget and Personnel Matters

15. Draft Budget

First look at draft budget

16. Salary Increases

To approve the recommendation from the Personnel Committee to increase the staff salaries in line with the agreement reached by the National Joint Council

17. Correspondence

To note any correspondence received

18. Matters for consideration

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

Signed

L. Evans