



Minutes of the meeting of the Parish Council held on:

Monday 6th March 2023

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

Present: Cllrs Bacon, Curtis (Chair), Hawkes, May, Ricketts, Sandle, Wichall

Also in attendance: Laura Evans (Clerk)

1. Apologies

Apologies were received from Cllr Bates (Unavailable) and Cllr Kay (Unavailable)

2. 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.

3. Minutes of previous meeting

Resolved: The minutes of the meeting held on 6th February 2023 were approved and signed as a true record.

4. Matters arising from the previous minutes

Covingham Park extension of lease – No progress

Speed Indicator Devices – Posts are now installed in all locations. Clips were delivered but needed a special tool to fix to the posts, from a different supplier, which was received on Friday 3rd March. Backing plates on all 8 posts would make moving the device easier.

Resolved: The meeting agreed to purchase an additional 6 backing plates for the remaining posts.

Footpath to play area – Pavement slabs now available and will be collected over several days.

Grass verges, Piccadilly roundabout – Ward Councillor asked for an update as grass cutting season is due to start later this month. The Borough Officer has been chased.

Redrow play area – all equipment now removed. It is understood that once funding is available the boundary fence will be removed and the ground re-instated back to a green area.

Memorial stone – Provisional date to be set for the work to be completed, prior to the memorial bench donated by Cllr Benfield's family being installed.

Flower boxes maintained by the Parish Council – the Maintenance Engineer will be painting these once the weather improves.

Oakfield Community Fund – Speculative email sent asking if allotment provision for Covingham residents would be a suitable reason. SBC Officer confirmed that this was a perfect reason, although no promises made, and suggested an Expression of Interest Form be submitted which was duly done.

5. Public forum

No questions or comments received from members of the Public, as none were present at the meeting.

6. Police Matters

No Police personnel were present at the meeting so no update provided.

7. Chairs Verbal Update

Thermofisher has asked if the Parish Council will agree to the planting of 9 trees in the piece of ground outside of the main gate directly opposite the mini mart, that runs along St Pauls Drive. The trees are 3 x Prunus 'Sunset Boulevard and 6 x Betula Jac. 'Snow Queen' which are all low maintenance. SBC Tree Officer and Arboricultural Officer have both been contacted but no response received.

Resolved: Cllr Wichall proposed support for ThermoFisher but the tree locations are for SBC to approve, and not for the Parish Council. The proposal was agreed with a majority vote.

21st Swindon Scout Group – email received asking if any Councillor would be prepared to take on the role of Chairperson.

Resolved: The Councillor's in attendance were not interested in the role.

Swindon Local Council Forum Meeting to be held on 23rd March. The new Planning Policy Manager will be in attendance; a question has been asked about the Call for Sites exercise and if locations that were included during the last occasion, that were subsequently removed, can be included again.

8. Clerks Verbal Update

The Clerk had received an email from a resident thanking the Parish Council for all the hard work. The resident also wished to thank the person who makes and puts crochet covers on some of the post boxes, they make residents smile in this difficult period of shortages & spiralling costs.

9. Parish Maintenance Engineers

- **Monthly Reports** – Another busy month for the Maintenance Engineers. Excellent work as always.
- **Grounds Maintenance Matters**
No matters needed addressing.

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

- **Environment Working Party**
Nothing to report.
- **Data Protection & Governance**
Server Migration – Cllr Hawkes confirmed the server migration had been completed.
- **Planning Working Party**
Nothing to report.

11. Planning Matters:

a) To consider any planning applications.

Application: S/23/0166 (17th March)

Location: 40 St Ambrose Close, Covingham, SN3 5EG

Proposal: Change of use of open space to driveway, and construction of a dropped kerb.

Resolved: The meeting agreed that there is no objection to this proposal

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

The meeting noted that no comments had been submitted between meetings.

c) To note any decisions:

Application: S/HOU/22/1751

Location: 6 Robinsgreen, Covingham, SN3 5AY

Proposal: Erection of a single storey rear extension and front dormer window- Granted.

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 Wichall seconded the proposal and was unanimously agreed.

b) To receive the monthly accounts reconciliation.

Resolved: The meeting noted the accounts were in a healthy position.

13. Risk Assessment for working on the side of a highway.

To review, provide any comments and approve the draft document.

Cllr Hawkes suggested that the changing of the batteries of the Speed Indicator Device and downloading of the data via cable be added to the Risk Assessment. Cllr Ricketts to add the items raised to the Risk Assessment.

Action- Cllr Ricketts

Cllr May enquired as to whether a method statement/checklist should be drafted for when the Cllr's are working on the Speed Indicator Devices.

Resolved: The meeting agreed for Cllr May to draft a checklist which will be tested and then approved by the Parish Council.

Action- Cllr May

The use of a ladder on the risk assessment was also queried with Cllr Hawkes suggesting a hop up platform be used instead. The meeting agreed for tests to be carried out using Cllr Hawkes platform to be sure the item would be fit for purpose before purchasing.

14. The Handy Mag

The meeting agreed that the following should be included in the article:

- Residents responsibilities for Contractors

15. Correspondence

The meeting noted that no correspondence had been received.

16. Matters for consideration

Cllr Ricketts asked whether the basketball nets at Smitanbrook would be replaced after the previous ones were damaged. Cllr Curtis to contact Sport England to obtain suggestions of harder wearing nets.

Action-Cllr Curtis

Cllr Wichall raised concerns over the churned up and messy grass at the end of Gilling Way caused by Contractors working on a property there. The meeting agreed to place an article in The Handy Mag requesting residents to not allow contractors to park on any grassed areas or to ensure that the ground was made good and reinstated to its previous condition.

Cllr Bacon suggested contacting the Grounds Maintenance Contractor for a quote to level off and to replant grass seed in the area damaged.

The meeting closed at 8:25pm

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