



Minutes of the meeting of the Parish Council held on:

Monday 15th May 2023

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

Present: Cllrs Bates, Curtis (Chair), Hawkes, Kay, May, Ricketts, Roy and Wichall.

Also in attendance: Laura Evans (Clerk) and one member of the public

1. Election of Chair

Resolved: Cllr Hawkes proposed Cllr Curtis as Chair. Cllr Wichall 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 Curtis proposed Cllr Hawkes as Vice Chair. Cllr May seconded the proposal and was agreed unanimously. The Vice Chairs Declaration of Acceptance of Office was signed and received. Cllr Wichall thanked Cllr Curtis and Cllr Hawkes for all the hard work.

3. Apologies

Apologies were received from Cllr Bacon (unavailable), Cllr Sandle (unavailable) and Cllr Walker (unavailable).

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 3rd April 2023 were approved and signed as a true record.

6. Minutes of the Extraordinary meeting

Resolved: The minutes of the extraordinary meeting held on 17th April 2023 were approved and signed as a true record.

7. Matters arising from the previous minutes

Grass verges, Piccadilly roundabout – SBC's project manager has defected the grass reinstatements and the contractor has to reinstate them again to an acceptable standard.

Dorcan Brook bank – Due to a change of personnel and unforeseen extended leave the project temporarily stalled (along with others across the borough). A designer is on board and they are currently pulling together a draft design for the bank reinstatement along with moving the footpath away from the river. The project is still some way off being on the ground due to the need for permits from the EA along with appointing a contractor once the design is formalised. Last years allocated budget has been rolled over and they are very much still committed to delivering the project.

Allotments - Cllr Hawkes explained that due to the change of administration at SBC no further update has been provided.

Speed Indicator Devices- Cllr Hawkes awaiting a response from the Police as to what information generated from the reports is required for the Police to be able to carry out targeted speed checks. The Speed Sign data for each of the roads is now available on the website at www.covingham-pc.gov.uk . Due to feedback from residents the data report now shows figures rather than percentages.

8. Public forum

The resident in attendance wished to warn all residents about electric vehicles when crossing the roads as due to the quiet nature of these vehicles you cannot hear them start or pull away.

9. Police Matters

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

10. Chairs Verbal Update

Nothing to report.

11. Clerks Verbal Update

Nothing to report.

12. Parish Maintenance Engineers

- **Monthly Reports** – The meeting thanked the Maintenance Engineers for all their hard work.
- **Grounds Maintenance Matters**
To consider the purchase of a replacement second strimmer at a cost of £305
Resolved: Cllr Wichall proposed to approve a spend of up to £450 to purchase a replacement strimmer. Cllr Kay seconded the proposal and was unanimously agreed.

13. Planning Matters:

a) To consider any planning applications.

Application: S/OUT/20/0160 (26th May)

Location: Land At Foxbridge Village, New Eastern Villages Wanborough Road
Wanborough Swindon

Proposal: Outline application for mixed use development comprising up to 320 dwellings and a mixed use hub of up to 1,550sqm (use classes A1/A2/A3/A4/A5 and D1) with associated works. Details of the access from the Southern Connector Road to be determined, with all other matters reserved (revised details). Land At Foxbridge Village (south) New Eastern Villages, Wanborough Road, Wanborough, Swindon.

Resolved: The meeting agreed that there is no comment to make on the proposal.

Application: S/OUT/23/0456 (28th May)

Location: Land East Of Wanborough Road (Green Land), New Eastern Villages
Wanborough

Proposal: Outline planning permission for up to 275 dwellings (use class C3) including the provision of affordable homes, together with pedestrian and cycle connections, landscaping, surface water drainage, open space to include play areas, allotments and other supporting infrastructure (including utilities) and engineering works including groundworks; removal of structures and demolition; with all matters reserved except for the formation of accesses from the Southern Connector Road and Wanborough Road.

Resolved: The planning working party to draft a response.

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

The meeting noted that no comments were submitted.

c) To note any decisions

Application: S/PHOU/23/0323

Location: 33 Hawkswood, Covingham, SN3 5AH

Proposal: Prior Approval Notification for the erection of a single storey rear extension measuring 3.7m (from original rear wall), 3.00m (maximum height) and 2.75m (height to eaves) – Prior approval not required.

Application: S/PHOU/23/0371

Location: 4 Cole Close, Covingham, SN3 5BU

Proposal: Prior Approval Notification for the erection of a single storey rear extension measuring 4.95m (from original rear wall), 2.8m (maximum height) and 2.6m (height to eaves)- Prior approval not required.

14. Financial Matters

- a) To approve Finance Statement and payments approval list

Resolved: : Cllr Wichall proposed approval of the Finance Statement and payment approval list. Cllr Hawkes seconded the proposal and was unanimously agreed

- b) To receive the monthly accounts reconciliation

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

- c) To formally agree and approve amounts to be identified as ear marked reserves for 2023/24 costs outstanding, projects and contingency funds

Resolved: Cllr Kay proposed that for 2022/23, £500.00 had been identified as outstanding, a commensurate amount needed to be ear-marked for settlement of the invoice: Additional Services contingency - £25,000, Election cost accrual - £5,000, Reserves - £40,000, Projects - £40,000, Cllr Wichall seconded the proposal which was unanimously agreed.

- d) To approve final budget for 2023/24.

Resolved: Cllr Kay proposed the budget for 2023/24 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 Document

15. Insurance Renewal

To discuss the Insurance Renewal quote – see document attached.

Resolved: Cllr Curtis explained that the Parish Council is in year 2 of a 3-year agreement with the Insurance provider. Cllr Kay proposed acceptance of the Insurance Renewal of £1,961.71. Cllr Ricketts seconded the proposal and was unanimously agreed.

16. To re adopt

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

Resolved: Cllr Wichall proposed the Standing Orders, Financial Regulations and Code of Conduct be re-adopted. Cllr Hawkes seconded the proposal and was unanimously agreed.

17. 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 – The meeting agreed to the removal of this function as it is no longer relevant, due to responsibility for the regular maintenance of the crescent being passed to the Grounds Maintenance Contractor.
- Data Protection & Governance – Cllr Hawkes, Cllr Kay, Cllr Curtis and the Clerk
- Planning Working Party – Cllr Hawkes, Cllr Curtis, Cllr May and Cllr Wichall
- Personnel Committee – Cllr Hawkes, Cllr Ricketts and Cllr Wichall
- NEV Liaison Meeting- Cllr Curtis and Cllr Hawkes
- Swindon Local Councils Forum- Cllr Curtis and Cllr Hawkes
- Chairs & Clerks Engagement Meeting - Cllr Curtis

18. To confirm the dates of meetings to be held for 2023/24

The dates of meetings to be held for 2023/24 were confirmed as:

- Monday 5th June 2023
- Monday 3rd July 2023
- Monday 7th August 2023
- Monday 4th September 2023
- Monday 2nd October 2023
- Monday 6th November 2023
- Monday 4th December 2023
- Monday 8th January 2024
- Monday 5th February 2024
- Monday 4th March 2024
- Monday 8th April 2024
- Monday 13th May 2024

19. Correspondence

The meeting noted that no correspondence had been received.

20. Matters for consideration

Cllr Wichall raised concern over the condition of a tree on the corner of St Paul’s and St Andrew’s green.

Cllr May explained the skate park equipment is beginning to look a little tired, it’s been defaced, tagged with graffiti which has no relevance to anybody in the area. A poster and a media release advertisement has been produced calling for street artists to come forward with pictures of their work to help brighten up the skate park. The Clerk to post this to the website and Facebook. **Action-Clerk**

The meeting closed at 8:28pm

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