

Minutes of the meeting of the Parish Council held on:

**Monday 3<sup>rd</sup> July 2023**

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

**Present:** Cllrs Bacon, Bates, Curtis (Chair), Hawkes, Kay, May, Ricketts and Sandle

**Also in attendance:** Laura Evans (Clerk) and a member of the Neighbourhood Policing Team.

**1. Apologies**

Apologies were received from Cllr Wichall (unavailable) and Cllr Walker (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 5<sup>th</sup> June 2023 were approved and signed as a true record.

**4. Matters arising from the previous minutes**

Grass verges, Piccadilly roundabout – work to reinstate the grass areas to start on 10th July.

Dorcan Brook bank – no further information provided by SBC.

Allotments – Email sent to the Clerk for NEL Parish Council to secure a lease for the land. Formal request sent with full details to be discussed at their next meeting on 18th July. Cllrs Curtis and Hawkes to attend to answer any questions that may arise.

Speed Indicator Devices – Meeting held with Neighbourhood Police Constable to agree what information was required. The raw data and a pictogram from the standard offering provided by ElanCity was selected. This information has also been passed to SBC Highways.

Memorial area – Containers/urns and artificial flowers were removed from the area and held in storage. No verbal or written response received to the Facebook post, just 12 'likes' or the article in The Handy Mag. The Maintenance Team will remove any further unwanted items and keep them for one month to allow them to be reclaimed.

**5. Public forum**

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

**6. Police Matters**

The member of the Neighbourhood Policing Team gave an update on the recent activity in the area. Currently there is a lot of Anti-Social Behaviour taking place again. Increased patrols are in place both

day and night to help disrupt this behaviour. Two Officers made themselves present on one of the morning school runs which helped to generate some very useful intelligence.

Cllr Kay raised concerns over the wait time for 101 and the reaction of the operators when reporting intelligence. The Neighbourhood Policing Team member to feed this back to 101 and suggested that any anti-social behaviour can also be reported online at [www.wiltshire.police.uk](http://www.wiltshire.police.uk)

The Speed Indicator Device data that is being passed to the Police is really useful and will help to aid traffic operations.

## **7. Chairs Verbal Update**

Swindon Local Councils Forum – Nothing significant to report due to change in administration at SBC. The new Cabinet Member responsible for the relationship with Parish Councils, Cllr Jim Grant, has confirmed that he wants to build a closer relationship with all Councils.

Wanborough Allotments Committee – 7 Covingham and 2 Wanborough Residents on the waiting list. A recent inspection of the plots has identified 3 current Covingham plot holders to receive 2nd warning letters due to inactivity, giving them one month to do some work. If this is not carried out termination letters will be sent. Wanborough Road is due to fully re-open on 16th July, albeit with traffic lights. One of the Contractors is providing Heras Fencing to partially secure the area. A comment was made at the meeting expressing concern about the ability to fill all plots if Covingham secured their own site.

Met with the new Chair of Wanborough Parish Council. He is keen to work with neighbouring Parish Councils, with a keen interest in sharing resources in the event of additional services being transferred from SBC.

Hedge Cutting – The Contractor to start the first hedge cutting round in July. Due to the excessive rain in April and then the warmth some hedges have grown wildly. A complaint was made about the school perimeter hedge – the Chair of Governors inspected the hedge and found birds still nesting so no action to be taken until the summer break.

## **8. Clerks Verbal Update**

Nothing to report.

## **9. Parish Maintenance Engineers**

- **Monthly Reports** – The Parish Council thanked the Maintenance Engineers for their hard work. Smashed glass was removed on 9 occasions due to anti-social behaviour that is currently taking place.
- **Grounds Maintenance Matters**  
No matters needed addressing.

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

- **Data Protection & Governance**  
A current review of all policies is taking place with the Privacy and Email policy requiring an update. All Cllr's to read the remaining policies before the next meeting and if any amendments are required to email Cllr Hawkes. **Action- All Cllr's**  
Cllr Hawkes showed the meeting the example of the proposed change to the Cllr section of the website. The meeting agreed to the change with all Cllr's to send the year they moved into Covingham to Cllr Hawkes. **Action- All Cllr's**
- **Planning Working Party**  
Nothing to report.

**11. Planning Matters:**

**a) To consider any planning applications.**

The meeting noted that no planning applications had been received.

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

The meeting noted that no comments had been submitted.

**c) To note any decisions**

The meeting noted that no planning decision had been received.

**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 Hawkes 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.

**c) Q1 Budget Monitoring**

**Resolved:** The meeting noted that the budget is on track.

**13. Internal Audit**

The Internal Audit Report for 2022/23 as prepared by Auditing Solutions had been received with an advisory of implementing a Playground Risk Management Policy. The meeting was happy with the report.

**14. Playground Risk Management Policy**

To review and approve the draft document.

**Resolved:** Cllr Kay proposed approval of the Playground Risk Management Policy. Cllr Bacon seconded the proposal and was unanimously agreed.

**15. Covingham Skate Park**

To review and approve the artwork sketches provided.

The artwork sketches were circulated to all Cllr's prior to the meeting. Cllr Bates requested a scooter be incorporated into the sketches.

**Resolved:** Cllr May proposed proceeding with the sketches provided and to incorporate a scooter. Cllr Kay seconded the proposal and was unanimously agreed.

**16. The Handy Mag**

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

- Police presence and the reason why
- Audit
- Update on the skate park designs.

**17. Correspondence**

The meeting noted that no correspondence had been received.

**18. Matters for consideration**

Cllr Bates raised concerns that some of the hedging in Covingham Square is looking a little brown. Cllr Curtis confirmed that the Maintenance Engineers and the Contractor have it under control.

Cllr Bacon asked if the flower boxes in Larksfield were still in use as no flowers have been planted.

The Clerk to contact the resident who requested the boxes.

**Action- Clerk**

Cllr Sandle raised concerns over the damaged railings outside St Paul's Community Centre. The railing was damaged by a car, and this has been reported to SBC, who have inspected and marked the area.

The meeting closed at 8:22pm

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