

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

**Monday 2<sup>nd</sup> June 2025**

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 12<sup>th</sup> May 2025 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**

**12. Planning Matters:**

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

**Application:** S/HOU/25/0585 (3<sup>rd</sup> June)

**Location:** 23 Swanbrook, Covingham, SN3 5AJ

**Proposal:** Erection of two storey side extension and single storey rear extension

- 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/25/0346

**Location:** 13 Robinson Close, Covingham, SN3 5EE

**Proposal:** Erection of a two-storey side and rear extension- Granted.

**Application:** S/HOU/25/0379

**Location:** 15 Bullfinch Close, Covingham, SN3 5LJ

**Proposal:** Erection of two storey side and single storey rear extension- Granted.

**13. Financial Matters**

- a) To approve Finance Statement and payments approval list
- b) To receive the monthly accounts reconciliation

**14. Allotment Update**

**15. 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.

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

**16. The Handy Mag**

To agree the input to the article.

**17. Matters for consideration**

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

**Signed**

*L. Evans*