



Minutes of the Ordinary meeting of the Parish Council held on:

**Monday 7<sup>th</sup> April 2025**

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

**Present:** Cllr Bacon, Bates, Curtis (Chair), Hawkes, May, Ricketts, Sandle and Wichall.

**Also in attendance:** Laura Evans (Clerk)

**1. Apologies**

Apologies were received from Cllr Walker (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 3<sup>rd</sup> March 2025 were approved and signed as a true record.

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

Dorcan Brook Bank – no update

Naming of a footpath – no update

Creation of a natural flood alleviation area in Covingham park – Wiltshire Wildlife Trust Conservation Lead to meet on site in April.

Thermofisher hoardings - no progress.

Basketball Court - no progress to date.

Trees for climate project .- All the trees have been planted. The meeting agreed the trees look beautiful and a fantastic job has been done.

Noticeboard, Covingham Square- SBC Highways were asked for advice regarding any conditions that may apply with a like-for-like replacement where existing post sites were to be used. The application form for a licence to install an object on a highway was received which incurs a cost, despite this being a replacement.

Cllrs Curtis and Hawkes recently attended the Swindon Local Council Forum (SLCF) meeting, where this issue was discussed as several of the Parishes had also received the same response from SBC. The Chair of the SLCF to raise the issue with SBC on behalf of all Parish Councils as it was considered to be unacceptable.

Cole Close noticeboard – as this will be mounted on the wall, the above issue does not apply so the purchase to go ahead.

Dog bin on corner of Kestrel Drive and St Paul's Drive- has been received and installed.

Footpath opposite bus stop in Cornmarsh Way- Clerk reported to SBC, who have attended and marked the path in red.

Yew trees in Covingham Park – The Contractor has replaced the Yew hedge plants that had died. As the weather has turned drier the Contractor has delayed the installation of the French drain.

**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.

A bike marking event with Wiltshire Police and SBC, will be held at Covingham Skate Park Wednesday 9th April 2025 from 10:00am – 12:30pm.

**7. Chairs Verbal Update**

A new Code of Conduct will be published by SBC for adoption by the Parishes in early May 2025.

**8. Clerks Verbal Update**

The VAT Reclaim for October 2024 to March 2025 was submitted and the reclaim amount received

**9. Parish Maintenance Engineers**

- **Monthly Reports** – Another busy month
- **Grounds Maintenance Matters**

The first grass cut of the season has been completed.

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

- **Data Protection & Governance**

Nothing to report.

**11. Planning Matters:**

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

**Application:** S/HOU/25/0346 (8<sup>th</sup> April)

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

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

**Resolved:** The meeting agreed there were no objections to this proposal.

**Application:** S/HOU/25/0379 (17<sup>th</sup> April)

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

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

**Resolved:** The meeting agreed there were no objections 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.

**c) To note any decisions:**

**Application:** S/HOU/25/0157

**Location:** 1 Linnetsdene, Covingham, SN3 5AG

**Proposal:** Erection of a single storey rear extension and associated works – Granted

**Application:** S/HOU/25/0075

**Location:** 7 Robinsgreen, Covingham, SN3 5AY

**Proposal:** Erection of single storey detached annex – Granted.

**Application:** S/HOU/25/0108

**Location:** 19 Swanbrook, Covingham, SN3 5AJ

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

## 12. 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 Sandle seconded the proposal and was unanimously agreed.
- b) To receive the monthly accounts reconciliation  
**Resolved:** The meeting agreed the accounts ended in a healthy position.
- c) To review Q4 Budget Monitoring  
**Resolved:** The meeting agreed that the Q4 budget ended the financial year in line with expectations.
- d) To review and approve Asset Register  
**Resolved:** Cllr Ricketts proposed approval of the Asset Register. Cllr Sandle seconded the proposal and was unanimously approved
- e) To review and approve Risk Assessment and Management  
**Resolved:** Cllr Wichall proposed approval of the Risk Assessment and Management. Cllr May seconded the proposal and was unanimously agreed.
- f) Internal Auditor – to agree that Auditing Solutions be appointed the Internal Auditor for Financial Year 2024/25  
**Resolved:** The meeting approved appointing Auditing Solutions for the Internal Auditor for the Financial Year 2024/25

## 13. Allotments

Cllr Hawkes explained that The Allotment Society has been formed and the first meeting held. The members are keen to improve the allotments and will act in an advisory capacity to Wanborough PC on maintenance and management issues. A two-way partnership agreement that sets out the responsibilities of WPC and WAS has been drafted for consideration by all parties.

The meeting agreed that this is all positive and that the allotments need to be a regular agenda item until finalised.

**Action - Clerk**

## 14. Financial Regulations

To review, approve and adopt version 3 of the Financial Regulations

**Resolved:** Cllr Wichall proposed the approval and adoption of version 3 of the Financial Regulations. Cllr May seconded the proposal and it was unanimously agreed.

## 15. The Handy Mag

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

- Trees for climate update
- Inappropriate parking on public land
- Street signs – thank you to residents

## 16. Matters for consideration

Several of the Councillors had received an email from ATB skateboarding shop to ask if the Parish Council would be interested in working together to hold an event similar to the ones that took place in 2022. The Meeting agreed that would like to support this but confirmation was needed with

regards to liability, safe guarding issues training and necessary insurances before a decision could be made.

**Action - Clerk**

Cllr Bacon raised concerns over a caravan being parked on the green, it was originally moved due to a new driveway being installed but has not been moved back. It is making it difficult for the Contractor to mow this area. Cllr Curtis to include parking on the green and verges in the next Handy Mag article.

**Action – Cllr Curtis**

The meeting closed at 8:24pm

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