

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

Monday 2nd June 2025

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

Present: Cllr Bacon, Curtis, Hawkes (Chair), Kay, Ricketts, Sandle, Walker and Wichall

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

Cllr Curtis opened the meeting.

1. Election of Chair

Resolved: Cllr Wichall proposed Cllr Hawkes as Chair. Cllr Bacon seconded the proposal which was agreed by a majority vote. The Chairs Declaration of Acceptance of Office was signed and received. The meeting thanked Cllr Curtis for serving as Chair for the last eight years and for all her hard work.

2. Election of Vice Chair

Resolved: Cllr Bacon proposed Cllr Curtis as Vice Chair. Cllr Sandle seconded the proposal which was agreed by a majority vote.

3. Apologies

Apologies were received from Cllr Bates (unavailable) and Cllr May (unavailable)

4. Declaration of Interests

Cllr Hawkes 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.

Cllr Kay declared an interest in agenda item 14 as she is an allotment holder.

5. Minutes of previous meeting

Resolved: The minutes of the meeting held on 12th May 2025 were approved and signed as a true record.

6. 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- no update, awaiting the draft plans for the Council's consideration from the Conservation Lead at the Wiltshire Wildlife Trust.

Noticeboard, Covingham Square- no update. The next Swindon Local Council's Forum meeting is being held on 26th June, where a number of issues that have been raised with SBC are due to be discussed, including proposed charges to be levied for replacement of an existing noticeboard.

Cllr Bacon to investigate whether a new noticeboard could be fitted onto the existing posts or not, and if so, to obtain a quotation.

Action - Cllr Bacon

ATB Skateboarding event- The session held on 28th May 2025 was very successful. Future dates have been secured for 31st July, 14th August and 28th August 2025 from 10am-1pm. The sessions to be advertised nearer the time on the noticeboards and Facebook page. **Action- Clerk**

7. Public forum

No questions or comments were received from members of the Public.

8. Police Matters

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

9. Chairs Verbal Update

Nothing to report.

10. Clerks Verbal Update

Nothing to report.

11. Parish Maintenance Engineers

- **Monthly Reports**

Damage to a piece of Adult Exercise equipment was reported. Cllr Hawkes to investigate and confirm the details to the Clerk. **Action- Cllr Hawkes/ Clerk**

- **Grounds Maintenance Matters**

The Contractor has raised concerns about several trees that look diseased and are dying. Cllr Hawkes to investigate and confirm details to the Clerk to enable SBC to be informed..

Action- Cllr Hawkes/Clerk

A resident had emailed the Clerk regarding an overgrown hedge in Larksfield. The resident wishes to erect a fence within their property boundary and asked for advice as to how this can be achieved and can the hedge be removed.

Cllr Curtis proposed that the request for the removal of the hedge be refused, the condition needed to be investigated and if necessary works to be carried out as part of the additional works programme later in the year. Cllr Bacon seconded the proposal and was unanimously agreed.

Cllr Hawkes agreed to meet with the resident to establish the exact extent of the problem.

Action- Cllr Hawkes

12. Planning Matters:

a) To consider any planning applications.

Application: S/HOU/25/0585 (3rd June)

Location: 23 Swanbrook, Covingham, SN3 5AJ

Proposal: Erection of two storey side extension 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/25/0346

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

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

The meeting noted that the accounts were in a good position and that a new line for bank fees had been added.

14. Allotment Update

Cllr Hawkes gave an update on the work of The Wanborough and Covingham Allotment Society (WACAS).

Cllr Hawkes to meet with the Chair of Wanborough Parish Council to discuss the formal relationship between the two parishes in connection with the allotments.

Action- Cllr Hawkes

15. Appointments to and roles for Working Parties and Committees

The meeting agreed to the following roles, responsibilities and representatives of the Parish Council for outside meetings.

- Data Protection & Governance- Cllr Curtis, Cllr Hawkes, Cllr Kay, Cllr May and Cllr Walker,
- Planning Working Party – Cllr Kay, Cllr May and Cllr Wichall
- Personnel Committee- Cllr Curtis, , Cllr Ricketts and Cllr Wichall
- Swindon Local Councils Forum – Cllr Hawkes and Cllr Curtis
- Chairs & Clerks Engagement Meeting – Cllr Hawkes

16. The Handy Mag

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

- Introduction of the new chair, Cllr Hawkes
- Thank you to the previous Chair, Cllr Curtis
- ATBShop Skate Park events- future dates

17. Matters for consideration

No matters for consideration or future agenda items were raised.

The meeting closed at 8:00pm

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