

To: All Members of Covingham Parish Council,
You are formally summoned to attend the Annual Meeting of Covingham Parish Council
to be held on:

Monday 18th May 2026

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

Swindon Borough Council Ward Members, the Public and Press are also invited.

Agenda

1. Election of Chair

To elect the Chair and receive the Chair's Declaration of Acceptance of Office.

2. Election of Vice-Chairman

To elect the Vice Chair.

3. All Members to receive and sign 'Declaration of Acceptance of Office' form and 'Register of Interest' forms following Election.

4. Application for and approval of dispensation

All Councillors that live within the Covingham Parish Boundary are required to apply for a dispensation to be able to participate in any discussion or vote concerning the setting of the precept.

5. Adopt the General Power of Competence

To confirm that Covingham Parish Council meets the criteria to adopt the 'General Power of Competence' (Localism Act 2011) for the 2026-2030 term.

6. Apologies

To receive and note apologies.

7. Declaration of Interests

To receive any Declarations of Interest. 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.

8. Minutes of previous meeting

To approve the minutes of the ordinary meeting held on Monday 13th April 2026.

9. Matters arising from the previous minutes

To consider any matters arising from the minutes that are not covered elsewhere within the agenda.

10. 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.

11. Police Matters (if applicable)

12. Chairman's Verbal Update

13. Clerk's Verbal Update

14. Parish Maintenance

Monthly Reports – to receive any comments or provide any feedback to the Maintenance Engineers.

15. Policies

To review and readopt the following policies for 2026/27:

- Code of Conduct
- Financial Regulations
- Standing Orders
- Financial Operational Risk Assessment

16. Reports from Parish Council Working Parties and Committee's

- **Data Protection & Governance**

17. Planning Matters:

a) To review and provide comment on the planning applications listed below:

- **Application Ref:** S/HOU/26/0531

Description: Proposed rear extension.

Site Address: 27 Tealsbrook, Covingham, Swindon SN3 5AU

- **Application Ref:** S/26/0173

Description: Outline planning application with all matters reserved (except for access into the site) for the proposed development of up to 275 residential dwellings, a new community building (mixed use Class E and F2), open space, vehicular and pedestrian accesses, landscaping, drainage measures and all other associated works.

Site Address: Inlands Farm, The Marsh, Wanborough Swindon

b) To note that no comments have been submitted by the Planning Working Party between meetings.

c) To note that no planning decisions that have been made by Swindon Borough Council

18. Financial Matters

- a) To approve the Schedule of Payments for May 2026.
- b) To receive the monthly accounts reconciliation as at 30th April 2026.
- c) To note the allocation of carried forward funds from 2025/2026.
- d) To note changes and approve the budget for 2026/27.
- e) To receive an update on the new accounting package.

19. Internal Audit Report

To receive and approve the internal audit report.

20. Meeting Calendar 2026-27

To approve the meeting calendar for Parish Council meetings 2026/27.

21. Sub-Committee & Working Party Memberships

To confirm Working Party Memberships for 2026-27 for:

- a) Personnel Committee
- b) Data Protection & Governance Working Party
- c) Planning Working Party

22. Wanborough Allotments Draft

To discuss the amended agreement received from Wanborough Parish Council.

23. The Handy Mag

To agree the input to the article.

24. Salary Increases

To note the salary increases with effect from 1st April 2026, these increases are contractual as per the Ts & Cs of the Contract of Employment and that the Personnel Committee recommends approval of the increment increase.

25. Matters for consideration

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

Laura Cutter

Laura Cutter

Clerk & Responsible Finance Officer