



Minutes of the meeting of the Parish Council held on  
**Monday 1<sup>st</sup> April 2019**  
At 7pm in Covingham Primary School, The Harriers, Covingham

**Present:** Cllrs Bacon, Benfield (Chair), Curtis (Acting Clerk), Hawkes, Ricketts, Sandle, Waywell, Wichall

**Also in attendance:** two members of the public

**1. Apologies**

No apologies were received as all Members of the Council were in attendance

**2. Declaration of Interests**

Cllr Benfield 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 4<sup>th</sup> March 2019 were approved and signed as a true record

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

**Parish Allowances** – Emails had now been received from all Councillors confirming their wish to forego the allowances.

**Business Cards** – were now available to be used as confirmation of all methods of contact for the Parish Council, but not as a form of identification.

**Street Sweeping in Martinfield** had taken place on Sunday 17<sup>th</sup> March due to the sweeping machine not being able to access the road.

**Flower box in Finchdale** – had been installed and filled

**Covingham Library** - Cllr Curtis confirmed that a copy of the reply used to respond to questions from residents regarding the decision to withhold funding for Covingham Library had been delivered to the Resident that had attended the March meeting. The Resident confirmed the matter was now closed

**5. Public forum**

Two residents were present at the meeting, one of which asked whether the Parish Council had received any Planning Applications from Residents wanting to turn their front gardens into driveways. A new requirement had been introduced in 2008 that any block paving should be water absorbent and questioned if planning permission was needed. Cllrs Curtis and Hawkes would ask the Planning Officers at a meeting on Thursday 4<sup>th</sup> April and report back. **Action – Cllr Curtis/Hawkes**

Homeless person in Covingham Square – the resident also asked if the Parish Council was aware of the rough sleeper? The situation would be monitored and reported to the Police.

## 6. Chairs Verbal Update

**Toddler swing seat in Covingham Park** – a fault had developed which made it unsafe. The seat has been replaced under guarantee by the supplier at no cost to the Council

**Flower boxes in Wrenswood** – a resident had offered to take responsibility going forwards for the unused flower boxes.

## 7. Parish Maintenance Engineers

- **Monthly Reports** – the Meeting agreed that the reports were good

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

- **Environment Working Party**  
The street sweeping in Martinfield had been completed in the last month.
- **Data Protection & Governance**  
Cllr Hawkes confirmed that the new website was now live and no problems had been reported or identified. He was continuing to remove old bits. To enable compliance with the Transparency Act, new policies had been added with other items to follow.
- **Planning Working Party**  
No report or update was given

## 9. Planning Matters:

**To consider any planning applications:**

**Application:** S/HOU/19/0374

**Location:** 10 St Andrews Green, Covingham, SN3 5ER

**Proposal:** Erection of a first-floor side and rear extensions

**Resolved:** the following comment be submitted:

Covingham Parish Council agreed, at its meeting on 1<sup>st</sup> April 2019, that it has no objections to this Planning Application.

**Application:** S/HOU/17/1990

**Location:** Great Stall East – Land to the south of A420, South Marston

**Proposal:** Outline planning application (with means of access to the A420 not reserved) for up to 1,700 homes; education provision including a 10 form entry secondary school and a 3 form entry primary school with attendant sports pitches; a sports hub and open space; a park and ride; a local centre up to 1,000sqm including classes A1, A2, A3, A4, A5 and D1 uses; public open space/green infrastructure; new informal and formal recreation spaces and the formation of two new accesses from the A420.

**Resolved:** the following comment to be submitted:

Covingham Parish Council agreed, at its meeting held on 1<sup>st</sup> April 2019, that it had no additional comments to make from previous submissions.

## 10. Financial Matters

- a) To approve Finance Statement and payments approval list  
**Resolved:** Cllr Ricketts proposed that the Finance statement and payments approval list be approved. Cllr Wichall seconded the proposal and was unanimously agreed.
- b) To receive end of year accounts reconciliation  
**Resolved:** Cllr Ricketts proposed that the end of year accounts reconciliation be received as tabled. Cllr Waywell seconded the proposal and was unanimously agreed.

- c) To formally agree and approve amounts to be identified as ear marked reserves for 2018/19 costs outstanding, projects and contingency funds

**Resolved:** costs totalling £420 for 2018/19 had been identified as outstanding, a commensurate amount needed to be ear-marked for settlement of the invoices. Cllr Ricketts proposed that £20,000 be allocated to Projects and ring fenced for play equipment and the remaining £43,500 be held as reserves/contingency. Cllr Hawkes seconded the proposal and was unanimously agreed.

**11. Internal Audit**

**Resolved:** Cllr Hawkes proposed to approve the appointment of Auditing Solutions to complete the 2018/19 Internal audit at a cost of £200 + VAT. Cllr Bacon seconded the proposal and was unanimously agreed.

**12. Disciplinary Policy**

**Resolved:** Cllr Hawkes proposed to adopt the updated Disciplinary Policy. Cllr Sandle seconded the proposal and was unanimously agreed.

**13. Grievance Policy**

**Resolved:** Cllr Hawkes proposed to adopt the updated Grievance Policy. Cllr Bacon seconded the proposal and was unanimously agreed.

**14. Smitanbrook Park**

The Meeting noted the comments that had been made on the Facebook page and the request to remove the seat due to the amount of litter and anti-social behaviour that had been witnessed. ROSPA health and safety guidance stipulates that a litter bin should not be located next to a seat due to concerns, especially during the warmer months, of wasps etc. Litter is a problem everywhere and research has shown that no amount of additional bins available reduces rubbish being thrown on the floor. It was also noted that the seat is regularly used by older Residents and teenagers have been seen sat on the floor and not using the seat. The Police advised that any incidences of anti-social behaviour should be reported to 101. The meeting agreed that no action would be taken at this point in time, however the situation will be closely monitored.

**15. Correspondence**

The meeting noted that no correspondence had been received.

**16. Matters for consideration**

Cllr Waywell offered to cut back the grasses in Covingham Square on Saturday 6<sup>th</sup> April. Cllr Sandle offered to help. Cllr Curtis to speak to the Maintenance Engineers to arrange disposal of the cuttings.

The meeting closed at 7.45pm

Signed .....

Date.....