



Minutes of the meeting of Covingham Parish Council held on:  
**Monday 2nd December 2019**  
At 7pm in St. Paul's Church and community Centre, Covingham

**Present:** Cllr Bates, Benfield, Curtis (Chair), Hawkes, Ricketts, Sandle, Waywell, Wichall  
**Also in attendance:** Laura Evans (Clerk)

**1. Consider Co-option of a Parish Councillor**

**Resolved:** Co-option of Cllr Bates, proposed by Cllr Benfield. Cllr Sandle seconded proposal which was unanimously agreed. Declaration of Acceptance of Office was signed and received.

**2. Apologies**

Apologies were received from Cllr Bacon (unavailable), Cllr Westall (unavailable)

**3. 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.

**4. Minutes of previous meeting**

**Resolved:** The minutes of the meeting held on 4<sup>th</sup> November 2019 were approved and signed as a true record

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

**Cole Close Car Park-** Cllr Curtis esclated the problem of parking at Cole Close car park to Councillor Heenan who contacted Swindon Borough Council. SBC spoke to Thermofisher as it had become apparent that some of the vehicles were employees of the business. The parking has now improved.

**Hedge-** The hedge that needed urgent attention after SBC had removed some trees causing subsidence has been attended to and the residents sent thanks to the Parish Council for the work undertaken.

**Proposed Circular Bus Route –** After Bus Service No20 was raised at the full borough council meeting, the Chair of Wanborough Parish Council sent communication to say that the proposal that had been submitted for the new circular route has yet to be looked at by Swindon Bus Company.

**Pop-in sessions-** To hold pop- in sessions for residents to speak face to face with the Parish Councillors once a month on a Saturday – Cllr Curtis to check availability with the church.

**Action- Cllr Curtis**

**Tree Maintenance-** After the Extraordinary meeting which was held by the Swindon Area Committee on 14<sup>th</sup> November to receive feedback regarding Parish Councils contributing to the Tree team. A letter was received to say thank you for the response and this would be discussed at the Parish Chairs/Clerks Engagement meeting being held on 3<sup>rd</sup> December.

**6. Public forum**

No members of the public were in attendance.

**7. Chairs Verbal Update**

No update given

**8. Clerks Verbal Update**

No update given.

**9. Parish Maintenance Engineers**

- **Monthly Reports** – The Rospa play park inspection report has some items that require monitoring, clarification was required as to how often the items should be monitored. The meeting noted that once a month was adequate.

**10. Reports from Parish Council Working Parties and Committees**

- **Environment Working Party**  
Cllr Benfield explained that the working party had cleared the pavement in Covingham Square of leaves but some areas of the pavement require the Maintenance Engineers to attend to remove leaves.
- **Data Protection & Governance** – No report provided
- **Planning Working Party** – No report provided

**11. Planning Matters:**

**a) To consider any planning applications**

**Application:** S/OUT/17/1990 (12<sup>th</sup> December 2019)

**Location:** Great Stall East – Land South of The A420, South Marston, Swindon

**Proposal:** Outline planning application (with means of access to the A420 not reserved) for up to 1,550 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, the formation of a new permanent access from the A420 and a temporary construction access from the A420.

**Resolved:** The meeting agreed that there are no comments to add to the previous submission

**b) To note any comments from the Planning Working Party submitted between meetings**

**Application:** S/HOU/19/1608 (22<sup>nd</sup> November 2019)

**Location:** 1 Ravenscroft, Covingham

**Proposal:** Erection of a rear conservatory

**Resolved:** The following comment was submitted: Covingham Parish Council have no objections to this proposal

**c) To note any decisions**

**Application:** S/HOU/19/1401

**Location:** 22 Peregrine Close, Covingham, Swindon, SN3 5BJ

**Proposal:** Erection of a conservatory- granted

**Application:** S/HOU/19/1608

**Location:** 1 Ravenscroft, Covingham

**Proposal:** Erection of a rear conservatory - granted

**12. Financial Matters**

a) To approve Finance Statement and payments approval list

**Resolved:** Cllr Sandle proposed approval of the Finance Statement and approval list. Cllr Benfield seconded the proposal and was unanimously agreed.

b) To receive Monthly accounts reconciliation.

**Resolved:** Cllr Curtis explained that this would be discussed in agenda item 18.

**13. Review of Swindon Borough Council Codes and Protocols**

Cllr Curtis explained that feedback had been requested for Swindon Borough Councils Codes and Protocols.

**Resolved:** The meeting agreed that no feedback will be given.

**14. Updating Email system to Office 365**

To consider changing the Parish Councils email system to Office 365. This item was deferred until the next meeting due to needing more information and costs.

**15. Consultation on BT proposal programme of intended public payphone removals**

Cllr Curtis explained that BT have made a proposal regarding public payphone removals. The call figures that were sent through with the consultation document, stated that Covingham’s payphone had 219 calls made over a year, which was higher than most on the list, but concerns from a local business owner is that the payphone is used for illegal activities. Cllr Benfield proposed objection to the removal of the payphone, Cllr Bates seconded the proposal which failed.

**Resolved:** Cllr Wichall proposed the removal of the Payphone, Cllr Ricketts seconded proposal which was agreed by a majority vote with one abstention.

**16. Correspondence**

The meeting noted that no correspondence had been received.

**17. Admission of Public and Press: To resolve in accordance with Standing Order 3 (c) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they be instructed to withdraw’.**

*Reason: Draft Budget, Covingham Park*

**18. Draft Budget 2020/21**

To review the draft budget proposal for 2020/21- draft figures were discussed. Cllr Benfield proposed thanks to Cllr Curtis for all the hard work undertaken in drafting the budget which was unanimously agreed. Cllr Benfield proposed approving the draft budget at January’s meeting, Cllr Wichall seconded the proposal which was unanimously agreed.

**19. Covingham Park**

**Resolved:** Due to the recent Open Space Audit that was undertaken, Covingham Park and Smitanbrook Park are classed as open space and not formal sports pitches. Cllr J Ricketts proposed removal of the six goal posts, Cllr Wichall seconded the proposal and was unanimously agreed.

**20. Matters for Consideration**

No matters for consideration were raised.

Signed.....Dated.....