



You are formally summoned to attend Covingham Parish Council's Annual meeting to be held on:

**Monday 17<sup>th</sup> May 2021**

At 7pm in the former Library room at St. Paul's Church and Community Centre, Covingham

## Agenda

**1. Election of the Chair**

To receive the Chairs Declaration of Acceptance of Office

**2. Election of Vice Chair**

**3. All Members to receive and sign 'Declaration of Acceptance of Office' form and Register of Members Interest 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. Apologies**

To receive apologies for absence

**6. Declaration of Interests**

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.

**7. Minutes of previous meeting**

The minutes of the meeting held on 12<sup>th</sup> April 2021 need to be agreed and signed as a true record

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

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

**9. Public forum**

To review and provide answers to any questions or comments received from the residents due to the social distancing guidelines currently in place. Members of the public have been 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 in writing.

**10. Parish Maintenance Engineers**

- **Monthly Reports** – to receive any comments or provide any feedback to the Maintenance Engineers.
- **Grounds Maintenance Matters**

**11. Planning Matters:**

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

No planning applications received.

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

**Application:** S/HOU/21/0501

**Location:** 33 Swanbrook, Covingham, SN3 5AJ

**Proposal:** Proposed two storey side and single storey rear extensions.

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

**Application:** S/HOU/21/0499

**Location:** 35 Swanbrook, Covingham, SN3 5AJ

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

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

**Application:** S/COND/20/0868

**Location:** Redlands, Eastern Villages, Swindon

**Proposal:** Discharge of condition 25 (Construction Environment Management Plan (CEMP) Method Statement) from previous permission S/OUT/16/0021.

**Resolved:** The following comment was submitted: Covingham Parish Council have no comment on the revised consultation.

**Application:** S/HOU/21/0549

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

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

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

**Application:** S/21/0252

**Location:** Land At Covingham Square Car Park Covingham

**Proposal:** Siting of a Hot Food Vending Vehicle

**Resolved:** The following comment was submitted: Covingham Parish Council **objects** to the above planning application.

There will be a significant loss of amenity to both residents in Larksfield and those living above the shops due to the nature and operating hours of this business both weekdays and at the weekend. The customer demographic that will be attracted is of concern to both local residents living on or around Covingham Square and the Parish Council.

The retail balance at Covingham shops is acceptable as is and the Parish Council would like to ensure the viability and sustainability of the current retail outlets and the Public House. This proposed additional facility could well result in a diminishing of returns for the incumbent fast food outlet, the supermarket and the pub. With the over proliferation of other fast food outlets in the near vicinity, i.e. Greenbridge Retail Park and similar facilities as is being proposed in this application, at Swindon RFC and on Dorcan Industrial Estate, the granting of this proposal is, in our opinion unnecessary, and risks the financial viability of existing businesses.

Covingham Square is well used and on frequent occasions car parking can be difficult. The effect of this application would reduce the number of available car parking spaces. The facility would also encourage additional traffic that cannot be accommodated for, within the boundary of the car

park and would result in inappropriate parking on the access road, side roads and around the area generally.

Covingham Parish Council are responsible for the general maintenance of Covingham Square in terms of litter picking, grass cutting and general tidiness. With the inevitable additional litter and rubbish that will be produced by this facility and any customers of the proposed operation, this may well create an unwanted and unnecessary extra cost to the Parish Council and ultimately the residents of Covingham.

We would therefore request that this is taken as a **formal objection** to the application and ask that the application is refused.

**c) To note any decisions**

**Application:** S/HOU/21/0560

**Location:** 30 Baskerville Road, Covingham, SN3 5DD

**Proposal:** Erection of a single storey front extension – Granted

**Application:** S/LDP/21/0666

**Location:** 12 Robinsgreen, Covingham, SN3 5AY

**Proposal:** Erection of a single storey rear extension – Granted a certificate of lawful use or development

**Application:** S/LDP/21/0452/EMMI

**Location:** 1 Pheasant Close, Covingham, SN3 5HT

**Proposal:** Certificate of lawfulness (Proposed) for the erection of a single storey rear extension – Refused a certificate for lawful use or development

**12. Financial Matters**

- a) To approve Finance Statement and payments approval list
- b) To receive the monthly accounts reconciliation
- c) To formally agree and approve amounts to be identified as ear marked reserves for 2020/21 costs outstanding, projects and contingency funds
- d) To approve final budget for 2021/22
- e) To review and approve Asset Register
- f) To review and approve Risk Assessment and Management

**13. Limited Assurance Review**

To review, approve and sign:

- a) Annual Governance Statement 2020/21
- b) Accounting Statements 2020/21

**14. To re adopt**

- a) Covingham Parish Council Standing Orders
- b) Covingham Parish Council Financial Regulations
- c) Covingham Parish Council Code of Conduct

**15. Appointments to and roles for Working Parties and Committees**

To agree the roles and responsibilities and identify representatives of the Parish Council for outside meetings.

- Environment Working Party
- Data Protection & Governance
- Planning Working Party
- Personnel Committee
- NEV Liaison Meeting
- Swindon Area Committee
- Chairs & Clerks Engagement Meeting

**16. To confirm the dates of meetings to be held for 2021/22**

**17. Speed Indicator Device**

To consider the purchase of a speed indicator device and installation of 4 posts at selected locations to allow the unit to be moved.

**18. Covid 19 Memorial**

Consider the suggestion of erecting a Covid 19 Memorial for Covingham residents who sadly lost their lives to Covid 19.

**19. Correspondence**

**20. Matters for consideration.**

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

**The lockdown restrictions have eased sufficiently which permit the Parish Council to meet face to face, however members of the public are not encouraged to attend. Should there be a comment, question, issue or the wish to watch the proceedings then please contact the Clerk on : 07401 156254 or Email : [Clerk@covingham-pc.gov.uk](mailto:Clerk@covingham-pc.gov.uk) a Zoom connection can be made if required. If no direct requests are received the facility will not be made available.**

**Signed**

*L. Evans*