

You are formally summoned to attend an Ordinary meeting of Covingham Parish Council  
to be held on:  
**Monday 4<sup>th</sup> October 2021**  
At 7pm in the former Library room at St Paul's Church and Community Centre, Covingham

## Agenda

1. **Consider Co-option of a Parish Councillor**
2. **Apologies**  
To receive apologies
3. **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.
4. **Minutes of previous meeting**  
The minutes of the meeting held on 6<sup>th</sup> September 2021 need to be agreed, and signed as a true record
5. **Matters arising from the previous minutes**  
To consider any matters arising from the minutes that are not covered elsewhere within the agenda
6. **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.
7. **Police Matters**
8. **Chairs Verbal Update**
9. **Clerks Verbal Update**
10. **Parish Maintenance Engineers**
  - **Monthly Reports** – to receive any comments or provide any feedback to the Maintenance Engineers.
  - **Grounds Maintenance Matters**
11. **Reports from Parish Council Working Parties and Committee's**
  - **Environment Working Party**
  - **Data Protection & Governance**
  - **Planning Working Party**
12. **Planning Matters:**

**a) To consider any planning applications**

**Application:** S/21/1417 (8<sup>th</sup> October)

**Location:** 19 Covingham Square, Covingham, SN3 5AA

**Proposal:** Erection of three storey apartment building to create 12no. flats and separate dental surgery building.

**Application:** S/HOU/21/1490 (11<sup>th</sup> October)

**Location:** 4 Verney Close, Covingham, SN3 5EF

**Proposal:** Erection of a front porch

**Application:** S/21/1479 (18<sup>th</sup> October)

**Location:** Patheon Building , Kingfisher Drive, Covingham, SN3 5BZ

**Proposal:** Installation of 2no. liquid CO2 tanks, ductwork, replacement escape staircase and provision of 3no. replacement car parking spaces.

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

**Application:** S/HOU/21/1413

**Location:** 6 Cole Close, Covingham, SN3 5BU

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

**Resolved:** The following comment was submitted: Covingham Parish Council has no objections to the planning application

**c) To note any decisions**

No decisions have been received

**13. Financial Matters**

- a) To approve Finance Statement and payments approval list
- b) To receive the monthly accounts reconciliation
- c) Q2 Budget Monitoring

**14. Limited Assurance Review**

- a) To receive the external auditor report and certificate for the year ended 31 March 2021
- b) To confirm the Notice of conclusion of audit and inspection of audited accounts period.

**15. New guidance for declaring gifts and hospitality offered to Parish Councillors**

To consider the new guidance for adoption as an internal document – see documents attached

**16. Flowerbox Request**

To agree installation of a flower box by the park end for Ravenscroft

**17. Correspondence**

**18. Matters for consideration.**

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

**Signed**

*L. Evans*