

You are formally summoned to attend the ordinary Meeting of Covingham Parish Council
to be held on:

Monday 6th October 2025

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

Agenda

1. Apologies

To receive apologies

2. 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.

3. Minutes of previous meeting

The minutes of the meeting held on 1st September 2025 need to be agreed, and signed as a true record

4. Matters arising from the previous minutes

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

5. 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.

6. Police Matters

7. Chairs Verbal Update

8. Clerks Verbal Update

9. Parish Maintenance Engineers

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

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

- **Data Protection & Governance**

11. Planning Matters:

- a) To consider any planning applications.**
No applications have been received.

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

No comments have been submitted.

c) To note any decisions

Application: S/HOU/25/0775

Location: 2 Popplechurch Drive, Covingham, SN3 5DE

Proposal: Erection of 2 storey side extension with porch to front elevation- refused.

12. Financial Matters

- a) To approve Schedule of Payments October 2025
- b) To receive the monthly accounts reconciliation
- c) Q2 Budget Monitoring

13. Basketball Courts

14. Limited Assurance Review

- a) To receive the external auditor report and certificate for the year ended 31 March 2025
- b) To confirm the notice of conclusion of audit and inspection of audited accounts period

15. Salary Increase

The meeting to note that the value of the salary scale points has increased with effect from 1st April 2025, is a contractual obligation and not for agreement. All three employees' salaries have been adjusted accordingly, and appropriate back pay has been paid.

16. Swindon Borough Council Public Space Protection Order

To discuss locations for signage to curb car meets- email attached.

17. The Handy Mag

To agree the input to the article.

18. 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: to review and consider the recommendation from the Tender Panel for the Grounds Maintenance contract from April 2026 – March 2029

19. Matters for consideration

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

Signed

L. Evans