February 2024 extraordinary meeting minutes (draft)

**Tuesday 20th February,** at **7.15pm, at Minety Village Hall**, Hornbury Hill, Minety, SN16 9QH

Attending.

Cllr Sarah Crompton, Cllr Adrian Read, Cllr Jenny Pinkney, Cllr Janet Andrews. Also present Clerk, Janey Berry. 1 member of the public, name noted.

1. **Public Consultation. No attendees.**

 **The parish council meeting commenced at 7.15pm.**

1. **Chair for meeting –** Sarah Crompton
2. **Welcome, Apologies, Absences –** Cllr Kirsty Johnon, Alex Dupree Ian Cain
3. **Dispensations/ Declarations of interests.**
4. **Planning**

**Application No: PL/2024/00084 Application Type: Full planning permission Proposal: Engineering operations to form fishing lake and stock pond; use of land for stationing of fishing lodge as tourist accommodation. Site Address: Gryphon Lodge Farm, Leigh, Swindon, SN6 6RQ Officers Name: Olivia Tresise – extension applied for – 26/2/24**

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001CG7tm> Comment – ensure the bridleway is maintained at all times.

1. **New premises licence application for MPFA.**

Andrew O’Dell attended the meeting so he could answer any questions from members of the public but, there were no attendances from the public. He explained to the Council that the MPFA has been operating on a club licence which means that only members can use the facilities. The Public Protection Officer for Licencing recommended MPFA went for a full licence so access of the facility would be available to all users. He explained that nothing is going to change in terms of opening times and hours. The licence details can be found on the Wiltshire Council website <https://www.wiltshire.gov.uk/licences-permits-new-premises-applications>

1. **Finance**

**Standing Orders**, previously sent out to all Councillors. It was resolved that more time was needed to go through these and a decision would be made at the meeting on 12th March.

**Financial Regulations and internal controls checklists/Authorisation**. It was resolved to adopt these regulations, and this was proposed by Sarah Crompton and seconded by Jan Andrews and unanimously agreed.

**Risk Assessments**. The updates were unanimously agreed and proposed by Jan Andrews and seconded by Jenny Pinkney and unanimously agreed. It was resolved to adopt the risk assessment.

**Emergency Plan** – it was resolved to adopt this plan. Proposed by Sarah Crompton, seconded by Jenny Pinkney and unanimously agreed.

**Four quotes for the grass cutting** contract were carefully considered and it was awarded to Neil Crocker for two years.

The clerk explained she received large volumes of emails and most of those from a small percentage of the community. Due to the limited hours she works, she found it difficult at times to answer all the regular emails from some members of the public. It was agreed that, after answering the first email, she could allow up to 10 working days if continued replies were needed. Subsequently it was agreed that a vexatious policy will be developed.

The cost of £79.99 was approved for a new Microsoft licence and will be ordered by the Clerk. Proposed by Sarah Crompton and seconded by Jenny Pinkney and unanimously agreed.

**8. Closing comments.** Chair to close meeting at 20.27

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**9. Date of Next Meeting: March 12th, 2024,** at **7.30 pm** at Minety Village Hall, Hornbury Hill.

Signed ...............................................................