

Minutes of Grafton Parish Council Meeting held at the Coronation Hall

on Monday 02 March 2015 at 1915 hours

Item	Topic and Actions
1	<p>Attendees: Mr Hyslop (Chair), Mr Hosier (Vice Chair), Ms Bullock, Mrs Dudney, Mrs Whitcher, Mr Herrod-Taylor, Mr Lemon, Mr Pearson, Mrs Parkin (Clerk)</p> <p>Members of the Public: Mrs Hayward, Mr Beazley, Councillor Stuart Wheeler</p>
2	<p>Apologies: No apologies</p>
3	<p>Matters arising from Parish Council Meeting held on 8 January 2015 – No matters arising. Minutes proposed by Mr Herrod-Taylor and seconded by Mr Hosier, signed off by Mr Hyslop.</p>
4	<p>Matters arising from Extraordinary Parish Council Meeting held on 19 January 2015 – No matters arising. Minutes proposed by Mrs Dudney and seconded by Mr Hosier, signed off by Mr Hyslop.</p>
5	<p>Public Forum under Adjournment:</p> <p>Large vehicles travelling through Wilton - Mrs Hayward raised concerns about the frequency of and noise created by large vehicles approaching Wilton from East Grafton, in particular the change from mini-hopper public buses to larger ones. It was noted that Wiltshire Council's (WC) bus contractor had changed after the previous contractor went into administration, which could be the reason for the larger-sized bus fleet. Mrs Dudney advised that she was unable to find up-to-date details of bus services on Wiltshire Council's website.</p> <p>Actions: Mrs Parkin to contact WC regarding current bus timetable and routes through Grafton Parish; Mr Hyslop as Chair to raise with WC concern at the size of buses travelling through a parish with narrow roads</p> <p>Weekend community youth activities and Fund raising day for Charlie's Charity – It was agreed to aim to establish what activities youths in the parish would be interested in by arranging a meeting to be held at the Coronation Hall. Mrs Whitcher recently met with Wiltshire Council's Youth Worker and was happy to take this forward. Mrs Dudney advised, with regard to free use of the Hall for fund raising for Charlie's Charity, that the terms of the Charity Commission's agreement with Coronation Hall as a charity itself does not allow for one charity to raise funds for another and therefore free use of the Hall was not possible.</p> <p>Actions: Mrs Whitcher and Mrs Dudney to progress setting up a meeting to establish youth interests; Mrs Whitcher to attend the March Coronation Hall Committee Meeting with Mr Herrod-Taylor</p>
6	<p>Financial Review – Projects and Budgets –</p> <p>Review of Grafton Parish accounts as at 24 February 2015 – The expenditure summary as at 24 February was presented and acknowledged. It was noted that accounts for the full year would be prepared after 31 March and the Annual Audit preparation would shortly commence for submission by 29 June.</p> <p>Playing Field equipment quotes and grant – Mr Pearson advised that the quotes received from play equipment companies for football posts and basketball net seemed expensive, therefore quotes from local companies were being sought. Mr Hosier agreed to take over responsibility for the playing field from Mr Pearson and noted that Mrs Whitcher may be able to contribute to the type of equipment from her conversation with WC and possibly the youth meeting, timing dependent.</p> <p>Action: Mr Pearson to provide Mr Hosier with all information to-date;</p>

	<p>Mr Hosier to liaise with Mrs Witcher for any insights and future information if timely</p> <p>Traffic calming measures – Mr Herrod-Taylor and Mr Hyslop advised that advice had been received via the Community Area Transport Group (CATG) that parish councils are not allowed to purchase and erect speed awareness flashing signs; permission is needed from WC and is not currently being given. Further guidance is to be provided by WC in due course. It was noted that the wheelie bin stickers were a positive first step. Mr Herrod-Taylor recommended that the ring-fenced budget for traffic calming measures remain in place until the further guidance is received. Proposed by Mrs Dudney, seconded by Mr Lemon.</p> <p>Community News income/expenditure summary – Detail of all parish income and expenditure financial year to-date had been circulated and was acknowledged.</p>
7	<p>Coronation Hall (CH)</p> <p>Preparation of accounts– Mr Herrod-Taylor confirmed that the CH accounts for the year ended 31 March 2014 had been completed and submitted to the Charity Commission. The recently introduced accounts package provided an improved income and expenditure breakdown and full detail for the year ending 31 March 2015 would be shared with the PC in time for the May AGM. Mr Herrod-Taylor anticipated the expected profit would not be sufficient to fund the long term maintenance of the Hall. The hourly hire charge rate had been increased by 8% effective January 1st. The Coronation Hall Committee (CHC) have been asked to create a list of items likely soon to require renewal/repair and associated costs. Additional hire opportunities are likely to be required going forward.</p> <p>Responsibilities and Operations documents - Mr Herrod-Taylor referenced the previously circulated draft document setting out arrangements and responsibilities between the PC and the CHC. Mrs Witcher advised that she had been unable to find hire charges on the Parish website. The CHC is to create an Operations Manual providing guidance to all CHC members and to users of the Hall.</p> <p>Actions: Any further comment on the draft ‘Coronation Hall Committee and the Trustees’ document to be provided within the next week to Mr Herrod-Taylor;</p> <p>Mr Herrod-Taylor to liaise with Mrs Dudney to make Hall hire charges visible on the Parish website</p>
8	<p>Parish Council –</p> <p>Un-Warding process – Mrs Parkin had sought guidance from WC and explained that although Grafton has an allocated number of councillor seats in its two Wards (Grafton North and South) a councillor does not need to live in either Ward specifically if there are available seats in the other Ward. There remains a vacancy and it was agreed to re-advertise in Community News. It was agreed that in the long term it would be simpler, and potentially less-expensive, to un-ward and that inclusion in WC’s next Community Governance Review should be sought.</p> <p>Councillor responsibilities document – Following inputs from all councillors, Mrs Parkin would compile a document for initial review.</p> <p>Rolling Chair – Following discussion it was unanimously agreed that the current 6 month period as Chair would move to 12 months, commencing at the May AGM. Mr Hosier, current Vice Chair, would be put forward as Chair and Mrs Witcher as Vice-Chair.</p> <p>Annual Parish Meeting and Annual General Meeting – APM and AGM are to be held on Monday 18 May from 7.15pm in the Coronation Hall. Mrs Parkin confirmed that invitations had been issued to all parish organisations.</p> <p>Actions: Mrs Parkin to establish the action required to be included in the next WC Community Governance Review;</p> <p>Mrs Parkin to compile and circulate a first-draft Councillor Responsibilities document;</p>

	Mrs Parkin to follow up with parish organisations who have not yet acknowledged the APM invitation
9	<p>Highways – Mr Lemon advised that Wilton Road would be closed from 10 March for two weeks for resurfacing. Wexcombe is listed for resurfacing activity in the next financial year. Potholes in Wexcombe and drains in East Grafton on the A338 had been repaired. Further locations for repair/attention were highlighted – Marten potholes; A338 recurring pothole direction Burbage just after the West Grafton turning; poor state of Dark Lane; and the build-up of mud at the top of Hollow Lane in Wilton.</p> <p>Speed Watch update – Mr Herrod-Taylor advised that risk-assessment of the proposed Lyndon Road speed watch site was still awaited. The speed-gun should be shortly available enabling speed awareness sessions to commence. Two further residents have been trained. It is planned to place articles widely in local newsletters and papers highlighting the parishes in the local speed watch cluster and the implication for drivers if identified speeding. Additional deterrents were discussed such as white gates and roadside flowers. Mr Hyslop advised that CATG had budget for white gates which he would raise in due course. It was agreed to discuss roadside flowers at the APM.</p> <p>Marten 40mph application – Mr Hyslop advised that WC Highways and the CATG had agreed to undertake a feasibility study in Marten.</p> <p>Actions: Mr Lemon to raise the potholes and road state issues with WC Highways team; Herrod-Taylor to obtain the speed gun and liaise with Mrs Dudney on a Speed Watch item for the Community News and with cluster parishes on broader publicity; Roadside flowers to be raised at the APM</p>
10	<p>Planning Update – Mrs Dudney raised concern that methods of notification to parish councils of local planning requests is constantly changing without prior notification, leading to some planning issues being discussed and agreed prior to the parish being aware and therefore unable to make any comment on behalf of parishioners.</p> <p>Action: Mrs Dudney to liaise with Mr Hyslop on a communication to Cllr Wheeler to be sent by the Chair raising concern and requesting pre-communication of changes</p>
11	<p>Flood preparation update – Mr Lemon confirmed that sand had been delivered and initial preparations for flood emergency had been made. Salt had also been delivered, but only to Wilton. Salt delivery is also required for Wexcombe and East Grafton. A community salt box has been constructed in West Grafton.</p> <p>Actions: Mrs Parkin to investigate delivery of salt to Wexcombe and East Grafton with WC; Mr Lemon to provide salt to West Grafton</p>
12	<p>PCAP update – Mrs Whitcher confirmed she will attend the Pylon Project drop-in meeting on 3 March and will investigate why the proposals do not include stretches of electricity pylons through the parish.</p> <p>Asset of Community Value - It was suggested to consider an application for Sunflowers to be recognised an ‘Asset of Community Value’ giving the right to make a bid should the ‘asset’ be put up for sale within a five year period. Mrs Whitcher agreed to help support any application.</p> <p>Actions: Mrs Whitcher to raise queries regarding the Pylon Project and feedback in due course; Mr Lemon to provide Mrs Whitcher with Mr Peter Lemon’s contact details</p>

<p>13</p>	<p>Requests for donations – Requests had been received from Community Support Wiltshire and CAB Wiltshire, both organisations confirming specific support for Grafton parish residents. It was agreed to review the requests at the AGM alongside the review of available and appropriate budget. It was also agreed that in future all such donation requests received in the course of the year are held and brought to the AGM for discussion.</p> <p>Action: Mrs Parkin to include Requests for Donations on the AGM agenda and revert with a holding response to Community Support Wiltshire and CAB Wiltshire</p>
<p>14</p>	<p>AoB – Mrs Witcher raised PCAP’s ‘Just Play’ questionnaire, an over-16’s football initiative already underway in other counties. At this stage Grafton does not have facilities to offer.</p>

Meeting closed at 2100hrs

Date of next meeting Monday 18 May 2015 at 1915 hours, to include Annual Parish Meeting, Annual General Meeting and Parish Council meeting

Please visit www.graftonparish.com to view agendas, minutes, Community News and other information