

**Minutes of Grafton Parish Council Meeting held at the Coronation Hall**

**on Thursday 08 January 2015 at 1915 hours**

Item	Topic and Actions
1	<p><b>Attendees:</b> Mr Hyslop (Chair), Mr Hosier (Vice Chair), Ms Bullock, Mr Herrod-Taylor, Mrs Parkin (Clerk)</p> <p><b>Members of the Public:</b> Mrs Witcher, Councillor Stewart Wheeler</p>
2	<p><b>Apologies:</b> Mrs Dudney, Mr Lemon, Mr Pearson</p>
3	<p><b>Matters arising from Parish Council Meeting held on 6 November 2014</b> – No matters arising. Minutes proposed by Mr Hosier and seconded by Mr Herrod-Taylor, signed off by Mr Hyslop.</p>
4	<p><b>Public Forum under Adjournment:</b></p> <p>Councillor Wheeler advised that Wiltshire Council is progressing its 2015/16 budget. Mr Hosier raised continued concerns regarding potholes in Wexcombe and the need for drainage improvements to stop re-filled potholes being washed away. Councillor Wheeler agreed to pursue this in the coming year. Mr Herrod-Taylor raised the flooding problem from drains along the A338 in East Grafton where previous repair works have failed to resolve the problem.</p> <p><b>Actions:</b> <b>Councillor Stuart Wheeler to engage support for Wexcombe drainage and potholes</b>  <b>Mr Lemon to follow up on both counts with Wiltshire Council’s road contractor</b></p> <p><b>Co-option of Councillor onto Parish Council</b> – Annie Witcher of West Grafton formally expressed her interest in joining the PC. Her application was welcomed by all and she was duly co-opted. Proposed by Ms Bullock, seconded by Mr Hosier.</p>
5	<p><b>Financial Review – Projects and Budgets –</b></p> <p><b>Review of Grafton Parish accounts as at 31 December 2014</b> - The expenditure summary as at end of December was presented. It was requested that Mrs Dudney present a breakdown of income and expenditure for the Community News, given its recent transfer to PC financial responsibility.</p> <p><b>Action:</b> <b>Mrs Dudney to bring a summary to the next meeting, Monday 2 March</b></p> <p><b>Playing Field equipment quotes and grant</b> – Equipment quotes for swings and goal posts from two companies are awaited and will be circulated by Mr Pearson when received for discussion at the next meeting.</p> <p><b>Action:</b> <b>Mr Pearson to circulate quotes and to update on grant applications at the 2 March meeting</b></p> <p><b>Traffic calming measures</b> – Mr Herrod-Taylor presented three wheelie-bin sticker variants which will start to be stuck on bins throughout the parish from Saturday 10 January. In addition it is proposed to purchase a solar/battery-powered speed awareness camera for the parish; this could either be a fixed speed (ie flashing ‘30’) at a cost of around £800.00, or one flashing ‘30’, for example, and then showing the speed at which the vehicle is travelling, costing around £1400.00. It was agreed to go ahead with one of the approaches. Proposed by Mr Hosier and seconded by Ms Bullock. Mr Herrod-Taylor to circulate detail, cost and impact on the ring-fenced traffic-calming measures budget for each of the choices for feedback and subsequent action.</p> <p><b>Action:</b> <b>Mr Herrod-Taylor to circulate detail, obtain feedback and progress purchase</b></p> <p><b>Wilton Telephone Box</b> – Confirmed that painting had been completed.</p>

	<p><b>Clerk's salary</b> – Mr Hyslop advised that the Clerk to the Parish Council's salary was to increase, reflecting the amount of work being undertaken. Mrs Parkin voiced her appreciation.</p> <p><b>Action: Mr Pearson to make appropriate arrangements</b></p>	
6	<p><b>2015/16 Precept</b> – As neither Mrs Dudney nor Mr Pearson could be present at the meeting it was agreed to hold a separate meeting the following week to finalise Grafton parish's submission.</p> <p><b>Action: Mrs Parkin to organise meeting</b></p>	
7	<p><b>Coronation Hall accounts and operations document status</b> – Mr Herrod-Taylor circulated a draft document setting out arrangements and responsibilities between the PC and the Coronation Hall Committee (CHC) to be used for reference and annual review. Agreed that councillors would review and provide comments back to Mr Herrod-Taylor who will then share the draft with CHC. An additional member has been recruited to CHC and an Operations Manual providing guidance to all CHC members and to users of the Hall is to be produced. A set of audited accounts were presented which Mr Hyslop will review in the first instance. Ongoing accounts for the Hall have not yet been able to be made available. It was agreed that PC Chair will contact CHC Chair to discuss support and to request provisional accounts by the end of January with a full set in time for the next PC meeting. Mr Herrod-Taylor advised that he would welcome interested councillors to attend a future meeting of the CHC to see if there were areas where additional support might be provided.</p> <p><b>Actions: Councillors to provide comment on the draft 'Coronation Hall Committee and the Trustees' document to Mr Herrod-Taylor ; Mr Herrod-Taylor to share document with CHC</b></p> <p><b>Mr Hyslop to contact the Coronation Hall Chair to discuss support and request accounts</b></p>	
8	<p><b>Parish Council vacancies and distribution of responsibilities</b> – Mr Hyslop extended grateful thanks to Mrs Brew, who resigned as a member of the PC in November, for her valuable contribution over six years. Mrs Brew's responsibilities would be taken up as follows: Mrs Witcher – PAB and PCAP; Mr Hosier – Defibrilators; Mr Lemon – Neighbourhood Watch; Ms Bullock – Community News and website; Mr Pearson – website hosting costs. A full discussion of allotment of responsibilities to be undertaken at the Annual General Meeting in May. The merits of the current 6-month 'rolling Chair' approach were discussed, whether to retain current format or consider extension to one or more years. It was agreed to consider this further and discuss at the next meeting. Visibility of each councillor's area/s of responsibility and key contacts was discussed and it was agreed to create a PC Operations Manual to support changes in membership and Chair.</p> <p><b>Actions: Councillors to consider the merits/demerits of the current 'rolling Chair' approach to discuss further at the 2 March meeting</b></p> <p><b>Councillors to provide a short paragraph on each of their areas of responsibility, providing key contacts locally and at Wiltshire Council (names/contact details) to Mrs Parkin, to be reviewed at the next meeting</b></p>	
9	<p><b>Highways</b> –</p> <p>was reported that resurfacing and re-building of the drains in Wilton had commenced.</p> <p><b>Speed Watch update</b> – Mr Herrod-Taylor advised that he had requested use of the speed-gun as soon as available and that he planned to link with the Community News at the time to publicise the campaign and seek further volunteers.</p> <p><b>Action: Mr Herrod-Taylor to liaise with Community News on timing</b></p>	It
10	<p><b>Crofton Pumping Station – possible developments</b> – Councillor Wheeler confirmed that Crofton Pumping Station is reconsidering the strategy and vision for the site following discussions with Heritage Lottery Fund and would likely focus particularly on building renovation. Grafton had received a communication from Crofton Partnership advising that a consultation meeting to include the PC would take place in due course.</p>	

11	<p><b>Parish husbandry – One tonne salt delivery</b> – Mrs Parkin advised that Wiltshire Council had confirmed that the delivery of one tonne of salt and one tonne of sand, together with sandbags, flood warnings etc, was due in the coming two weeks.</p>
12	<p><b>Dates for 2015 Parish Council meetings</b> – The following dates were confirmed, moving meetings from a Thursday evening to a Monday from March 2016. Monday 2 March, Monday 18 May (to include Annual Parish Meeting, Annual General Meeting), Monday 13 July, Monday 14 September, Monday 9 November and Monday 18 January 2016. All meetings to commence at 1915 hours.</p> <p><b>Action: Mrs Parkin to confirm dates with the Coronation Hall and to arrange for dates to be published on the Grafton Parish website</b></p>
13	<p><b>Requests for donations</b> – After discussion, it was agreed to donate a sum of £150.00 to Bedwyns’ Link Scheme. Proposed by Mr Hosier, seconded by Mr Herrod-Taylor. Mrs Parkin advised that further detail from Carer Support Wiltshire is awaited and will be brought to the next meeting as appropriate. Following a request from Wiltshire CAB, Mrs Parkin had requested further detail pertinent to Grafton Parish. If this was not forthcoming (as was the case in May 2014 from Marlborough CAB) it was agreed Mrs Parkin would decline on behalf of the PC.</p> <p><b>Action: Mrs Parkin to raise cheque for £150.00 for Bedwyns’ Link Scheme and to follow through with Carer Support Wiltshire and Wiltshire CAB as appropriate</b></p>
14	<p><b>AoB</b> – No further business.</p>

**Meeting closed at 2025hrs**

**Date of next meeting Monday 2 March 2015 at 1915 hours**

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