

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

on Monday 18 May 2015 at 2030 hours

Item	Topic and Actions
1	Attendees: Mr Hosier (Chair), Mrs Witcher (Vice Chair), Ms Bullock, Mrs Dudney, Mr Herrod-Taylor, Mr Hyslop, Mr Lemon, Mr Morris, Mrs Parkin (Clerk) Members of the Public: Mr Clemence
2	Apologies: No apologies
3	Public Forum under adjournment: No matters raised
4	Matters arising from Parish Council Meeting held on 2 March 2015 – No matters arising. Minutes proposed by Mr Hyslop and seconded by Mrs Dudney, signed off by Mr Hosier.
5	Financial Review – Projects and Budgets – 2014/15 Annual Audit – approval of 31 March 2015 financial status – The expenditure summary as at 31 March was presented and approved. Preparation of the audit documentation is well advanced. Separately it was noted that an invoice is outstanding from the accountants Bew & Co. Mrs Parkin advised that the annual parish insurance renewal documentation had been received from Aon, which had changed its underwriter and therefore the 3 year commitment made in 2014 by the parish council in return for a 5% discount could no longer be offered. Aon is, however, applying a 5% reduction for 2015 – the total cost being £1293.13 – and is offering a new 3 year commitment to hold at the same annual cost. It was proposed that the 3 year commitment be made and that Mrs Dudney, as Treasurer, review the changes in cover due to the new underwriter, and if comfortable the renewal be made without recourse to a further parish council meeting. This approach was agreed, proposed by Mr Hosier seconded by Mr Hyslop. Playing Field equipment quotes and grant – This item already covered under the AGM discussion. Traffic calming measures – Mr Herrod-Taylor advised that guidance from Wiltshire Council on the purchase and erection of speed awareness flashing signs is still awaited. The budget for traffic-calming measures remains ring-fenced. Actions: Mrs Parkin to arrange approval meetings for the annual audit return; to contact Bew & Co regarding the outstanding invoice; to provide Mrs Dudney with the Aon insurance paperwork and progress renewal as appropriate
6	Coronation Hall (CH) - Preparation of accounts – Accounts for the year to 31 March 2015 had been circulated and were discussed. Analysis of long term maintenance requirements needs to be undertaken in order to assess whether anticipated annual profits and reserves will suffice, or whether additional hire opportunities need to be identified. Responsibilities and Operations documents - Mr Herrod-Taylor advised that the CH Committee were finding it difficult to find the time to create the procedures and policies documentation required. It was agreed that the parish council would help to support the creation of a basic framework by identifying individuals who might help with the various areas. Youth Activities – Mrs Witcher reported that two events seeking input from 12-19 year olds in the parish had been held. A further meeting was arranged for 12 June and it was hoped to encourage young people from all parts of the parish to attend so that a cross-section of views could be taken into account. It was proposed to

	<p>hold off applying for grants until after the summer months, during which time to hold a couple of youth activities funded by the parish council to gain further inputs. This approach was agreed and a maximum spend of £500. Proposed by Mr Hyslop and seconded by Mr Herrod-Taylor.</p> <p>Actions: Mr Clemence to liaise with Mrs Parkin and Mrs Whitcher in the first instance on the support they offered to provide</p> <p>Mrs Dudney and Mrs Parkin to review any existing documentation</p> <p>Mrs Whitcher to progress arrangements for the summer Youth Activities</p>
7	<p>Speed Watch campaign – Mr Herrod-Taylor advised that the speed gun had been with Wiltshire Police for recalibration and was now available again. Potential weeks to have the speed gun to be identified and information included in the Community News.</p> <p>Actions: Mr Herrod-Taylor to liaise with WC Speed Awareness Team and with those trained parishioners to identify the timing for the first week of use</p> <p>Mr Herrod-Taylor to liaise with Community News</p>
8	<p>PCAP update – Mrs Whitcher reported that PCAP will no longer receive funding from the Area Board (which is now focusing on capital projects only); funding from local parishes has been mooted. Mrs Whitcher also reported that Canal Trust plans to introduce a new tow path code to ensure safety for pedestrians, joggers and bikers. Mrs Whitcher raised awareness of an online survey tool, MyCommunity, available for local parish use. BT had presented at a PCAP meeting on the current rollout of broadband services. Individuals can check local plans via a postcode checker at wiltshireonline.org. BT were unable to confirm longer term plans.</p> <p>Actions: Mrs Whitcher to speak with Mrs Brew regarding changes in PCAP funding and implications</p> <p>Mrs Whitcher to explore potential uses of MyCommunity survey tool</p>
9	<p>Parish Photographic Library proposal – It was agreed to bring this item to the July meeting.</p> <p>Action: Mrs Parkin to include on the July meeting agenda</p>
10	<p>Mobile Library Service consultation – It was reported that the East Grafton Coronation Hall service will continue (services have been withdrawn in a number of other locations). However a number of changes are proposed, such as weekly visits reducing to fortnightly. Wiltshire Council are consulting on the proposals. It was agreed to ask Mrs Alison Comyn, a regular user of the mobile library to complete the survey on behalf of the parish.</p> <p>Action: Mrs Parkin to speak with Mrs Comyn</p>
11	<p>Requests for donations and memberships – It was agreed to donate £50.00 to each of Community Support Wiltshire and CAB Wiltshire, as both organisations provided specific support for Grafton parish residents. The Council for the Protection of Rural England had approached the parish council to become a member, citing its provision of support for Neighbourhood Plans. However as Grafton parish had decided not to proceed with such a plan, it was agreed to decline.</p> <p>Action: Mrs Parkin to raise cheques for Community Support Wiltshire and CAB Wiltshire</p>

Meeting closed at 2145hrs

Date of next meeting Monday 18 May 2015 at 1915 hours

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