

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

**Monday 7 November 2016 at 1915 hours**

Item	Topic and Actions
1	<p><b>Attendees:</b> Mr Lemon (Chair), Mrs Whitcher, Ms Bullock, Mrs Dudney, Mr Herrod-Taylor, Mr Hyslop, Mr Morris, Mrs Parkin (Clerk)</p> <p><b>Members of the Public:</b> Mr Beazley</p>
2	<p><b>Apologies:</b> Mr Hosier</p>
3	<p><b>Matters arising from Minutes of Parish Council Meeting held on 5 September 2016</b> – No matters arising. Minutes proposed by Mrs Dudney, seconded by Mr Hyslop, signed off by Mr Lemon.</p>
4	<p><b>Public Forum under adjournment</b> – No items raised.</p>
5	<p><b>Financial Review – Projects and Budgets –</b></p> <p>Review of Grafton Parish accounts as at 31 October 2016 – Expenditure summary to 31 October 2016 was presented and approved.</p> <p>Precept 2017 – Mrs Dudney explained the proposal for the 2017 Precept. This included an amount to support website development to ensure compliance with the Smaller Authorities Transparency Code and an amount for defibrillator maintenance – to be confirmed by Mr Hosier. Mrs Dudney advised that there would be no ‘top-up’ provided by Wiltshire Council (WC) as in previous years. The Precept submission was unanimously agreed and signed off by Mr Lemon, subject to Mr Hosier confirming defibrillator maintenance costs.</p> <p>Playing Fields – Mr Lemon confirmed that Mr Hosier had compared the costs of the current maintenance contractor and concluded that the current contractor offered good value for money. Sunflowers to be invoiced for its proportion of the 2015/16 maintenance cost.</p> <p>Wilton Pond grass maintenance - it was agreed that this is a WC maintenance activity.</p> <p>Traffic calming measures – Mr Hyslop advised that Marten’s 40mph speed limit is expected to take six months to implement. With regard to Speed Indication Devices (SIDS) Mr Hyslop advised that WC anticipated that parishes form a co-operative to share the costs of implementing/maintaining a SID, however parishes such as Burbage and Collingbourne had decided against participating. It was agreed Mr Hyslop investigate the full cost to Grafton parish of implementing a SID individually.</p> <p>Young People initiatives – There was no update at this stage.</p> <p><b>Actions:</b> Mr Hosier to confirm the amount required for 2017/18 to maintain the defibrillators in the Parish, after which Mrs Parkin got submit Grafton Parish Precept requirement to WC .</p> <p><b>Mrs Parkin to prepare an invoice for Sunflowers proportion of maintenance costs to be approved by Mr Hosier.</b></p> <p><b>Mr Lemon to advise WC of the need to include Wilton Pond grass maintenance in its schedule .</b></p> <p><b>Mr Hyslop to investigate the cost of maintaining a SID for the parish.</b></p>
6	<p><b>Unwarding update</b> – Mrs Parkin advised that it had been confirmed by WC that Grafton’s current North and South wards would be combined into one. This amendment will save the parish council money regarding Parish election expenditure which has to be paid on a per ward basis.</p>
7	<p><b>Smaller Authorities Transparency Code</b> – Mr Morris confirmed that under the code various items must be published on the Parish Council website: expense items over £100; annual governance statements; end of year accounts; councillor responsibilities; land and public assets; agendas and formal papers. It was agreed that Grafton PC was compliant with annual governance statements, end of year accounts, agendas and formal papers. It was not clear from the initial documentation what was required regarding expense items over £100.</p> <p><b>Actions:</b> Mrs Parkin to re-circulate the responsibilities document for the ‘gaps’ to be completed in order that Mr Morris can advise what detail to be uploaded to the website.</p> <p><b>Mr Morris to establish with WC, for each transparency element, what is required to be published.</b></p>

8	<p><b>Coronation Hall (CH) update</b> – CH accounts will be brought to the January 2017 PC meeting. A replacement cleaner/maintenance individual has been recruited. A New Year pantomime – Cinderella - is arranged for 14 January 2016 which will be publicised in the Community News. The CH team will be looking for volunteers to help run and organise the evening.</p>
9	<p>Planning/Development – Housing Needs Survey update.  <b>Action: Mr Hosier to provide an email update to all councillors.</b></p>
9	<p><b>Speed Watch campaign update</b> – Ms Bullock advised that she has chased WC Speed Watch team regarding progress on the two additional sites (Wilton Road in East Grafton opposite Lynden Close and The Swan carpark in Wilton) and is awaiting response.</p>
10	<p><b>PCAP update</b> – Mr Herrod-Taylor advised no update as recently no meetings had been held.</p>
11	<p><b>2017 Parish Council meeting dates</b> – The following dates were agreed and will be published on the website. All meetings to be held at the Coronation Hall commencing 7.15pm: Monday 9 January 2017; Monday 13 March 2017; Monday 15 May 2017 (including Annual Parish Meeting and Annual General Meeting); Monday 10 July 2017; Monday 4 September 2017; Monday 13 November 2017 and Monday 8 January 2018.  <b>Actions: Mrs Dudney to publish on the website.</b>  <b>Mrs Parkin to advise APM participants of the May 2017 date.</b></p>
12	<p><b>Carried forward from 5 September 2016 PC meeting</b>  Repair works to East Grafton’s PC noticeboard – Mr Morris to organise and confirm  <b>Actions: Mrs Dudney to re-send contact details regarding repair of the board.</b> ;  <b>Mrs Parkin to provide alternative contact, if required.</b></p>
13	<p><b>AoB</b> – Christmas Breakfast update – to co-ordinate with the Carol Service at the church on this date, this is now likely to be mulled wine and mince pies.  Parish Council Fund Raising 2017 – PC agreed that it wished to undertake fundraising in 2017. The target amount to be confirmed along with the purpose/target organisations for the fund raising. A separate meeting to be arranged to discuss.  <b>Actions: Mrs Dudney to advise the PCC regarding the proposal for a Christmas gathering at the Coronation Hall and Mrs Whitcher to confirm with Chair of the Hall Committee.</b>  <b>All to advise Mr Lemon of fund raising ideas.</b></p>

**Meeting closed at 2025 hours**

**Date of next meeting Monday 9 January 2017 2016 at 1915 hours**

***Please visit [www.graftonparish.com](http://www.graftonparish.com) to view agendas, minutes, Community News and other information***