

## Burton Community Association Committee Meeting 28<sup>th</sup> April 2015 (7.30pm) @ The Old House at Home PH

### Present

Al Caie (Chair)                      Paul Bird                              Paul Lortal                              Pip Gilbert (Treasurer)

John Millican                      Trystan Hitchens                      Victoria Hitchens                      Missy Sell

Chris Bennett (Secretary)

1. Apologies for absence: Grant Cambridge, David Webb, Annie Trubody, Pete Coyle
2. Notes of previous meeting 31<sup>st</sup> March 2015 – Approved
3. Election of Secretary – CB was proposed by AC to join the committee and fill the vacant position of secretary, seconded by PB and elected unanimously.
4. Current Actions

Action			
11.11.14/2	PL	Residents affected by proposed lighting on the triangle to be consulted – PL asked that this to not be progressed further and requested action to be discontinued	Agreed and <b>Discharged</b>
12.1.15/2	GC	Photograph road surface problems in The Street	<b>Continues</b>
31.03.15/3	PL & PG	100 Club proposal - see item 6 below	<b>Further actions raised</b>
10.02.15/1	AC	Contact Wiltshire Police re: Speed watch – see item 8b below	<b>Completed</b>
13.03.15/1	AC	To seek volunteer and election of BCA Secretary – See item 3 above	<b>Completed</b>
13.03.15/2	PG	Authorised signatories for bank account – PG stated the relevant forms had been sent to AC & GC and awaiting return.	<b>Ongoing</b>
13.03.15/3	PG	Approach Derek Trubody and ask him to act as our auditor. PG had spoken with Derek and he declined. PG had spoken with Jim Murphy who agreed to perform the role of Auditor for year 2014/15 accounts	<b>Completed</b>
31.03.15/4	MS & PC	Liaise with FC and residents within Tolldown Way to seek permission to hold a 4 <sup>th</sup> July event MS stated most residents had been spoken to and agree, some yet to confirm and FC yet to agree to field being used.	<b>Ongoing</b>

- 5 Treasurers report – PG stated that no receipts or payments had been made since previous meeting
- 6 100 Club proposal- PL stated that a meeting had been held with PG & CB to discuss the format and logistics of the 100 club. A proposal document had been produced by PG together with a Membership form. The content of the documents were discussed, in principle all agreed to the proposal, although a number of points were raised by the members. The proposal recommended the draw begin on the last Friday of June (26<sup>th</sup>) and a member of the committee is required to be present. AC suggested that it was more than usual for a committee member be present during Friday 'Happy Hour' and this could be managed as a group. Also recommended that a further person (witness) was present to act as independent adjudicator. This would ideally be someone not connected to the 100 Club.

TH – Suggested the Membership form should have a section at the foot of the document to include a receipt which is to be given to resident(s) when cash/cheque is accepted by committee member.

**Action 28.04.15/1 – CB to produce a revised Membership Form to include a section for receipt of cash/cheques**

AC – Asked if a licence was required to hold such a lottery

**Action 28.04.15/2 – CB to research the legalities for holding a 100 Club**

PL – Suggested that residents should have sufficient advanced warning of the proposed Club and be widely circulated.

**Action 28.04.15/3 – PG to speak with Dave Webb and ask if an article can be placed in the forthcoming edition of the 'Bugle' - see also action 28.04.15/15 below.**

**Action 28.04.15/4 – PL to produce a leaflet/poster for circulation on village notice boards. Also to go into the next edition of the 'Honeycomb' and for email circulation.**

**Action 28.04.15/5 – AC to circulate poster via email to village residents**

PL also asked for assistance in doorstep visits to promote the 100 Club – AC & CB agreed to help, also believed GC was willing to help in this capacity. AC also suggested that this could be later used for the formation of a system of committee 'street reps' to assist with knowledge of residents and ensure all areas are suitably covered.

**Action 28.04.15/6 – CB to produce an up to date list of houses within the village with a view to splitting the area into appropriate sections for member visits.**

AC – Asked that the proposal document and draft membership form be distributed to all members of committee

**Action 28.04.15/7 – CB to distribute via email**

AC & PG – Asked that a form of spreadsheet be produced for management of the 100 Club membership, particularly for subscriptions and monies to be accounted for

**Action 28.04.15/8 – PL to produce a means of recording the administration of the club, i.e. membership monies and 100 Club number allocations.**

- 7 Events – MS asked for assistance in gathering information about village and local activities/amenities. AC suggested MS to check the village church website which holds some welcome information, which may require updating. Copies of the 'Bugle' and 'Honeycomb' can be made available. The plans for 4<sup>th</sup> of July event are progressing with PC

MS informed the group that Dave Warburton had offered to organise a trip to a Brewery for residents. The trip would probably be to Winterbourne and later visit to a relative's pub nearby. Dave offered to organise the transport. Names please to MS for collation. Date yet to be fixed.

**Action 28.04.15/14 – AC to circulate details via village email to gauge response and uptake of offer**

- 8 Report on Activities

a) Gateway and Burton in Bloom – TH stated that he was yet to draft a short report on the latest 'village tidy up day' for inclusion in the next edition of the 'Bugle'. The clean up day provided some positive results in the overall cleanliness of the village streets and was much appreciated.

The Gateway project was ongoing with further consultation between the Chippenham Community Area Board and Nettleton Parish Council for funding. The latest is the estimate for work is estimated to be approx £3k, whereupon the Board will provide up to 75% (£2,250) provided the NPC will fund the remaining 25%.

AC mentioned that he had secured an agreement with Cotswold Homes Housing Development to furnish £1k for community purposes. The donor expressed a wish to provide the funds primarily for a bench on the village triangle and any remaining could be used for Gateway project/Play area project.

TH asked that we chase Wiltshire Council for a firm estimate of work for the Gateway in which we can proceed with the application for funding.

**Action 28.04.15/9 – AC to speak with WCC and progress firm estimate of costs**

In relation to the Bench for the village triangle, this was a renewed proposal which has been subject of previous discussions with NPC. PG asked if this bench was to replace a previous one and if so then the NPC should be supportive in progressing this. TH asked AC to raise this with NPC at next meeting on the 14<sup>th</sup> May.

**Action 28.04.15/10 – AC to raise the Triangle Bench at next NPC meeting and update TH/VH**

**Action 28.04.15/11 – TH & VH to propose bench type and costs**

b) Community Speed Watch

AC stated CSW had been agreed with Wilts Police for the 30mph zone only. The 40mph zone for Hillside was not covered and a further application is required in the future. Agreed to revisit following a period of action/enforcement within The Street area.

AC confirmed that we were now sharing the equipment with Biddestone village and due to take possession of equipment week commencing Sunday 3<sup>rd</sup> May. AC asked that all those trained for CSW should provide availability dates for that week and suggested times could be flexible for periods of 1 - 2 hours or so, subject to the agreement of CSW operatives. PG said the week would be difficult although Steve could possibly make one day that week (tbc). CB agreed to support any day except am Tuesday 5<sup>th</sup> May.

As this was the first deployment of CSW in Burton then it was important to support the action whenever possible.

CB had read the Wiltshire Police Risk Assessment and discovered a few minor errors which required change. CB will provide details direct to AC for amendment

c) Play Area – PG stated that she had not heard from the land owner's legal team concerning the acquisition of land for BCA use.

**Action 28.04.15/12 - PG to communicate with Lysley's solicitors for update**

AC asked that consideration be given to the siting of a bench within the proposed play area in memory of Sallie Belcher. All members thought this a very good idea for the future.

9 Comments on Nettleton Parish Council Business Plan

10 Other business – PL asked that we confirm if Freddie Clark wishes to be a committee member and undertake election process.

**Action 28.04.15/13 – AC to speak with Freddie Clark**

PB asked that the village and BCA websites work more collaboratively especially for listing of dates of meetings, etc.

**Action 28.04.15/15 – PG to speak with Amanda for Bugle and AC to check Burtonwilts website.**

**Meeting closed - 8.55pm**

**Next meeting 2<sup>nd</sup> June 2015**