

## Burton Community Association Committee Meeting 2nd June 2015 (7.30pm) @ The Old House at Home PH

### Present

Al Caie (Chair)                      Paul Bird                              Paul Lortal                              Pip Gilbert (Treasurer)  
Missy Sell                              Pete Coyle                              Chris Bennett (Secretary)

1. Apologies for absence: Grant Cambridge, Trystan Hitchens & Victoria Hitchens
2. Notes of previous meeting on 28<sup>th</sup> April 2015 – Approved, also agreed the minutes should be published on the burtonvillage.org.uk website (CB to arrange)
3. Actions

Action			
12.1.15/2	GC	Photograph road surface problems in The Street	<b>On-going</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>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>Completed</b>
28.04.15/1	CB	Produce a revised Membership Form to include a section for receipt of cash/cheques	<b>Completed</b>
28.04.15/2	CB	Research the legalities for holding a 100 Club	<b>Completed</b>
28.04.15/3	AC	Speak with Dave Webb and ask if an article can be placed in the forthcoming edition of the 'Bugle'	<b>Completed</b>
28.04.15/4	PL	Produce a leaflet/poster for circulation.	<b>Completed</b>
28.04.15/5	AC	100 Club - Circulate poster via email to village residents <i>N.B. - Done by way of house visits distribution to capture all residents</i>	<b>Completed</b>
28.04.15/6	CB	Produce an up to date list of houses within the village with a view to splitting the area into appropriate sections for member visits.	<b>On-going</b>
28.04.15/7	CB	Distribute copies of 100 Club proposal document and Membership Form to members via email	<b>Completed</b>
28.04.15/8	PL	Produce a means of recording the administration of the 100 club, i.e. membership monies and number allocations.	<b>Completed</b>
28.04.15/9	AC	Speak with Wilts Council and progress firm	<b>Completed</b>

		estimate of costs for Gateway	
<b>28.04.15/10</b>	AC	Raise the Triangle Bench at next NPC meeting and update TH/VH	<b>Completed</b>
<b>28.04.15/11</b>	TH & VH	The Triangle - Propose bench type and costs	<b>Completed</b>
<b>28.04.15/12</b>	PG	Communicate with Lysley's solicitors for update on land ownership	<b>Completed</b>
<b>28.04.15/13</b>	AC	Speak with Freddie Clark about continued membership of committee	<b>On-going</b>
<b>28.04.15/14</b>	MS	Obtain details of interested parties for 'Brewery Trip and keep OH@H informed	<b>Completed</b>
<b>28.04.15/15</b>	PG & AC	Speak with Amanda for Bugle and AC to check Burtonwilts website for information sharing, etc.	<b>Completed</b>

- 4 Treasurer's report – PG stated there had been no further deposits into the account and the £40 cheque for 100 Club Lottery licence (Wilts Council) had yet to be cashed. PG also explained that the BCA had a current and savings account and explained the accounting process to members for clarification, particularly in relation to the forthcoming Section 106 funding for play area project. The annual accounts for 2014-15 have been audited by Mr James Murphy.
- 5 BCA Insurance – PG provided details of a proposed liability Insurance to cover BCA activities. The policy was with Zurich Insurance with an annual premium of £151. Insurance coverage stipulated that a member of the BCA committee was to be present during any directed activities undertaken by volunteers. PG agreed that she would pay for cover using personal credit card and then invoice the BCA account, cover was to begin in readiness for the 4<sup>th</sup> July event. Proposed by PG and seconded by AC. Voted unanimously to purchase insurance cover.
- 6 Health & Safety – CB explained that with the number of activities being undertaken by BCA members and volunteers there should be a more robust process for dealing with potential H & S matters. In addition this would support activities falling within the scope of proposed liability insurance. It was suggested that members of the committee should make use of risk assessments and any additional guidance for specific activities could be sought from Steve Gilbert. AC confirmed that there were Risk Assessments in place for a number of activities and as Chair of the committee would be the formal 'point of contact' for H & S matters. CB asked that H & S should be a mandatory agenda item for all future committee and general meetings. Proposed by CB, seconded by AC and voted unanimously.
- 7 Events –
  - a) Brewery Trip - MS updated the meeting on the proposed trip, which was now

confirmed to be on the 19<sup>th</sup> June to the Butcombe brewery. Dave Warburton had undertaken arrangements for a coach, and to leave at 4pm. MS had a list of residents wishing to go and would now email details soon. AC expressed thanks on behalf of the committee and to pass on appreciation to the Warburton family for making the arrangements. MS to follow up after the trip.

- b) 4<sup>th</sup> July party – PC stated that a flyer for the event had been posted on the village website, but was concerned that it was likely a number of residents may not utilise the Internet for local information. PC suggested it would be a good idea to produce leaflets which can be delivered to residents and also have information available at the village fete on the 13<sup>th</sup>. The event needs to be more widely circulated. MS asked that numbers of persons attending was required before the 18<sup>th</sup> June when food was being purchased. Anticipate up to 60 persons may attend. MS/PC were also looking for volunteers to help on the day, please let them know ASAP. The cost for persons attending the event is £5 for adult and £3 for children (2 years and above) AC agreed to email around the village network. PC confirmed that he was in the process of submitting the 'Road Closure' notice to the authorities and was awaiting the confirmation and purchase of liability insurance, which was underway.

**Action 02.06.15/1- AC to email village a flyer with details of the party.**

**Action 02.06.15/2- PC to submit 'road closure' application.**

- c) Village fete 13<sup>th</sup> June – CB stated that it was the intention of the BCA to support the village for the event which is primarily organised and for the benefit of the local church. A number of committee members had agreed to support with the organisation and helping to run stalls. The BCA would also have an area designated to display material highlighting current activities and raise our profile amongst the residents. There was also an opportunity to encourage residents to participate in the 100 Club Lottery. CB & AC were also attending a fete meeting tomorrow evening to discuss the event logistics, etc. PL also stated that Ruth had produced posters for the event, which were being distributed to local schools. AC confirmed an article had already been placed in the honeycomb magazine.

## 8 Report on Activities

- a) Gateway and Burton in Bloom – In the absence of Trystan & Victoria AC outlined the current situation. The commemorative bench was now in situ at the village triangle and thanks were expressed to Trystan & Victoria for the work in progressing the acquisition. AC also stated the 'Gateway' picket fences had been costed and approved. Wiltshire Highways Dept. had acknowledged with an email and we are now waiting a date for installation. PL mentioned that the entrance to the village in places was overgrown and looked untidy. A number of the members expressed similar concern in places. A general discussion took place whereby it was suggested that each member of the committee (and hopefully residents) might be allocated a nearby location to their homes and take on some tasks. This was over and above the 'Tidy up' events.

**Action 02.06.15/3- CB to identify areas for attention and canvas members to agree support in maintaining a tidy village image.**

- b) Community Speed Watch - AC stated the Speed Watch campaign was underway and was having a positive impact within the 30mph zone of The Street. This was particularly noticeable during the Japfest weekend. The current agreement with the Police is that we share the equipment with Biddestone village. So far the arrangement has been working well and Burton is due to retake possession soon for another speed awareness campaign. PB stated that he was approached by a resident in Hillside expressing concern about speeding motorists in the 40mph area on the approach to the village. AC explained this was a known issue and currently wasn't covered by the agreed Speed Watch authority. A request was made to include this area but unfortunately fell outside the agreed parameters for the campaign. It was agreed that another application be made to Wilts Council and the Police to progress an extension to cover the 40mph area.

PG informed the meeting that a resident called (Anita) was interested in becoming a member of Speed Watch.

CB also mentioned that a resident had approached the speed watch group and was prepared to fund the purchase and installation of a 'Speed Indication Device' if this would help reduce speed in the village. AC confirmed that he had sent an email enquiry to the Highways Dept. to seek guidance on this matter and incorporate with any other ideas such as 'coloured tarmac' at the approach to 30mph zone. This was also a matter to discuss with NPC

**Action 02.06.15/4- AC to make further enquiries and include Hillside in the Speed Watch area.**

**Action 02.06.15/5 – AC to continue liaison with Highways & NPC regarding the use of speed calming measures, i.e. SID'S**

**Action 02.06.15/6 – AC to email Anita with details of Speed Watch training process.**

- c) Play Area – PG confirmed that she had communicated with the landowners solicitor and were currently on hold. AC informed the meeting that information had been received to indicate that a person purporting to be representing the Nettleton Parish Council had stated the parish authority were also seeking to be the custodian of the land. AC had already established that if this was so, then it was an unauthorised communication. Members of the committee expressed great concern about these actions and asked the matter is brought to the attention of NPC and an explanation to be forthcoming. AC confirmed that he had been assured that the landowner was proceeding to instruct solicitors and arrange a long-term lease for the land to be used by BCA and residents of Burton. PG stated it was anticipated that AC/PG/GC would become trustees of the land and complete the legal process in due course. Members of the BCA and residents were encouraged to voice an opinion at the next NPC meeting.

**Action 02.06.15/7 – AC to raise at the next NPC meeting on 11<sup>th</sup> June**

- d) 100 Club Lottery – PL stated that we were ready to go on this and residents had been informed via a doorstep leaflet drop and on the village website. CB confirmed that a Certificate of Registration for Small Society Lottery had been

received from Wilts council costing £40. The administration process being an annual return is made by CB/PG/PL, which is due June 2016. The licence is then renewable at a cost of £20 for the year. CB then explained that the village area had been divided into 4 areas, which were to be divided amongst the committee members for active promotion and recruiting residents to participate. Membership application forms were then distributed to members for completion and to be later forwarded to PL for allocation of membership number(s). CB asked that whilst visiting the residents it would be a great help to confirm resident details and particularly email addresses for help in later village news, etc. CB also explained the process for the monthly draw and associated documentation requirements.

**Action 02.06.15/7 – CB to circulate details of village areas and allocate committee member responsibilities for lottery campaign.**

#### 8 Other business

MS stated that she had been approached by Matt Warburton who was concerned about a recent incident involving his dog whilst out walking along The Street towards Marsh Lane. The dog was attacked by another dog believed to belong to residents of Mulberry house (Mr. Danny Clark). The dog was loose and not under proper control, the resident was present but didn't show any sign of concern towards the incident. Mr Warburton's dog required veterinary treatment for injuries sustained. A general discussion took place between committee members regarding other incidents of dogs in the village not being under control and potential for incidents of injury to children and residents. It was proposed that enquiries be made with Wilts Council and Police to identify potential solutions to the problem.

**Action 02.06.15/8 – AC to make enquiries with authorities regarding dog legislation and enforcement process**

PL mentioned that Ruth was considering an xmas fair event for the village as a forthcoming event

PB informed the meeting that due to increased work commitments he is regrettably forced to withdraw from being a member of the committee, although wished to remain supporting activities. AC on behalf of the committee thanked PB for his contribution and support of the BCA. A vacancy for the committee will be available.

**Meeting closed - 10pm**

**Next meeting 7.30pm on Tuesday 30<sup>th</sup> June 2015**