

Burton Community Association Committee Meeting 29th Sept 2015 (7.30pm) @ The Old House at Home PH

Present

Al Caie (Chair) Judith Bird Missy Sell Pete Coyle Paula Coyle Amanda Read

Tristan Hitchens Chris Bennett (Secretary)

1. Apologies for absence: Grant Cambridge Victoria Hitchens Dave Webb
2. Notes of previous meeting on 1st September 2015 – Approved
3. Actions

Action			
12.1.15/2	GC	Photograph road surface problems in The Street	On-going
02.06.15/3	CB & TH	Overgrown verges/areas - Identify areas for attention and canvas members to agree support in maintaining a tidy village image	Completed
02.06.15/5	AC	To make further enquiries and include Hillside in the Speed Watch area. To continue liaison with Highways & NPC regarding the use of speed calming measures, i.e. SID's	On-going
30.06.15/6	MS	Discuss proposed Clay Pigeon shoot with Dave at OH@H	Deferred
30.06.15/13	PG	Explore potential costs and suppliers for a ornate village sign	Completed
30.06.15/14	PG	Research costs of defibrillator and liaise with village rep within Acton Turville.	Completed
30.06.15/17	CB	Contact BT and enquire about procedure for removal of TK. (Note: - No action to be taken until residents have been canvassed)	On-going
01.09.15/1	PC	Research potential Lottery Grant for Village Sign	Completed
01.09.15/2	PC	Source sufficient lighting for Halloween event from group	On-going
01.09.15/3	All	Assist MS with supply and cost of food for Halloween event	On-going
01.09.15/4	PC	Produce a Halloween event notice/flyer for	Completed

		inclusion on village website	
01.09.15/5	CB	Email residents and publish date of village 'Tidy up' proposed 17 th Oct 15 on website	On-going
01.09.15/6	AC	Respond to draft lease of land for 'play area'	Completed
01.09.15/7	PG & CB	To meet and discuss forthcoming renewal of 100 club lottery membership and potential discount incentives	Completed
01.09.15/8	JB	Consider and submit article for Bugle on Paul Bird, entitled 'People in the Village'	On-going
01.09.15/9	CB	Submit an article for Bugle on 100 Club to include renewal of membership, following meeting with PG	On-going
01.09.15/10	PC	Submit article for next edition of The Bugle on 'The Happy Hour' event at pub	On-going
01.09.15/11	CB	Liaise with DW concerning residents subscription to auto email alert system for news and events from village website	On-going
01.09.15/12	CB	Circulate details of Macmillan Coffee morning (18 th Sept) to residents and post on village website	Completed
01.09.15/13	JB	Following Macmillan Coffee morning to provide a short article for inclusion within next edition of Bugle.	On-going
01.09.15/14	AC	Write a letter of congratulations to Jane Scott from the BCA	Completed

Updates

Action 02.0615/3 – TH reported that he had identified the areas of village for tidy up management. Eventually each area will have volunteers to self-monitor allocated areas, to maximise effort and avoid duplication of effort.

Action 30.06.15/13 - Pip Gilbert has made contact with a company 'H' Signs from Suffolk who are very helpful. Pip produced a copy of a brochure with price list. The company were prepared to visit the site once the village has an idea what sort of sign was required. A basic double-sided sign would cost in excess of £3k. The committee would now need to consider how this could be funded, along with other projects. Also see additional information below from PC concerning potential grants.

Action 30.06.15/14 – see below item on defibrillator

Action 30.06.15/6 – AC reported that he had returned the draft lease for the play area site with comments, and there do not appear to be any problems.

Action 30.06.15/7 – CB reported that he had met with Pip Gilbert concerning 100 Lottery Club and result is included in item below.

Action 01.09.15/8 – JB reported that Paul Bird was nearing completion of the article

for 'The Bugle' and would soon forward to Dave Webb for editing, etc.

Action 01.09.15/12 & 13 – JB reported that the Macmillan coffee morning went very well and the sum of £170 was raised. The committee expressed thanks to JB for hosting the event. An article for 'The Bugle' is yet to be done.

- 4 Treasurer's report – AC reported that Pip Gilbert had produced a report outlining the current status of the account. This was emailed to members and in summary the BCA has £2,260 available for projects. Pip had also decided to 'step down' from the committee and the treasurer role. Pip was prepared to assist with Treasurer duties until another person had taken up the post. AC on behalf of the committee wished to thank Pip for her contribution towards the committee activities and was grateful for her continued support as a resident of Burton. A vacancy now existed for the role of Treasurer and after a brief discussion it was agreed in the first instance that a request be sent via email to residents of Burton advertising the position.

Action 29.09.15/1 – CB to email village for vacant post of BCA Treasurer.

Action 29.09.15/2 – AC to send a letter of thanks to Pip Gilbert

- 5 Health & Safety – AC asked for any identified H & S matters – none reported. AC informed the group that he would prepare the Risk Assessment for the forthcoming Halloween event.

Action 29.09.15/3 – AC to produce a Risk Assessment for Halloween event

- 6 Neighbourhood Plan (NP) update – Amanda Read presented the analysis of the recent NP questionnaire. Firstly Amanda thanked the BCA for assistance in circulating and collecting the questionnaire and also special thanks to Paula Coyle for providing expertise in the analysis of the results. The result of the analysis had been circulated via email. Amanda stated that she was very pleased with level of response from the residents of the village. The main purpose for undertaking this work is to establish whether there is a need for a NP, or to work from the 2011 Parish plan. The response would indicate that the vast majority of residents were in favour of developing a NP for Burton. People wanted control over planning within the village, and a plan would give more 'legal weight'. Additional parts of the questionnaire which are not relevant for the NP, but important for the village were also included such as 'amenities' Also, within the questionnaire were 'comment boxes', a number of residents felt that Pedestrian Safety (footpaths) was a great concern, along with mentions of vermin and horse droppings on the highway. Amanda stated that the next step was to discuss the analysis at the next Nettleton Parish Council meeting on the 5th Oct 2015 at West Kington Chapel. Support at the meeting from residents and committee would be welcome. If you required a lift to the meeting then please contact Amanda or Al.

- 7 Events –

- a) Halloween – PC produced a draft ‘flyer’ for the event and asked that assistance be given to production of copies and circulation to residents. TH asked PC to send copy of ‘flyer’ and he would arrange required copies. AC & CB agreed to arrange door-to-door distribution of flyers at same time of circulating the ‘tidy up’ flyer. MS discussed the potential cost for hosting the event as being approx. £190, dependent upon numbers attending and ticket sales. MS asked the committee if she could recoup any potential loss from the committee funds. Committee were in agreement that if a loss occurred then this would be covered. MS had arranged circulation of email to residents asking for help on the day, in whatever capacity. Outside lighting and gazebos would be required. Committee members to please respond direct to MS & PC.
MS also suggested that we have 3 piñatas, which could be sponsored by perhaps the BCA, OH@H, and/or similar business locally. Agreed this would be good for community involvement for the event.
- b) Other events – MS suggested we could do a Silent Auction and would look into this. CB asked that we remember previous suggestions such as the Car Boot sale as suggested by OW

8 Report on Activities

- a) BT Phone box – CB reported that the ‘on-line’ report to Chippenham Area Board had been updated to show ‘in progress’. The NPC had also acknowledged a report and were in favour of supporting this. CB now felt it was time that the residents of Burton should be informed of the proposal and seek their views. Committee agreed that this could be an article for the next edition of the ‘Bugle’ CB already has an action for Bugle article
- b) Defibrillator – AC presented a report submitted by Pip Gilbert following her enquiries. This had been circulated to members via email. In brief there were 4 options to consider for purchase/acquiring a device. Members voted in favour of option 1 which was to apply for a grant and equipment from the British Heart Foundation. Pip is happy to continue with this project. JB stated that she is happy to assist with this if required.
- c) Community Speed Watch – AC reported that CSW was still progressing well and continues to detect quite a number of motorists had still been detected exceeding the speed limit.
- d) Play Area – AC recently circulated a play area subgroup progress report outlining current position. In brief the draft lease had been returned with minor comments and landowners are indicating that they are happy with this. Additionally Cotswold Homes have kindly offered to assist with ground clearance and levelling of site, subject to approval from landowner,

Electricity and water utilities had been consulted.

- e) 100 Club Lottery – CB reported that the September draw had taken place and prizes distributed and members notified via email, website and posters. CB reported that a meeting had taken place with Pip Gilbert to discuss future membership and payment of subscriptions. It was agreed that the next renewal of membership for those expiring at end of Nov 2015, should be given the opportunity to renew and make a Standing Order payment via online banking. CB agreed to notify respective members following the October draw and in readiness for Dec draw. At this stage it is unknown how many residents on a 6-month subscription will take the option of continued membership.
 - f) Village 'Tidy Up' – TH reported that the next event would be on Saturday 17th Oct 2015. TH agreed to produce a flyer and forward to AC & CB for circulation within the village.
- 9 Other Business – PC reported that he had made enquiries regarding potential grants for the purchase of a village ornate sign. PC stated that funds were available for activities that need to benefit a group, etc. It was felt that a sign would not fall within this category. PC went on to state that Wiltshire Council have a fund for community projects. A general discussion then took place regarding levels of funds available at this time and it was agreed the first project to be funded would be the Defibrillator. Unless significant funds become available then propose this be deferred until next financial year. CB suggested that the residents might have their own views on which of the projects they would be prepared to support. It is possible that a resident might prefer to support a village sign. Agreed an article would be included within the next edition of 'The Bugle' to inform residents which projects are being undertaken, costs and available funds thus far.
- Action 29.09.15/4 – AC & CB to produce an article for Bugle**

Meeting closed – 9.45pm

Next meeting 7.30pm on Monday 26th October 2015