

Burton Community Association Committee Meeting 23rd May 2016 (7.30pm) at The Old House @ Home PH

Present

Al Caie (Chair) (AC), Judith Bird (JB), Trystan Hitchens (TH), Missy Sell (MS), James Towers (Treasurer)(JT), Glynis Morris (GM), Rachel Scott (RS), Steve Symons (SS), Chris Bennett (Secretary) (CB)

1. Apologies for absence: Victoria Hitchens & Grant Cambridge
2. Notes of previous meeting on 4th April 2016 – Approved
3. Actions

Action			
30.11.15/1	PC CB	Report on road surface problems, particularly on The Street and maintain liaison with NPC	On-going
01.02.16/4	TH	Research suppliers for purchase of bollards for grassed area near entrance of Toll Down Way Obtain a photo or diagram of types of posts available	Completed
07.03.16/2	MS & JB	Make plans for 4 th July event and Bake Off event	On-going
07.03.16/6	AC	Revisit traffic calming measures for village and discuss options with CATG	On-going
07.03.16/8	CB	Complete lottery return for renewal of 100 Club licence	Completed
07.03.16/9	AC	Speak with Church Committee and enquire if anyone would like to join BCA Committee	Completed
04.04.16/1	MS	Update Committee following meeting with the Church Events Committee regarding dates of events and any support required	Completed
04.04.16/2	AC	Produce a proposed schedule of future CSW events and in conjunction with CB make application for use of CSW vehicle	Completed
04.04.16/3	AC	Arrange meeting with play area sub-group, Tom Nattrese and Brad Anderson for advice on turfing the area and to obtain quote for material, and bring to next meeting for cost approval.	Completed
04.04.16/4	CB	Circulate details of lottery membership renewal to all village residents, which is due in June.	On-going

04.04.16/5	AC	Update draft Annual report with financial aspects and to circulate to Committee members for agreement prior to AGM	Completed
04.04.16/6	AC	Arrange a meeting with Councillors Minney & Wright, together with TH to discuss proposed Noticeboards to be supplied and funded by Nettleton Parish Council	Completed
04.04.16/7	All	All members to forward electronic copies of BCA documents or other material for back-up purposes to facilitate a central repository of Committee material	On-going
25.04.16/1	AC	Circulate details of proposal for purchase of topsoil & turf for play area project to all residents in view of the costs involved	Completed

Updates

Action 30.11.15/1 – Pete Coyle previously reported that he was going to obtain photographs of road surface problems 5th April and hoped to complete report soon. A general discussion took place within the group on how best to progress, MS mentioned we could provide a monthly reminder to residents on how to report highways issues and get more residents involved in the reporting process. RS mentioned it was important to seek some feedback on what had already been reported and how. The return of the ‘Parish Steward’ role in the County could also be a good way of coordinating the reporting problems. Further update required, CB to discuss progress with Pete and bring to next meeting to review and decide on way forward with this. Action has passed to CB

Action 01.02.16/4 – TH reported that following the meeting 4th April, he had received details of the bollards in the form of a sketch plan and dimensions, and copies were distributed for comment. The quote from Wiltshire Wood Recycling for supply and installation of bollards was the preferred option.

TH asked for approval to accept quote from Wiltshire Wood and decline the quote from Jacks.

AC – commented that we had 2 quotes, the best value was Wilts Wood and it was a local supplier and using recycled material – proposed purchase of x10 bollards from Wiltshire Wood at cost of £500

Seconded by MS

All voted in favour

MS questioned the liability of BCA for a motorist having a collision with bollards?

AC – response was that if we had met the required standards for installation and was compliant with Wiltshire Council Highways, then liability would be with the driver.

Action 17.03.16/2 – MS will cover under the Events item of agenda

Action 07.03.16/6 – AC reported that following on-going consultation with Chippenham Area Transport Group (CATG) they suggested use of a temporary 'Speed Indication Device' that can be deployed on a random basis, as fixed sites historically lose effectiveness. The actual device would be on loan from Wiltshire Council. In order to acquire this device we will need to install x2 sockets and a pole, an approx. cost of £600. Additionally the request for device will need to be managed by Nettleton Parish Council (NPC) for approval. JT made a suggestion as to whether Wiltshire Wood Recycling could undertake this type of job

Action 23.05.16/1 – AC to check with CATG and Wiltshire Wood about installation and maintain liaison with NPC

Action 07.03.16/8 – CB reported the process of lottery club licence renewal had been completed and we had a valid licence up to May 2017 incl. at a cost of £20

Action 07.03.16/9 – AC reported that at present there were no takers for a position on the BCA

Action 04.04.16/1 – MS will cover this under Events item

Action 04.04.16/2 – CB reported a CSW schedule had been produced and revised to cover the changes in equipment allocation

Action 04.04.16/3 – AC to cover this under Play Area item

Action 04.04.16/4 – CB reported that following the May prize draw a reminder for membership renewal will be circulated in the first 2 weeks of June in readiness for end of June draw

Action 04.04.16/5 – AC reported the Annual report was presented at the AGM

Action 04.04.16/6 – AC reported that resident Richard Orme was happy to leave the existing noticeboard on the wall of his house (funded by him) and at this stage we don't request NPC to install a new one. CB asked that the proposal for Burton to have a new noticeboard should be held for any future requirement and NPC to retain funds as allocated for a later date.

Action 23.05.16/2 – AC to discuss further with NPC

Action 04.04.16/7 – CB reported an electronic flash drive had been acquired from AC and to date the BCA records of Chair & Secretary had been backed up. Still await documents from Treasurer, JT to forward as requested. JT suggested we could also make use of 'The Cloud' for back-up purposes.

Action 23.05.16/3 – JT to look at potential Cloud bases archive of records

Action 25.04.16/1 – AC reported that following the circulation to residents he had not received any responses to the question and proposal to spend money on play area topsoil and turf. See also item on Play Area below

4. Treasurer's report – JT confirmed that he had received documentation from outgoing Treasurer and had now assumed the role. JT reported the current balance was £3,682.26p + £210 for play area turf donations so far. Money out was £20 for the lottery licence renewal
5. Health & Safety – TH reported no additional matters following the latest tidy up day. TH did report an unrelated matter regarding the problem with overgrown verges at the junction with Toll Down Way and the limited views along the Toll road C161. The situation for residents is getting more dangerous. CB & AC will visit location on 25th May and strim/mow the verges. This is a continuous issue and should be brought to attention of Wilts Council Highways/Parish Steward. There were further comments from JB regarding same problem at bottom of Hillside.
Action 23.05.16/4 – AC & CB to cut overgrown verges and improve visibility at junction
Action 23.05.16/5 – AC to bring to next NPC meeting and Parish Steward attention

6. Events – MS initially indicated there was a need for the Events Sub-Group to hold a meeting and agree future requirements/dates, and will email sub-group to arrange.
MS reported there would not be a 4th July event and it was agreed instead to hold an event on 9th July to celebrate HM Queen 90th birthday, and to be held in Toll Down Way. Further details to follow, and there would be no advanced tickets for this, as the last event it didn't seem to work. Instead it was decided to send individual invitations to each residence. MS indicated there would be a requirement for help to arrange and manage this.
MS also indicated they were planning a 'Burton Bake Off' later in the summer period (date to be fixed)
Action 23.05.16/6 – MS to arrange sub-group meeting and progress events calendar.

AC also mentioned the Village Fete to be held on 11th June and a request for BCA to support this where possible. A discussion took place amongst the group and agreement to help where possible

Action 23.05.16/7 – CB to circulate by email to members a list of tasks and coordinate resources with Church Events Committee

7. Report on Activities
 - a) Burton in Bloom – TH informed the group there was no update on Picket Gates, a further date for village 'tidy-up' would be sometime in July (date yet to fixed). Also following the AGM and public feedback we should be looking to doing a litter clearance/tidy up on Hillside. AC asked if anyone was prepared to attend the Wiltshire Council meeting on 9th June regarding re-introduction of Parish Steward scheme. JT was prepared to go if appropriate, this is primarily a council based event and may not be open to others.

CB suggested the BCA should consider the purchase of a community Brush Cutter/Strimmer for use in clearing verges/hedgerows. The current equipment borrowed from AC is coming close to the end of its useful life. CB has done some research and suitable equipment would cost approx. £120, on-going enquiries through source with MS may work out cheaper. Further work needs to be done on this and bring a proposal to next meeting. In principle the committee thought this a good idea. TH also suggested we should consider additional equipment for tidy up days, such as brooms, wheelbarrow, shovels, etc. instead of using personal kit.

Action 23.05.16/8 - AC to email Council and reserve a place for JT

Action 23.05.16/9 – CB to obtain costs and include PPE safety equipment such as goggles and gloves.

- b) Community Speed Watch – AC already mentioned SID equipment as above. AC confirmed a change in the sharing of Speed Gun, we now share with Luckington and a team in Chippenham, this will reduce the amount of time allocated to Burton in the future.
- c) Play Area – AC & GM provided an update and stated Green Square Housing had in principle agreed to allow access to Play Area site through their land. There was going to be a different point of entry and a plan was to be produced with more detail on equipment types location, etc. AC informed the group out of the 5 companies approached for play area equipment then 2 had been received, we are chasing 2 others and one is likely to be withdrawn. TH asked if the company that installed equipment at Acton Turville had been approached. AC confirmed it was one of the companies who had quoted. AC went on to say that Wiltshire Council had agreed for BCA to prepared ground only and not do anything further until planning application was submitted for approval. MS asked if when we become a registered charity, would we be exempt from VAT? Initial response from AC & SS was it was unlikely to be the case, although JT should check on this legality
AC indicated there was a requirement for support in spreading topsoil when delivered, and as yet date is unknown. RS suggested we consider doing this during an evening in the week when more people are available

AC confirmed that following previous correspondence and voting agreement had been obtained to progress on ordering topsoil and turf.

AC proposed we go ahead and order topsoil from Avonmouth supplier. All present agreed to this

Action 23.05.16/10 – AC to place order for top soil

Action 23.05.16/11 – JT to check eligibility for VAT exemption

- d) 100 Club – CB reported as above, application of licence renewal was completed. The current lottery membership for residents is due for renewal in June and further details will be circulated. MS made a suggestion to

obtain a card to recognise contribution for suggestion to form the club and the success of the activity in fund raising. All at meeting agreed

Action 23.05.16/12 – CB to purchase a suitable card for Paul & Ruth Lortal as recognition for contribution to further BCA activities

- 8 Annual General Meeting – AC reported there had been no direct feedback from residents regarding the AGM. CB wished to thank AC on behalf of the committee for completion of Annual Report and the quality of content and information made available

BCA Constitution – AC reported the initial application for registering as a charity had been rejected and details had been circulated to committee. There was now a need to take a fresh look at this application and welcomed suggestions and this will require a committee meeting to make a change to constitution in due course. GM said she may be able to get our revised constitution and application reviewed by a colleague.

Action 23.05.16/13 – AC to progress construction of a revised Constitution and Charity application

- 9 Any other business –

CB reminded the members that a previous suggestion to raise funds by attending a car boot sale at Castle Coombe Circuit was mentioned. This would be a future suggestion especially if our application for charity was successful. MS also suggested we consider forming a position of a principal Fund Raiser. Agreed this would be brought to next meeting as an agenda item.

Meeting closed – 9.30pm

Next meeting 7.30pm on Monday 27th June 2016