

Burton Community Association General Meeting 27th June 2016 (6pm) at The Old House @ Home PH

Present

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

1. Apologies for absence: Trystan & Victoria Hitchens
2. Notes of previous meeting on 23rd May 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30.11.15/1	PC CB	Report on road surface problems, particularly on The Street and maintain liaison with NPC	Withdrawn
07.03.16/2	MS & JB	Make plans for 3 rd 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
04.04.16/4	CB	Circulate details of lottery membership renewal to all village residents, which is due in June.	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
23.05.16/1	AC	SID sockets – Contact Wiltshire Wood to check if they are approved to install sockets and liaise with NPC	On-going
23.05.16/2	AC	Discuss with NPC any likelihood of retaining funds for village noticeboard for later use in providing a replacement	Completed
23.05.16/3	JT	Research possibility of using a 'cloud' based system for backup/archive of BCA material and records	On-going
23.05.16/4	CB	Cut overgrown verges bottom of Toll Down Way which has reduced visibility of traffic and are considered dangerous	Completed
23.05.16/5	AC	Report problems of overgrown verges and associated danger to NPC and Parish Steward scheme	On-going
23.05.16/6	MS	Arrange an events sub-group meeting to	On-going

		progress arrangements for future events	
23.05.16/7	CB	Circulate request for help to support village fete on 11 th June and coordinate with Church events committee	Completed
23.05.16/8	AC	Contact Wiltshire Council and reserve a place for JT to attend meeting regarding re-launch of Parish Steward programme	Completed
23.05.16/9	CB	Research costs for the purchase of a community brush cutter/stripper and PPE	On-going
23.05.16/10	AC	Place an order for top soil for the play area	Completed
23.05.16/11	JT	Check eligibility for VAT exemption if and when the BCA becomes a registered charity	On-going
23.05.16/12	CB	Arrange a 'thank you' card for Paul & Ruth Lortal in recognition of Lottery Club proposal	Completed
23.05.16/13	AC	Produce a revised Constitution and resubmit a Charity Registration application	On-going

Updates

Action 30.11.15/1 – AC reported that this action had not been completed and in view of time delay should be withdrawn. A better process of reporting incidents about road conditions is best done by using the 'mywiltshire' website. A good example being the quick response regarding the manhole cover sinking on the triangle, albeit the actual job was responsibility of Wessex Water. In future suggest all defects get reported in this way. Residents had been informed of this facility previously and CB will send a follow up reminder in due course.

Action 07.03.16/2 – To be covered under item 8

Action 07.03.16/6 – AC reported this was still an on going action linked to Action 23.05.16/1

Action 04.04.16/4 – CB reported the lottery club membership renewal had taken place and covered in item 9 below

Action 04.04.16/7 – CB reported electronic documents had been received from The Chair and stored on a USB drive along with all Secretary documents. The other committee members had forwarded no other material. We just need to ensure Treasurer documents are captured from the recent handover of role to JT

Action 23.05.16/2 – AC reported this item was raised with Nettleton Parish Council and they were happy to revisit this when the present noticeboard in Burton becomes unusable or in need of replacement

Action 23.05.16/4 – AC reported work had been done with CB to cut the overgrown verges and improve visibility for road users at the junction

Action 23.05.16/5 & 23.05.16/8 – AC reported he had attended the presentation evening by Wilts council on the introduction of Parish Steward system. Details (a Power Point presentation) had been circulated to members on how the scheme will work. The scheme is hoped to begin in Sept 2016 and cover such problems as overgrown verges, etc.

Action 23.05.16/6 – MS reported a meeting had not taken place and will cover under item 8 below

Action 23.05.16/7 – AC reported action completed and also covered under item 8

Action 23.05.16/9 – AC reported a resident of the village had donated virtually brand new petrol driven strimmer/brush cutter to the BCA. The equipment had been checked and works very well. Personal Protective Equipment (PPE) will need to be worn by users, i.e. gloves/protective eyewear/suitable footwear. CB presently holds the equipment and available to suitably trained persons

Action 23.05.16/10 – AC will cover under item 9 below (Play Area)

Action 23.05.16/11 – JT reported VAT exemption could only be applied to expense involving the construction of building, etc. Therefore it is not envisaged we would need to apply for this.

Action 23.05.16/13 – AC reported work was still under way to complete the Action. AC did propose we subscribe to the service of The National Council for Voluntary Organisations (NCVO) which is provided free of charge.

Proposed by AC

Seconded by JB

All present voted in favour

GM also informed the committee that a work colleague experienced in this area was prepared to give advice on the Charity Commission document prior to submission

Action 27.06.16/1 – AC to register online with the NCVO

4. Treasurer's report – JT reported the current balance was just in excess of £6k and we had a cost of £960 yet to be paid for the topsoil and turf. In addition a further £182.05p was to be paid for the BCA liability insurance
Proposed by JT, Seconded by AC and all voted in favour to make payment

5. Health & Safety – No items were raised, although MS asked to ensure we have a copy of previous risk assessment for street party in prep for 3rd July event

6. Committee member(s) – Role of Principal Fund Raiser - AC asked for MS to explain the purpose of this proposition. MS suggested that following some successful events and with the impending expenditure for projects such as 'play area' it had come a time to coordinate efforts and not only look within Burton but

outside of the village for potential sources of income/donation/grants, etc. The role required somebody with marketing experience and it was more than just organising events. A general discussion took place and this required more research by individuals to understand the role requirement. In the interim GM, JB & AC indicated they would be prepared to gather more information

Action 27.06.16/2 – AC to coordinate with GM & JB and research methods of marketing the BCA

7. The Bugle – Vacancy for Editor – AC reported the current editor David Webb had announced he could no longer perform the role due to an ever increasing workload. AC on behalf of the residents of the village thanked David for the work he had done and the quarterly newsletter was an important part of the communication strategy of the BCA to keep residents informed on community matters. AC asked if anyone present was prepared to take on the role. JT volunteered to coordinate its production provided material comes from the committee or other residents. AC stated the next edition will be due for end of Sept and material should be forwarded to JT during the first week of Sept. CB stated he was happy to ensure reminders were sent to all persons in good time to ensure articles are submitted in good time

Action 27.06.16/3 – JT to begin work on production of a Bugle newsletter

8. Events

- a) 3rd July (HM Queens 90th b'day) event – MS reported invitations had been sent to all residents of Burton and replies were beginning to be received. It was normal for some to leave it late and watch the potential weather conditions. MS stated she would be sending an email very soon regarding help to resource the occasion. CB asked what the contingency plan would be for poor weather conditions. MS stated the event would unfortunately be cancelled
- b) Report on village fete held on 11th June – AC reported the fete was generally a success and was grateful for the support from members on the day. The total amount raised for the church was £550

8. Report on Activities

1. Burton in Bloom – AC reported on behalf of TH & VH. The next tidy up day was scheduled for Saturday 2nd July. It was planned to use the two wooden planters donated by Cotswold Homes for the western side of the village and placed next to the new white 'picket gates' A sum of £100 had already been set aside for purchase of compost/plants and it was hoped they would be done on the 2nd July. The 'picket gates' on the eastern side of the village were different in so much the village name sign was much lower and a different planter would be required. This was to be decided at a later date. JB offered refreshments for persons involved in the 'tidy up' day. AC

proposed the costs to cover project (£100), seconded by JT and all present voted in favour

Action 27.06.16/4 - TH & VT to purchase compost and plants for the two wooden planters and place on the western side of village.

AC reported the purchase and installation of the bollards proposed for Toll Down Way junction had been put on hold. Initially Wiltshire Wood Recycling had indicated they had authority to install material on the highway was now found to be incorrect. AC proposed TH to revisit previous quotes and resubmit to committee for approval

2. Community Speed Watch – AC reported the CSW team had continued to perform speed watch activity and had made use of the Police Volvo in the village sites. This had a pretty dramatic response from drivers and worked well, particularly on the Hillside site.
3. Play Area – AC reported the topsoil had been laid and turf was due to arrive on Friday 1st July. A resident Adrian Packer had already offered to assist with laying the turf and asked committee to agreed funding and hire of a vibrating roller to help preparation of the area.
AC proposed the cost of up to £75 for hire of machine, seconded by GC, and all voted in favour

Action 27.06.16/5 – AC to liaise with Adrian and hire the equipment

AC reported he had previously circulated copies of the minutes from play area sub group and suppliers bids/quotes to members. A total of 5 suppliers had been approached and only 3 had returned a bid for supply/fit of play area equipment according to the specification provided by sub-group. The recommendation from sub-group was to accept the PlayForce bid and notify them accordingly. A number of tasks such as fencing, laying energy absorbing matting could be done by volunteers to keep costs down. AC also proposed we ask PlayForce for a more detailed plan of the site with equipment proposed, which needed to be submitted with planning application to council.

AC proposed to agree PlayForce bid, seconded by GC and all present voted in favour

4. 100 Club – CB reported renewal of lottery membership had been completed for the forthcoming year. A total of 61 residents had signed up and a total of £3060 was raised. If those residents who had signed up for an initial 6 months elected to extend for a further 6 months then the total could be a potential £3660. After payment of prizes the amount raised for BCA use would be approx. £1,800. This was slightly down on last year due to some residents leaving the village and some electing not to continue or forgot to renew.

Any other business –

- a) CB informed members he had met with Pip Gilbert and accepted handover of responsibility for Defibrillator reporting to SWAST and now held the master key to cabinet
- b) JB informed members the next 'Ladies night' is to be held at OH@H on Thursday 21st July for 7pm

Action 27.06.16/6 – CB to email female residents with details of the event

Meeting closed – 6.45pm

Next meeting 7.30pm on Monday 25th July 2016