

Burton Community Association Committee Meeting 25th July 2016 (6pm) at The Old House @ Home PH

Present

Al Caie (Chair) (AC), Judith Bird (JB), Missy Sell (MS), Victoria Hitchens (VH)
James Towers (Treasurer) (JT), Steve Symons (SS), Chris Bennett (Secretary) (CB)

1. Apologies for absence: Trystan Hitchens, Rachel Scott & Glynis Morris
2. Notes of previous meeting on 27th June 2016 – Approved
3. Actions

Action			
07.03.16/2	MS	3 rd July event and Bake Off event	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	Completed
23.05.16/1	AC	Speed Indication Device Sockets liaise with NPC	On-going
23.05.16/3	JT	Research possibility of using a 'cloud' based system for backup/archive of BCA material and records	On-going
23.05.16/5	AC	Report problems of overgrown verges and associated danger to NPC and Parish Steward scheme	Completed
23.05.16/6	MS	Arrange an events sub-group meeting to progress arrangements for future events	On-going
23.05.16/13	AC	Produce a revised Constitution and resubmit a Charity Registration application	On-going
27.06.16/1	AC	Register online with the NCVO	Completed
27.06.16/2	AC	Coordinate with GM & JB to research methods of marketing the BCA	On-going
27.06.16/3	JT	Begin work on the production of a Bugle newsletter	On-going
27.06.16/4	TH & VH	Purchase compost and plants for the two wooden planters and place on the western side of village.	Completed
27.06.16/5	AC	Liaise with Adrian Packer and hire the 'Vibrating Roller' equipment for play area ground prep	Completed
27.06.16/6	CB	Email female residents of the village with	Completed

Updates

Action 07.03.16/2 – MS asked this be covered under item 8

Action 07.03.16/6 – AC asked that this Action should be merged with 23.05.16/1

Action 04.04.16/7 – CB reported that members had sent electronic copies of material held for BCA purposes and had been copied onto an external pen drive for backup purposes and therefore completed. This is also linked to on-going Action 23.05.16/3

Action 23.05.16/1 – AC reported this item was raised with Wiltshire Council & Nettleton Parish Council. There is a suggestion that Burton may have a potential share agreement with the villages of Castle Coombe and Grittleton. This is due to be raised at the next NPC meeting on 29th July. Also note that Wiltshire Wood cannot undertake the installation of SID sockets, as they are not a Council approved contractor

Action 23.05.16/3 – JT reported that he intended to utilise 'google drive' for storage and shared access of BCA material and was in the process of setting up email access.

Action 25.07.16/1 – CB to pass all relevant BCA material to JT for uploading onto the appropriate shared access drive when set-up

Action 23.05.16/5 – AC reported the maintenance of grass verges was covered in a Council document which indicates the work is undertaken on a very limited schedule, and any additional work is to be done mainly if it has an impact on potential limitation of a driver view at a location. The work of the future Parish Steward is controlled primarily by NPC and unlikely to include regular verge cutting. AC handed document to VH for information and comment

Action 23.05.16/6 – MS reported this had not taken place yet and would probably be held in preparation of the Halloween event on a date, yet to be fixed

Action 23.05.16/13 – AC asked this to be covered under item 6 below

Action 27.06.16/1 – AC reported this had been completed although the information available was not considered very limited for our purposes

Action 27.06.16/2 – AC & JB indicated a lot more work was still required to progress this

Action 27.06.16/3 – JT reported that work had still to be started on the next edition of the Bugle newsletter. JT was still to contact the previous editor David Webb for access to templates and material

Action 27.06.16/4 – VH asked for this to be covered under item 9

Action 27.06.16/5 – AC asked for this to be covered under item 7

4. Treasurer's report – JT reported the current balance was £4,810, which included £82 donations for the 'Buy a SOD for Burton' initiative. Also handed over at the meeting was £90.84p from the proceeds of Scarlett Beacham cake sale and £233 from the 3rd July event.

VH asked for the reimbursement of £97 for the cost of the purchase of compost, planters and plants for the 'Gateway' project and receipt was handed to JT. All members present approved this payment

Action 25.07.16/2 – JT to arrange payment for costs incurred

5. Health & Safety – No items were raised

6. Revising the BCA

6.1 – Proposed revisions – AC reported that he had produced a document that indicates the proposed changes to the current BCA Constitution, required to make it compliant with the proposed registration as a Charity. The document had been circulated to all committee members prior to the meeting for comment. Further work is required and guidance was likely to be requested from a resident with experience of such processes

6.2 – Arrangements for adoption – AC reported the revised constitution guidelines from the Charity Commission stipulated the requirement for the BCA to hold a list of membership. Arrangements are to be put into place and seek views of village residents regarding formal arrangements to be included on the membership list. The current constitution also requires the BCA to give notice of a specific meeting with members to vote and agree and changes to the constitution. After a short discussion it was proposed to agree a date for this meeting at the next committee meeting on the 30th August and likely to be in September. The village residents are required to be given at least 14 days notice of such a meeting

Action 25.07.16/3 – AC arrange a village residents meeting to discuss and accept the revised constitution

Action 25.07.16/4 – CB to consult all residents of the village regarding formal membership of the BCA and comply with CC guidelines

7. The Play Area – Planning Application – AC reported the agreed supplier of equipment had been asked to make some alterations/additions to its sketch/plan and provide more information to the Council Planning process. At this moment we are still unclear as to the amount of information required by Wiltshire Council and therefore further consultation is required. AC apologised he had not previously

circulated material and would do so following this meeting. After committee members had seen the material it was planned to circulate to all residents of the village for comment, and later circulate to Nettleton Parish Council

AC reported the topsoil and turf had been laid by a group of residents and was looking in good health. Particular thanks to Adrian Packer for arranging and use of a vibrating roller to assist with the levelling of the site

MS asked if the play area could be utilised for community events, particularly for events that required cover, i.e. gazebos. AC responded by saying there was still a lot to do and the next stage would be fencing the area and incrementally adding the equipment. AC thought it was likely some area could be used for such activity although the actual size of area is not known at present.

Action 25.07.16/5 – AC to circulate details of play area planning material to committee members for information and comment.

8. Events

- a) 3rd July (HM Queens 90th b'day) event – MS reported the event was held and overall feedback from those who attended was very positive, a very enjoyable afternoon which raised a total net profit of £233 towards BCA projects. MS also expressed thanks to all members and other residents who helped in the planning and running of the event. It was also suggested the hand written personal invitations worked well and the event should be considered again for next year
- b) Burton Ladies Night at the OH@H on 21st July - JB reported the event took place and was a very pleasant evening. Suggested this could be held every 3 months as an on-going event
- c) Future planning – MS indicated the next event would probably be Halloween and would need to start planning sometime in mid-September. The proposed Burton 'Bake-Off' was not likely to be held until next spring (2017)
- d) Church Event (B-B-Q) – AC informed the committee the Church hosted an annual B-B-Q event which is scheduled for Saturday 20th August
Action 25.07.16/6 – MS to liaise with Church events committee and offer any support required for the event

9. Report on Activities

- a) Burton in Bloom – VH reported the tidy up day was held on Saturday 2nd July and was pleased to confirm the 'Gateways' had been installed and planters purchased and placed at the sites. VH confirmed the cost for planters/compost/plant totalled £97 and produced a receipt for reimbursement. VH also thanked those residents who have maintained the grass verges and green areas around the village. Particular thanks to Viv

Clark and Peggy Packer for volunteering to water and tend to the plants on the Western approach to the village. CB stated he would speak with Viv and Peggy to ensure they are happy to perform this task and offer any assistance they wished. The maintenance of the planters on Eastern side of village was currently undertaken by TH & VH and are happy to do so, although some more assistance would be grateful. The location is a little hazardous with traffic and due consideration should be made for undertaking this task. TH was still to speak with Cllr. Stephen Beare of NPC to discuss possible use of Parish Steward to maintain the verge on this side of the village. After a short discussion it was agreed to have a rota system put in place within the committee members.

Action 25.07.16/7 – CB to consult committee members and agree a system for maintenance of the plants

VH reported the purchase and installation of the bollards proposed for Toll Down Way junction was now unlikely to proceed due to the cancellation of proposed work by Wiltshire Wood Recycling. The quotation for work to be done by Council approved contractor was likely to be in excess of £1k for material only. All members at the meeting agreed this was too expensive and unless further information is forthcoming we are unlikely to see this progressed

VH asked if the damage to the grass verge on the Triangle required re-seeding or not. AC suggested we wait and will report back

VH indicated the next 'tidy up' day was yet to be fixed and asked for suggestions on how we could increase the numbers of volunteer residents taking part. The group conceded it was difficult to find solutions and could only rely on the good will of residents to participate. It was agreed the events were well publicised in advance although the term 'Tidy Up' day may give the impression it was asking for a full days commitment and perhaps we could retitle the event accordingly

AC mentioned the 'fly tipping' that had taken place in the lane off Hillside, and enquiries with land registry and Wilts council are on-going to trace who is responsible for the clean up. Information from local residents tends to reveal this is the old road to Acton Turville (prior to motorway bridge construction), and should therefore remain a highways responsibility.

Action 25.07.16/8 – AC to speak with Wilts Council and progress this

- b) Community Speed Watch – AC reported the CSW team had recently reduced in numbers with Steve & Pip Gilbert leaving the village. AC suggested the scheme required more volunteers. JB also mentioned that during a session of CSW a small number of drivers had made abusive gestures to herself and another female member of the team. There were no male members of the team present, which might have an impact on some

driver behaviour. CB suggested that we consider reporting drivers direct to the Police if necessary, if this occurs in the future

Action 25.07.16/9 – CB to circulate request for more CSW volunteers

- c) 100 Club – CB reported the latest total for membership was now 62 and all subscription money had been collected and handed to treasurer. The next draw is due to take place on Friday 29th July

10. Any other business –

- a) CB suggested the committee consider the presentation of an award/certificate to Scarlett Beacham for acknowledgement of the good work done during the cake sale. All members agreed it was an excellent idea

Action 25.07.16/10 – CB to produce a suitable certificate for presentation

- b) JT asked if the BCA could have a corporate logo, in addition to the one used for the bugle newsletter. Agreed as a good idea and members to consider suitable suggestions/design for discussion

Action 25.07.16/11 – JT to coordinate suggestions for a corporate logo

Meeting closed – 9.15pm

Next meeting 7.30pm on Tuesday 30th August 2016