

Burton Community Association Committee Meeting 30th August 2016 (7.30pm) at The Old House @ Home PH

Present

Judith Bird (JB), Missy Sell (MS), James Towers (Treasurer) (JT), Rachel Scott (RS), Chris Bennett (Secretary) (CB)

Public Participation – Greg Clark

1. Apologies for absence: Al Caie (Chair), Grant Cambridge (Vice Chair), Trystan Hitchens, Victoria Hitchens Steve Symons & Glynis Morris
2. Notes of previous meeting on 25th July 2016 – Approved
3. Actions

Action			
23.05.16/1	AC	Speed Indication Device Sockets liaise with NPC	Withdrawn
23.05.16/3	JT	Research possibility of using a 'cloud' based system for backup/archive of BCA material and records	Completed
23.05.16/6	MS	Arrange an events sub-group meeting to progress arrangements for future events	Completed
23.05.16/13	AC	Produce a revised Constitution and resubmit a Charity Registration application	On-going
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	Completed
25.07.16/1	CB	Pass all relevant BCA material to JT for uploading onto the appropriate shared access drive when set-up	Completed
25.07.16/2	JT	Arrange payment to Trystan Hitchens for costs of compost and plants, etc. for Gateway project	Completed
25.07.16/3	AC	Arrange a village residents meeting to discuss and accept the revised constitution	On-going
25.07.16/4	CB	Consult all residents of the village regarding formal membership of the BCA and comply with CC guidelines	Completed
25.07.16/5	AC	Circulate details of play area planning material to committee members for information and comment	Completed
25.07.16/6	MS	Liaise with Church events committee and offer	Completed

		any support required for the B-B-Q event on Saturday 20 th August	
25.07.16/7	CB	Consult committee members and agree a system for maintenance of the plants at the village 'Gateways'	Completed
25.07.16/8	AC	Speak with Wilts Council and Landowners regarding the 'fly tipping' in the lane off Hillside	On-going
25.07.16/9	CB	Circulate request for more CSW volunteers	Completed
25.07.16/10	CB	Produce a suitable certificate for presentation to Scarlett Beacham	Completed
25.07.16/11	JT	Coordinate suggestions for a corporate BCA logo	On-going

Updates

Action 23.05.16/1 – CB reported on behalf of AC that Wiltshire Council had very limited resources/equipment for SID's and there was little if no chance of having equipment for Burton. Therefore expenditure for the installation of roadside sockets/posts is not going to be approved. NPC had also been made aware. In view of this information this action is withdrawn

Action 23.05.16/3 – CB reported that JT had created a 'Google drive' for storage of BCA material and accounts had been created and tested for AC, CB & JT. Material held by AC & CB had been transferred to this storage media which will be made available for all members of committee in near future

Action 30.08.16/1 – JT to arrange creation of 'Google' drive access for all committee members

Action 23.05.16/13 – CB reported on behalf of AC to confirm the draft constitution had been submitted to all members of committee for comment. Members at the meeting confirmed receipt of this document. CB also reported that those committee members not present at the meeting had also confirmed receipt. (See agenda item 6)

Action 27.06.16/2 – JB reported this action had yet to be progressed and suggested that once the summer holiday period had ended then members would seek to further the marketing of BCA activity

Action 27.06.16/3 – CB reported that JT had produced the latest edition of The 'Bugle' newsletter and copies had been circulated/delivered to all residents of the village. CB thanked JT for taking on this role and JT confirmed he was happy to continue as the new editor

Action 25.07.16/1 – CB reported BCA material had been copied electronically as above

Action 25.07.16/2 – JT confirmed payment for plants/compost for village gateways had

been made to reimburse TH & VH

Action 25.07.16/3 – See agenda item 6 below, on-going action

Action 25.07.16/4 – CB reported that in accordance with the Charity Commission application process all members of village would need to agree continued membership of BCA, and a list of members were to be kept by BCA. CB reported this had been done via email and personal visits to those residents not online. The result was no-one had responded back to say they didn't wish to be included

Action 25.07.16/5 – CB reported on behalf of AC that details of play area planning application had been circulated to all committee members (Also see item 7 below)

Action 25.07.16/6 – See events item below, action completed

Action 25.07.16/7 – CB reported that a number of residents had volunteered to share the care of plants on the Eastern approach 'gateway' and a rota had been circulated to all. This would be an on-going task. RS suggested it would be a good idea if the person(s) finishing their weekly turn should contact the next member to act as a reminder and update on watering/feeding issues at the 'gateways'

Action 30.08.16/2 – CB to email residents involved with a request to maintain contact with each other at handover days for continuity of task

Action 25.07.16/8 – CB reported on behalf of AC that the fly tipping issue had not been resolved at this time. AC had contacted both Wilts Council and landowner to arrange collection of the building rubble. AC also had spoken with Cllr. John Wright NPC to help. This remains as an on-going action

Action 25.07.16/9 – CB reported on behalf of AC that one volunteer had been identified to join the CSW team. Andy King from Little Marsh Bungalow, Hillside was still to undergo Police Training

Action 25.07.16/10 – CB reported a presentation of 'Certificate of Appreciation' had been done with Scarlett, and details had been published on website, bugle newsletter and Honeycomb article

Action 25.07.16/11 – JT produced a number of proposed logo designs for BCA identity and were circulated around table for discussion. Members present liked the idea and made a few additional suggestions. In view of the absence of a number of members it was agreed a selected few would be circulated to all committee members to make a choice

Action 30.08.16/3 - JT to produce a shortlist of say 3 logos and circulate to committee members prior to next meeting. A vote to then take place at next meeting

4. Treasurer's report – JT reported that since last meeting we had spent £800, which included play area planning application fee, lottery prize money and gateway planters/plants. Current balance was £4,488.72p + £323 from the 'Auction of

Promises'

5. Health & Safety – No items were raised

6. Constitution

- a. Motion to approve draft constitution – CB reported on behalf of AC that following consultations with Lisa Suchet and a Mr Brian Seaton from the Small Charities Organisation the latest draft document had been produced. The proposed course of action is to apply to become a Charitable Incorporated Organisation, which is a fairly new process. The document conforms to the templates suggested by the Charity Commission and was now suitable for submission. CB asked those present for comment and confirmed those members not present had responded. CB indicated to the members that he was not sure how the existing functions of the BCA committee interacted with the formation of a charity trustee, as proposed in the document. Do we retain the existing committee and form a separate group of trustees or do members of the committee also hold the title charity trustee, as required by legislation. CB informed the group that he had emailed Mr Seaton for some guidance on this matter and a reply was awaited.

Motion to approve draft constitution – proposed by CB, Seconded by JB and both members present and absent all approved in favour – Motion passed

7. The Play Area – Update on Planning Application – CB reported on behalf of AC that the planning application had been submitted to Wiltshire Council Planning Dept. and the process had begun. Notices had been placed in local newspapers and affixed within the village. Residents had been informed via email and on website to show plans. Those residents not online had been given paper copies of the plans for comment. Comments about planning had to be submitted to Wilts Council by 15th Sept. Also to be raised at the next Nettleton Parish Council (NPC) meeting on 8th Sept for comment. If there are no objections then it is hoped we have a target date of 6th Oct. Nothing else can be done on site until planning approval is given. If we have approval then next step will be to erect suitable fencing, in accordance with submitted plans. Fund raising will hopefully commence once we have become a registered charity (process on-going)

Greg Clark asked members present if we could comment on rumours the planned equipment is only suitable for children up to age of 5 years and was there an issue with the overhead power lines on site. CB responded by clarifying the equipment selected for the project was aimed for children up to ages of 11/12 years, and very similar to equipment installed at other sites such as Acton Turville, Grittleton and Yatton Keynell. Also a Regional Manager from the electricity company had visited the site and confirmed there were no issues with power lines provided play equipment has more than 3 metres height clearance. Also there should be signage to warn that 'kite flying' was prohibited.

Greg was shown pictures of the equipment proposed, and informed that full details were available inside the church for viewing. Greg thanked members for providing clarity on this matter

8. Events

a) BBQ & Auction of Promises event – MS reported the church committee hosted the event on the 20th August, who had agreed to allow the BCA a fund raising opportunity. MS organised and ran an ‘Auction of Promises’, which went very well, and everyone enjoyed it. The total raised from the auction was a fantastic £323. MS suggested we could do a similar event in the future. CB on behalf of the members thanked MS for arranging this.

b) Next Burton Ladies Night at the OH@H on 8th Sept - RS reported the next event was scheduled and details were to be circulated to all ladies in the village

Action 30.08.16/4 – RS to compose an email and forward to CB for circulation via email

c) Halloween Party – MS reported the event will be held on 29th Oct at The New house (home of AC) MS suggested we form a small sub committee to plan the event, which included Pete & Paula Coyle. JB offered her support to plan event. This meeting would take place on 19th Sept, details to follow. Following this meeting details to be circulated to residents

Action 30.08.16/5 – MS to organise event sub committee and discuss planning, etc. Also arrange for circulation of details to residents

d) Christmas Party at Grittleton House – RS informed the committee the date had been set for 3rd December and at the moment we had 31 residents wishing to attend. The bar at the event is to close at 1230am and was it agreed to book taxi for this time. RS was also in the process of negotiating mini bus/taxi arrangements with local garage at the Gibb.

9. Report on Activities

a) Burton in Bloom – CB reported on behalf of TH & VH they were grateful to those residents who had volunteered to maintain the care of plants at the village boundaries, and general tidy appearance of grass areas. CB suggested we should arrange a ‘tidy up’ day for next month and will liaise with TH/VH to agree a date

Action 30.08.16/6 – CB to discuss with TH/VH a date for next ‘tidy up’ day

b) Community Speed Watch – CB reported the speed detection equipment had been collected and we now had this until 11th Sept. JB would speak to volunteers and arrange CSW deployments

- c) 100 Club – CB reported the latest draw had taken place on 26th Aug and results published. Nothing more to add
10. Any other business –
- a) JT suggested it was now time to plant bulbs in readiness for springtime flowering. JT had sourced the supply of bulbs with online company for minimal costs. CB asked JT to liaise with TH & VH and agree way forward on this
Action 30.08.16/7 – JT to speak with TH & VH with suggestion to purchase spring bulbs

Meeting closed – 8.35pm

Next meeting 7.30pm on Monday 26th Sept 2016