

# Burton Community Association Committee Meeting 7<sup>th</sup> November 2016 (7.30pm) at The Old House @ Home

## Present

Al Caie (Chair)(AC), Judith Bird (JB), James Towers (Treasurer)(JT), Grant Cambridge (Vice Chair)(GC), Steve Symons (SS), & Chris Bennett (Secretary) (CB)

Public Participation – Tristan Scott (TS)

1. Apologies for absence: Missy Sell, Glynis Morris, Rachel Scott and Trystan & Victoria Hitchens
2. Notes of previous meetings (Special & General) on 26<sup>th</sup> Sept 2016 – Approved
3. Actions

Action			
<b>23.05.16/13</b>	AC	Produce a revised Constitution and resubmit a Charity Registration application	<b>On-going</b>
<b>27.06.16/2</b>	AC	Coordinate with GM & JB to research methods of marketing the BCA	<b>On-going</b>
<b>25.07.16/8</b>	AC	Speak with Wilts Council and Landowners regarding the 'fly tipping' in the lane off Hillside	<b>On-going</b>
<b>30.08.16/1</b>	JT	Arrange 'Google Drive' access for all members of the Committee	<b>Completed</b>
<b>30.08.16/3</b>	JT	Produce a shortlist of BCA logos and circulate to members prior to next meeting.	<b>On-going</b>
<b>30.08.16/6</b>	CB	Discuss with TH & VH and arrange next village 'tidy up' day	<b>Completed</b>
<b>30.08.16/7</b>	JT	Speak with TH & VH regarding suggestion to purchase Spring Bulbs	<b>Completed</b>
<b>26.09.16/1</b>	CB	Contact letting agent for The Old Farm House and report safety concern regarding visibility around road junction (hedge trimming)	<b>Completed</b>
<b>26.09.16/2</b>	RS	Circulate details of menu and arrange collection of balance owing for Christmas party	<b>Completed</b>
<b>26.09.16/3</b>	AC	Circulate details of Play Area celebration to residents and sponsors on 7 <sup>th</sup> Oct 16	<b>Completed</b>

## Updates

Action 23.05.16/13 – AC reported the new Constitution had already been approved and the Charity Registration Application will be covered under item 6

Action 27.06.16/2 – AC informed the group that the meeting had yet to take place, no further update

Action 25.07.16/8 – CB reported the landowner Viv Johnson had been notified by Wilts Council they would arrange for the removal of the rubble. Apparently Council employees had visited the area but were unable to locate it. At present the rubble remains in situ and the Council will be revisiting soon. AC also stated he had reported this problem and had a response from Wilts Council stating it wasn't their problem.

**Action 07.11.16/1 – AC to further his complaint and use the 'MyWiltshire' app**

Action 30.08.16/1 – JT reported he had set up Google account access for all members of the committee and individuals should now follow the guidance to set up individual computers for access. Any problems then please contact JT for assistance with this

Action 30.08.16/3 – JT reported he had only received three email replies from committee members. Members present at this meeting then indicated their preferred option. This will leave 3 members not present to vote on preferred choice.

**Action 07.11.16/2 – CB to contact absent members to place a vote on preferred logo**

Action 30.08.16/6 – CB reported this is be covered under item 9a

Action 30.08.16/7 – CB reported this is also to be covered under item 9a

Action 26.09.16/1 – CB reported the property letting agents for The Old Farmhouse were contacted and within a few days arranged for a garden maintenance team to visit and have now cut back the overhanging hedgerow. This has greatly improved the view around the junction for motorists. An email of thanks has been sent to the company for it's prompt action and support

Action 26.09.16/2 – TS (on behalf of RS) reported the total number of attendees had now reduced to 31 and all had paid the balance owing. The minibus had been booked and would do 2 runs back to Burton, the first commencing at 1230am

Action 26.09.16/3 – AC reported that due to poor weather the celebration was moved to The OH@H and was attended by Mark from Cotswold Homes. A small number of residents attended

4. Treasurer's report – JT reported we had a current balance of £4,961.72p

5. Health & Safety – AC stated that during 'Tidy up' day any volunteers working in or close to the highway should wear a 'hi-vis' jacket as provided. A number had been made available on the day.

TS raised an issue regarding the steps leading from Burton Farm Close onto The Street and the problem with slippery conditions under foot. Because of the sheltered location and lack of sunlight a green algae/moss had formed making it

extremely slippery. CB stated he believed the contractors working on behalf of Wilts Council should maintain the steps

**Action 07.11.16/3 – RS in conjunction with TS to report issue via ‘MyWiltshire’ app**

6. Charity Commission Registration

- a. Acceptance of the application for registration – AC reported the CC Registration document and associated documents had been circulated to all members of the committee for comment. The document had also been sent to Brian Seaton from the Small Charities organisation and Lisa Suchet for feedback

AC asked the committee to approve the registration application. All members present approved the submission of the application. When submitted, this will complete Action 23.05.16/13

7. Play Area

- a. Approval of quotes for fencing & gates – AC reported he had circulated the quotes for fencing and gates to all members prior to meeting. Bendry Bros of Bristol were the favoured bid for fencing and one gate and another specialist gate to be supplied by Jackson Gates. The total costs are £2,977 incl. VAT + the cost of concrete, screws and equipment hire of approx. £200  
JT confirmed sufficient funds were available in the BCA account to cover cost

AC asked members to approve the quotes – all members present approved the quotes to purchase fencing and gates

AC confirmed he had received replies of approval from members absent at this meeting.

AC mentioned he was still trying to source a warning notice ‘NO KITE FLYING’ for display at the play area

**Action 07.11.16/4 – AC to source a suitable warning notice**

- b. Approval of transfer of funds – AC asked the committee to approve the transfer of funds for fencing/gates and additional items to the designated ‘Play Area’ fund

All members present agreed to the transfer of funds

**Action 07.11.16/5 – JT to transfer above sum to ‘play area’ fund**

- c. Section 106 application – AC reported he had completed the application of Section 106 money (£10k + interest) and now awaiting a response from Wiltshire Council

- d. Fund Raising Flyer – AC reported he had received a future promotional ‘fund raising’ flyer from Paula Coyle. AC had provided feedback and was awaiting an update from Paula on this

**Action 07.11.16/6 – AC to circulate copy of flyer to committee members**

## 8. Events

- a) Christmas Party – This item had been covered under Action 26.09.16/2 update, as above
- b) Halloween Party – AC reported on behalf of MS that the event was well attended and a great success, especially with the children. At present we don't have any total costs involved and will await the return of MS to finalise for accounting purposes

**Action 07.11.16/7 – CB to contact MS and obtain final details**

- c) Church events update – AC apologised he was not in a position to provide full details of future church events for BCA event planning purposes. The next social event was likely to be the Pancake supper scheduled for 28<sup>th</sup> Feb 2017

## 9. Report on Activities

- a) Burton in Bloom – AC reported a village 'Tidy Up' day took place on 5<sup>th</sup> November as arranged by Trystan Hitchens. The plants in the village planters had been replenished with winter flowering plants. Bulbs donated by JT had been placed in a small area on The Street, opposite The Triangle. JB provided refreshments which went down very well
- b) Community Speed Watch – JB reported a further period of CSW had been done and we were due to regain possession of the equipment from 4<sup>th</sup> Dec for a two-week period.
- c) 100 Lottery Club – CB reported the next lottery draw on Friday 25<sup>th</sup> November would be the pre-Christmas bonus draw, with increased prize money. Following this draw an email will be sent asking those members signed up for 6 months to renew subscription before the end of December draw.

## 10. Any other business

- a. Bugle – AC indicated the next edition of 'The Bugle' is due for the end of December and we should consider articles for inclusion. A general discussion then took place and the following was suggested (articles to be with JT prior to 19<sup>th</sup> Dec please)

Halloween – CB & MS

Play Area update + future appeal for funds) – AC

Burton Tidy Up – TH & VH

BCA Constitution - AC

Community Speed Watch – JB & AC to provide latest stats  
Christmas Party – RS  
Macmillan Coffee Morning – JB  
Book Club – Amanda Read  
OH@H 'Happy hour' - CB

- b. Next Ladies Night – JB informed the group the next 'Ladies evening' is proposed to be held on either 23<sup>rd</sup> or 24<sup>th</sup> November. Replies to JB by 13<sup>th</sup> Nov  
**Action 07.11.16/8 – CB to circulate an email to all Burton ladies with details**

**Meeting closed – 8.45pm**

**Next meeting 7.30pm on Monday 5<sup>th</sup> December 2016**