

## Burton Community Association General Committee Meeting 11<sup>th</sup> Sept 2017 (7.30pm) at The Old House @ Home

### Present

Grant Cambridge (Chair)(GC), Judith Bird (JB), Rachel Scott (RS), Steve Symons (SS), Missy Sell (MS), Victoria Hitchens (VH) & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Glynis Morris (GM), James Towers (Treasurer)(JT), Trystan Hitchens (TH)
2. Notes of previous meeting on 10<sup>th</sup> July 2017 – Approved
3. Actions

Action			
<b>27.06.16/2</b>	AC	Coordinate with GM & JB to research methods of marketing the BCA	<b>Completed</b>
<b>06.02.17/3</b>	CB	Report to Wilts Council Dog Warden concerns from residents on 'dog fouling'	<b>Completed</b>
<b>06.02.17/8</b>	JT	Coordinate information from committee and update Burton village 'welcome pack'	<b>On-going</b>
<b>13.03.17/2</b>	JT	Contact HSBC & HMRC with details of our charity registration	<b>On-going</b>
<b>10.07.17/1</b>	GC	Contact play area committee members and arrange meeting	<b>On-going</b>
<b>10.07.17/2</b>	GM	Contact Green Square Housing to seek views on funding assistance	<b>On-going</b>
<b>10.07.17/3</b>	CB	Ensure all persons involved in village activities sign copy of appropriate risk assessments	<b>On-going</b>
<b>10.07.17/4</b>	CB	Circulate details of scheduled BCA Trustees meetings for 2017-18	<b>Completed</b>
<b>10.07.17/5</b>	CB	Check records of initial BCA meeting in 2014 for details of residents suggestions and pass to GC for review	<b>Completed</b>
<b>10.07.17/6</b>	MS	Liaise with JT and produce an online form and conduct a poll via Facebook regarding suggestions for events/activities	<b>On-going</b>
<b>10.07.17/7</b>	JT	Place an article in the next Bugle newsletter prompting the use of Facebook link to BCA	<b>Completed</b>
<b>10.07.17/8</b>	JB	Research use of 'wheelie bin' stickers which highlight speed awareness issues, etc.	<b>On-going</b>
<b>10.07.17/9</b>	CB	Resend the village planters maintenance rota to appropriate members	<b>Completed</b>
<b>10.07.17/10</b>	JT	Research use of Google calendar to assist with	<b>On-going</b>

		reminders for planters maintenance	
<b>10.07.17/11</b>	CB	Liaise with JT regarding the purchase of petrol driven garden strimmer	<b>Completed</b>
<b>10.07.17/12</b>	JT	Establish a process for dealing with 'gift aid' donations	<b>On-going</b>
<b>10.07.17/13</b>	JB	Liaise with MS & RS regarding suggestions for a 'residents cookbook'	<b>On-going</b>
<b>10.07.17/14</b>	GC	To engage with NPC regarding the possibility of a further donation for play equipment from CIL	<b>On-going</b>

## Updates

Action 27.06.16/2 – JB reported a meeting took place last night with Glynis Morris and Paula Coyle to discuss ways in which the BCA could be marketed. In summary the following were discussed:

- Village website – some reported access wasn't always easy; sometimes slow to open, could this be improved? During a Google search, how would it be possible to be higher up the list during the search for Burton village? And who was responsible for the management of the site?  
 CB responded – the website is managed by Graham Read and yes sometimes the site is slow to load, this could also be affected by the speed of individual internet broadband speeds/providers. JT is also looking into the possibility of improving the website and will speak with Graham in due course.

- Facebook – more people are accessing this section of the site, a lot more posts and details of events is better circulated outside of the village. Suggest we continue to advertise this in every edition of the Bugle

**Action 11.09.17/1 – CB to contact JT and ensure Facebook details are a standing item in each Bugle newsletter**

- Village Noticeboard – Make better use of the noticeboards on the street, OHH pub could we also use the noticeboard at Nettleton? Early identification of forthcoming events, have a permanent notice advertising the village website and Facebook details. Enquire with local schools to ask if we could advertise at YK and Acton Turville?

**Action 11.09.17/2 – CB to produce an advertisement on Burton website/Facebook and place on noticeboards in the village. Also seek permission to place on Nettleton village noticeboards.**

**Action 11.09.17/3 – SS to make enquiries with both Yatton Keynell and Acton Turville schools for permission to use school noticeboards**

- Event Promotion – Advertise and circulate in plenty of time: ensure everyone knows their jobs
- Getting other residents on-board – How can we do this better?  
 See Action 10.07.17/6 MS & JT are looking at ways to 'poll online' via Facebook and Action 10.07.17/5 GC is revisiting the material from initial BCA

meeting to review residents ideas and thoughts.

- Use of the Bugle newsletter – Could we list accomplishments of BCA?  
GC stated this was already done in the Annual Report, although a short article in the Bugle would be useful, maybe after we have progressed a little more on the play area, i.e. ordered the equipment  
**Action 11.09.17/4 – GC to produce an article for Bugle edition (end of December) with accomplishments to date.**
- The Future – Had we considered a plaque or some recognition for those involved in the play area project and to include grant providers/donors details: Was there any possibility of having a plot of land to build a village hall?  
CB responded by saying one of the bench's to be installed will have a plaque for Cotswold homes, as previously agreed.  
**Action 11.09.17/5 – GC to take this to the play area group meeting and discuss views and options on plaques/recognition**

Action 06.02.17/3 – CB reported that he had emailed Wiltshire Council customer services asking for an update regarding the online incident report. CB has since received a response, which apologised for the lack of communication and now recommended that each individual incident of dog fouling should be reported via MyWiltshire app (with photos) and this may then be acted upon. CB suggested this matter be included as an article within the next edition of the Bugle newsletter, due for publication at the end of September 2017. An article had been produced and had been forwarded to JT for inclusion in the next edition of the Bugle

Action 06.02.17/8 – CB reported on behalf of JT that this was still on-going.

Action 13.03.17/2 – CB reported on behalf of JT that he had received a response from HMRC who were asking for more details, but not what! JT was to continue progressing this.

Action 10.07.17/1 – GC stated he intended to schedule a play area group meeting within the next two weeks

Action 10.07.17/2 – No update from GM on this

Action 10.07.17/3 – CB – this was nearing completion and asked those present at meeting to read/sign the respective risk assessment for BCA activities

Action 10.07.17/4 – CB that the scheduled dates for the BCA trustees meetings had been circulated via email to all trustees and also posted on the Burton village website

Action 10.07.17/5 – CB he had retrieved the records of initial BCA meeting, including the spread sheet that highlighted residents' suggestions/concerns and was passed to GC for evaluation

Action 10.07.17/6 – MS reported this was an on-going action

Action 10.07.17/7 – CB reported on behalf of JT that this had been done and was included in the latest edition of bugle newsletter. It will also become a 'standing' article for each and every future edition

Action 10.07.17/8 – JB reported she had made enquiries regarding this with smartwheelie.co.uk and obtained a range of ideas/prices, as follows:

- White 220x300mm – reads - "30 please drive carefully" £1.50p each or £80 for 100
- Yellow 220x300mm – reads – "30 for a reason" £2 each or £99 for 100

GC responded by saying this was a reasonable price and we should consider this once we know what finances are available following purchase of play area equipment and insurance coverage costs, etc.

Action 10.07.17/9 – CB that he had re-sent the village planters maintenance schedule to appropriate members via email

Action 10.07.17/10 – CB reported on behalf of JT that he had been working on this although CB had been unable to access this to date. Remains an on-going action

**Action 11.09.17/6 – JT to produce a 'step by step' guide for members on how to access this once established.**

Action 10.07.17/11 – CB - the donation of cash and subsequent purchase of a petrol strimmer had been completed. Details of the equipment had been entered onto the BCA 'asset register'

Action 10.07.17/12 – CB reported on behalf of JT this was linked to our registration as a Charity with HMRC and was still on-going

Action 10.07.17/13 – JB reported this was on-going

Action 10.07.17/14 – GC reported this was on-going

4. Treasurer's report – CB reported on behalf of JT that the current balance is £5,989.09p

5. Health & Safety – GC asked if there were any identified issues? None reported

6. BCA Corporate matters

- a. Grants & Fund Raising update – GC reported we had received 'Conditional Offer' from Community First landfill which has provisionally awarded a grant of £10,000 which would be provided by Crapper & Sons Landfill Ltd. We will need

to confirm a few more details and we should have this progressed very soon.

CB also mentioned that we should now seek to activate the online link to claim the £5k from Chippenham Area Board and look at the cash flow issues when ordering the equipment

- b. Scheduling of Trustees and General Committee meetings – CB asked the views of members regarding the future of General Committee meetings and how they would link with the quarterly Trustees meetings? Did the General Committee members feel we should continue a monthly meeting when a Trustees meeting was held that month? A general discussion took place and all agreed that when a trustees meeting took place then there was no need to hold a General committee meeting that month. Most members were currently sitting on both committees.

## 7. Play Area

- a. Update from play area committee meeting – GC reported that he had been in contact with 'Playdale' the preferred company to supply the equipment and obtain an updated quote for work. He was waiting for a response back regarding a site visit and would then arrange for play area committee to attend on suitable date/time.

## 8. Events

- a. Update from Events committee meeting – MS reported that a meeting took place on the 7<sup>th</sup> Sept, which was well attended. The general feeling was there may be too many potential events suggested for the end of this year and we would be better spread these out into early next year. MS also proposed we ensure better liaison between BCA, Church and OHH pub to avoid potential clashes of ideas and dates. This had been progressed and we should now aim to provide a yearly calendar of established events.

The following is a summary of proposals discussed at the meeting:

- Church Harvest Supper on Friday 15<sup>th</sup> September 2017
- Wine Pairing evening at the OHH on Thursday 15<sup>th</sup> Feb 2018 (during school half-term period) and day after Valentines day
- Halloween at The New House on Saturday 28<sup>th</sup> October
- Halloween 'trick or treat' on Tuesday 31<sup>st</sup> October
- Fireworks evening at the OHH on Sunday 5<sup>th</sup> November
- Village Christmas party at the OHH on Friday 8<sup>th</sup> December
- Children's Christmas Party – Possibly Sunday 17<sup>th</sup> December
- Quiz night at the OHH pub – date to be set in early 2018

A general conversation took place regarding the proposals above, the village Christmas party would be dependent upon the package offered by the OHH pub which was thought to be likely £30 and include entertainment. This was comparable with last year at Grittleton House. The OHH was also considering

offering an extension of 'happy hour' prices till 8pm or 8.30pm and also offer a bottle of wine promotion. Dependent upon numbers attending the pub would consider making this resident's only evening. More details are expected around the 18<sup>th</sup> Sept.

A discussion took place regarding the children's Christmas party. JB had access to a Father Christmas outfit and there was a suggestion that parents should buy for their own children up to a maximum agreed prize, to ensure every child is not disadvantaged and parents would know what each child preferred.

A discussion took place regarding the fireworks event on 5<sup>th</sup> Nov, which included baked potatoes with chilli/cheese/beans toppings, etc. It was suggested this would not be well attended as there were no fireworks or bonfire and there were a number of free events at other villages, which provide this. These were well established and residents already attend these.

Another events committee meeting would take place soon after the Halloween party.

**Action 11.09.17/7 – MS to liaise with other event organisers and produce a calendar of events.**

**Action 11.09.17/8 – MS to produce individual invitations for Christmas party**

## 9. Report on Activities

- a. Community Speed Watch – JB reported we have the speed equipment from today until 23<sup>rd</sup> Sept. The next opportunity for training of new members of the CSW is scheduled for the 25<sup>th</sup> October at Cricklade. GC said he would like to become trained.

**Action 11.09.17/9 – JB to make enquiries with police and arrange for training of GC**

## 10. Any other business

- a. Bugle articles – CB reported that he had circulated an email to members asking for suggestions of articles for next edition of the Bugle. JT would need the articles by 25<sup>th</sup> Sept, if possible. The following articles are suggested:

- Dog fouling issues – CB
- OHH Pizza promotions – CB
- Harvest Supper – Al Caie
- Watch this space – events details – MS

- b. Village 'tidy up' day on 16<sup>th</sup> Sept – JB stated she would be providing the usual

refreshments at her home for about 1130

- c. CB reported that damage had occurred to the grass verge on the C161 near the junction with Toll Down way. It would appear an agricultural vehicle had driven over the area and caused serious rutting of the area. This would mean any future mowing would be more difficult.

A discussion then took place as to how we could report this and more importantly seek ways to prevent future occurrences. It was agreed in the first instance we inform NPC to seek their views.

**Action 11.09.17/10 – CB to report this to Cllr Beare the Highways Rep for NPC.**

**Meeting closed – 9pm**

**Next meeting - Trustees Committee – Monday 2<sup>nd</sup> October 2017**