

Burton Community Association General Committee Meeting on the 3rd Sept 2018 (7.30pm) at The Old House at Home

Present

Alistair Caie (Chair)(AC), Paula Coyle (PC), James Pearse (JP), Cynthia Walsh (CW), Judith Bird (JB), James Towers (Treasurer)(JT), & Chris Bennett (Secretary)(CB)

1. Apologies for absence: Missy Sell
2. Notes of previous meeting on 30th July 2018 – Proposed by JT and seconded by AC – Notes approved
3. Actions

Action			
10.07.17/12	JT	Establish a process for dealing with 'gift aid' donations	Completed
11.09.17/5	AC	Discuss with play area committee possibility of having plaques at play area in recognition of specific donors/sponsors, etc. Seek approval from BCA Trustees	On-going
11.09.17/9	JB	Liaise with GC and make enquiries with CSW and arrange training for GC	On-going
08.01.18/2	AC	Draft details of a new sign for play area to indicate no smoking, no alcohol and no excessive noise	Withdrawn
25.06.18/4	CW	Arrange photographs of village areas and liaise with Lackham college for advice on possible landscaping/planting around the village	On-going
25.06.18/5	CB	Arrange meeting for the newly formed village 'Appearance' group and discuss options	Completed
25.06.18/7	JB	Discuss with Events committee the possibility of organising a treasure hunt on foot around the village	On-going
30.07.18/1	AC	Research if the 'burton in bloom' type activity could be classified as a charitable objective under the Charity Commission guidelines	Completed
30.07.18/2	AC	Obtain quotes for landscaping work to be undertaken at the play area	Completed
30.07.18/3	AC	Speak with playforce regarding the warping problem with picnic bench	Withdrawn
30.07.18/4	PC	Produce a guidance document highlighting key crime prevention advice for circulation to village residents	On-going

30.07.18/5	AC	Produce an agenda of objectives for the Community Safety and Crime Prevention group	On-going
30.07.18/6	CB	Speak with OHH pub staff regarding CPR & Defib training and responsibilities	On-going

Updates

Action 10.07.17/12 – JT reported that he had now succeeded in registering the BCA and JT as the nominated contact point with HMRC. JT confirmed he had submitted the documentation to claim the out-standing gift aid on donations and was awaiting confirmation.

Action 11.09.17/5 – AC reported he had now obtained a quote from Brunel Engraving to produce a suitable play area plaque that names the donors/sponsors of the project, at a cost of approx. £300. AC reported he had circulated details to the members prior to this meeting asking for comments. A discussion then took place amongst the members and agreement was reached to purchase the plaque.

Action 03.09.18/1 - AC to seek approval from trustees to purchase the plaque.

Action 11.09.17/9 – JB, reported she had not had any confirmation from Grant and would follow up on this action. Action remains on-going

Action 08.01.18/2 – AC asked this be covered under item 6a below

Action 25.06.18/4 – CW asked this be covered under item 6d below

Action 25.06.18/5 – CB asked this be covered under item 6d below.

Action 22.06.18/7 – JB, reported she had not completed all the questions but proposed the event took place on Sunday 23rd Sept.

AC voiced concerns about the safety of participants when walking around the village, especially children and the lack of footpaths, etc. AC asked if a risk assessment had been completed? JB stated there would be clear instructions for participants regarding safety. AC asked JB to formulate the instructions and circulate ASAP to members for comments. CB suggested we could place signs on the perimeter of the village roads to warn motorists of the event and to drive carefully, etc.

Action 03.09.18/2 – JB to produce a set of safety instructions for the village treasure hunt event and circulate to members for comments

Action 03.09.18/3 – JB to liaise with CB and compile a risk assessment for the treasure hunt event

Action 30.07.18/1 – AC reported that following liaison with the Small Charities Coalition he had received guidance that supports the notion that work to be undertaken by the Village Appearance Group (VAG)(previously the burton in bloom group) would fall within the BCA Constitutional objective 3.1 – i.e. ‘to promote a common effort to provide facilities in the interest of health and social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the said inhabitants’

In view of this advice, members agreed the work undertaken by the VAG would fall within the constitution and as such could be undertaken by the BCA.

Action 30.07.18/2 – AC asked this to be covered under item 6a below

Action 30.07.18/3 – AC reported this had been circulated to members for comments and he had spoken with the suppliers 'Playforce'. The company stated the warping was due to the extremes of hot weather and was a natural process. Since this was reported further checks on the picnic bench have been made and it would appear the wooden slat concerned has almost returned to normal. A discussion then took place whereupon everyone agreed this was acceptable and the Action should be withdrawn. However if this re-occurs it should be monitored and if necessary discussed at a future meeting.

Action 30.07.18/4 – PC reported this still required work and remains outstanding

Action 30.07.18/5 – AC reported he had yet to formulate a set of objectives for this newly formed group, and Action remains on-going.

Action 30.07.18/6 – CB asked this to be covered under item 7a below

4. Treasurer's report – JT reported

- Current total balance is £8,232.44p
- Current balance of play area fund is £5,461.08p
- 100 Club balance of £2,385
- We are awaiting a HMRC 'gift aid' claim for about £900+

5. Health & Safety – CB indicated he had not received any H & S reports to consider, although noted the earlier discussion regarding the future village treasure hunt event.

6. Group updates:

- a. Play Area – AC reported on Action 30.07.18/2 - he had requested quotes from a number of contractors to complete the work needed to level the ground in front of the main gates at Nettleton Road. He had received responses from two of the contractors, one of which was more expensive and less detailed. A quote for Hortons Landscaping was detailed and offered alternatives such as the type of surfacing where vehicles are likely to drive on. If approved the contractors stated they would anticipate starting on 8th Oct and would take about 2 days. The cost of work in front of the gates is £975 + VAT and the work to clear the adjacent embankment as requested by the Village Appearance Group is £990 + VAT. This would be a total cost of £2,348

AC proposed we accept the quote for the entrance levelling work, seconded by PC

CB proposed we accept the quote for work on the embankment, seconded by JP

Action 03.09.18/4 – AC to seek approval from trustees for the cost of work on the play area as quoted by Hortons Landscaping.

AC reported in relation to Action 08.01.18/2 – he was not present at this meeting although ascertained the request to place signs was as a result of an instance of anti-social behaviour from a minority of youths, who had been spoken to. Since this incident there have been no further instances around the play area and AC suggested if the youths persisted they were unlikely to adhere to any additional signage. This was also raised with the Police who indicated the best way to deal with such behaviour is to have a physical presence and speak with them if needed, as signs are likely to be ineffective. A discussion then took place amongst the members present and all agreed the signs would be unlikely to be effective and we should withdraw this Action.

b. Events –

- Treasure Hunt – as discussed above and arranged by Paul & Judith Bird – Sunday 23rd Sept.
- Quiz night – JP/JB reported there were a few questions to complete, which would be done tonight. The quiz was to go ahead on Monday 10th Sept. Posters had been done and CB will circulate to residents as a reminder.

PC stated future events planned are:

- Halloween on the 27th Oct
- Trick or Treat for children on the 31st Oct
- Village Christmas party at the OHH pub on Friday 7th Dec

c. Community Safety & Crime Prevention (CSCP) – AC reported he had yet to arrange a meeting for this group and had no further updates. The Community Speed Watch team had continued to be deployed although a number of volunteers were injured and unavailable.

d. Village Appearance – CW reported she was pleased to see the Parish Steward had been working on the weir kerbs opposite Brookside, a potential flood area. The Council had also recently been working on a number of drain covers in the same area.

CW reported on Action 25.06.18/4 and stated she had met with two horticultural tutors at Lackham College who would be willing to provide advice to the Appearance Group members regarding the landscaping of the village areas. CW was happy to attend meetings and suggested other members should also attend.

CB reported on Action 25.06.18/5 stating a meeting had taken place on the 13th August that was well attended by 6 members and apologies received from 3 other residents. A number of issues were discussed during the meeting which CB outlined using the notes taken from the meeting. This included:

- Health and Safety issues when working around the village and when using power tools, etc.
- Current & Future activities
- Role of BCA trustees and the group
- Identifying village areas, liaising with Parish Council and the provision of a scaled map of the area.
- Role of Parish Steward
- Work to be undertaken near play area
- Problems with parking near Toll Down Way on the grass verge and considering revisiting a proposal to install wooden bollards
- Planting of bulbs and wild flower seeds around the village
- Seek to engage with more residents regarding participation and donation of cuttings/plants
- Liaison with Lackham College
- Possibility of doing work around the church area
- The erection of a small Christmas tree and have children decorate it. If successful think about a larger more permanent tree for future years.
- Maintenance of village areas
- Tidy up events
- Litter problems
- Funding
- Group 'Terms of Reference'

AC suggested we could promote the use of Lackham College in helping our village via an article in the Honeycomb magazine, etc.

AC added any work to support the churchwarden would be most welcome

AC suggested we could do with a tidy up event soon, and this should include the grass area opposite The Old Plume pub near the brook.

Action 03.09.18/5 – CB to coordinate next 'tidy up' event

JT also reminded the members of a proposed donation from TGM Construction (Tim & Jane) in the sum of £200

7. Report on other activities

- a. CPR & Defibrillator training – CB reported that he had spoken with staff at the OHH pub and had agreed to provide training to Maria Giblen and Danny (chef) on Wednesday or Thursday this week (to be agreed). Once this had taken place CB would update the list of trained village residents.

8. Any other business

- a. Harvest supper – 14th Sept – AC reported a meeting would take place on the 11th Sept and welcomed any donation to the event.
- b. Bugle newsletter articles – CB mentioned the next edition of the Bugle newsletter was due for publication at the end of this month. CB asked for suitable articles are sent to JT prior to 26th Sept.
Suggestions included:
- Play area opening
 - The work of the Village Appearance Group
 - PC suggested providing details of the local schools applications and enrolment process
- c. Fly tipping – CB reported a couple of tyres and a traffic cone had been discarded in the verge along Toll Down Road between the junctions of Toll Down Way and Edgcorner Lane. These items had been in the verge for several months and nothing had been done. CB had liaised with Cllr. Beare of NPC and now reported this direct to Wiltshire Council via the online reporting system. CB will monitor this to await removal.
- d. JB stated she was hosting a coffee morning in support of the national Macmillan Nursing campaign at her home on 28th Sept between 1030-1300hrs
- e. AC mentioned the recent 'road traffic collision' which took place at about 7.05pm on Sunday 2nd Sept when a vehicle collided with the 'give way' sign and the wooden commemorative bench on The Triangle. The Police were dealing with it and the driver had been established. It is believed the driver is insured and AC had asked CB to make an insurance claim for the damage to the bench.

Action 03.09.18/6 – CB to pursue an insurance claim for replacement and installation of a new commemorative bench

CB proposed that in view of this recent incident which could have been more catastrophic, proposed the newly formed Community Safety Group should look at the overall situation and potential hazards and make recommendations to the local authorities, etc.

Action 03.09.18/7 – AC to include this proposal when the relevant group meets.

Meeting closed – 8.20 pm

Next meeting - General Committee – 15th Oct 2018