

Burton Community Association General Committee Meeting on the 19th Nov 2018 (7.45pm) at The Old House at Home

Present

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

1. Apologies for absence:
2. Notes of previous meeting on 15th October 2018 – Proposed by JB and seconded by JT – Notes approved
3. Actions

Action			
25.06.18/4	CW	Arrange photographs of village areas and liaise with Lackham college for advice on possible landscaping/planting around the village	Completed
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30.07.18/5	AC	Produce an agenda of objectives for the Community Safety and Crime Prevention group	Withdrawn
03.09.18/2	JB	Produce a set of safety instructions for use during the village treasure hunt	On-going
03.09.18/6	CB	Pursue an insurance claim regarding damage to bench on 'The triangle'	Completed
03.09.18/7	AC	Look at the safety issues for residents following the recent road traffic collision on the triangle – raise this with newly formed Road Safety & Crime Prevention Group	On-going
15.10.18/1	AC	Seek approval of trustees for transfer of funds	Completed
15.10.18/2	CB	Circulate risk assessment to members for review and feedback	Completed
15.10.18/3	CB	Circulate play area plaque options to members for discussion at next meeting	Completed
15.10.18/4	PC	Enquiries at Costco regarding possibility of BCA card	Completed
15.10.18/5	CB	Seek approval of trustees for £150 to cover initial costs of hosting Halloween event	Completed
15.10.18/6	AC	Circulate details of the work of Community Safety & Crime Prevention Group to village residents	Completed

15.10.18/7	CB	Circulate email to parents of school children who use school bus and seek views following the recent road traffic collision	Completed
15.10.18/8	CB	Research options for improved lighting along the footpath adjacent to Top Cottage	Completed
15.10.18/9	CB	Contact BCA insurance company to add bench to contents (once re-installed)	Completed

Updates

Action 25.06.18/4 – CB reported this had been completed and advice from Lackham College had been sent to CW

Action 30.07.18/4 – PC reported this had not been completed, action remains on-going

Action 30.07.18/5 – AC asked this be covered under item 6c

Action 03.09.18/1 – AC asked for this to be covered under item 6c

Action 03.09.18/6 – CB reported he had now concluded the claim and was pleased to announce NFU Mutual had paid out the full amount and a cheque had been received and passed to the treasurer. CB also reported the bench had been re-installed

Action 03.09.18/7 – AC asked this to be covered under item 6c

Action 15.10.18/1 – AC reported approval of trustees had been given for the transfer of cash between the respective BCA funds

Action 15.10.18/2 – CB reported all BCA activity risk assessments had been sent to respective groups for review and comments.

Action 15.10.18/3 – CB reported he had circulated to members the wording options details for play area plaque in preparation for discussion at the next meeting (19th Nov)

Action 15.10.18/4 – PC reported she had visited Costco and had obtained details for a membership card. We would need proof of being a charity organisation and the annual cost of membership will be £26. A general discussion then took place regarding the benefit of having a card. It was decided we should apply for a year and see how things went. PC to seek approval from the Trustees for funds to purchase a Costco card.

Action 19.11.18/1 - PC to seek approval of funds and purchase a Costco membership card

Action 15.10.18/5 – CB reported he had obtained approval from trustees to provide £150 to cover initial costs of Halloween party, which would then be reimbursed by ticket sales and donations

Action 15.10.18/6 – AC reported he had circulated an email around the village

residents, which outlined some of the key ideas and enquiring if anybody wished to join the group. There were only 2 replies.

Action 15.10.18/7 – CB reported he had circulated an email to parents of school children to seek views on the bus collection/drop off point of school children, comments to Paula Coyle was requested. PC reported she had received only 2 replies concerning this, although had spoken with other parents to seek views. The overall conclusion so far is that there is no feasible alternative area for bus collection/drop off.

Action 15.10.18/8 – CB reported he had received suggestions from JP and JT regarding alternative products to improve the lighting along the footpath, this included solar and battery PIR operated LED lights. CB had also liaised with Trystan Hitchens regarding the issue and he had now fitted x3 lights for trial. Feedback received was positive but we would need to increase numbers. CB asked this be covered under item 6c below

Action 15.10.18/9 – CB reported he had spoken to the current BCA Insurance brokers to include the commemorative bench on our policy. Access insurance had now included this item at no cost for the remaining month of our policy. The 12 monthly renewal cost would increase by about £12 to cover the bench.

4. Treasurer's report – JT has produced in advance of the meeting and circulated to members a financial spread-sheet for the end of Oct 2018;

- Current total balance is £9,068.62p
- Reserves - £1,942.95p

AC stated the balance sheets now provided by JT are very valuable and allow the committee and trustees to see at a glance what the financial position is. AC thanked JT for this work.

JT also mentioned the £200 donation that had been made to the Village Appearance Group and suggested it would be appropriate to acknowledge and thank the donors on behalf of this committee. All members present agreed this was a very generous donation and the money had already been put to good use.

CB agreed to contact the donors and pass on the appreciation of the committee.

5. Health & Safety – CB reported that since the last meeting we had hosted the Halloween party and assisted with the 'trick or treat' evening. There had been no notifications of safety issues.

AC then produced an alert notice that identified a man called Jeremy Brabrooke who had been involved in incidents of identifying lone females working in and around churches. This was information supplied through the church authorities and AC wished to bring this to attention of all residents.

CB reported there was an agenda item for trustees regarding Safeguarding to be discussed.

6. Group updates:

- a. Play Area – AC reported he landscaping around the play area entrance had been completed and the final invoice had been paid. This was now an improvement on access for pushchairs and persons in wheelchairs.

PC mentioned that she had noticed someone had been tampering with the barrier tape and had caused confusion to persons using the play area. Consequently a number of people had walked over the area which had been grass seeded and may have caused some damage. AC was aware of this and stated this was an issue that couldn't be easily resolved. AC thought we might need to address this further in the Spring and maybe lay turf in those areas.

AC reminded members he had sent out an email to confirm the wording for the play area plaque. Responses indicated the preferred option and AC asked if there were any other comments before we order the plaque. This was proposed by CW and seconded by JT. All members voted in favour.

AC went on to say the x2 benches in the play area still need to be anchored into the ground for added security. This would require assistance and was to be done when weather/time permits.

AC also wished to thank everyone who was involved in the planting on the adjacent embankment, as part of this project.

CB reported the cost of plants for this area had exceeded the £200 allocation and the total cost had come to £247.48p. CB asked the committee to approve the added expenditure and raise this with trustees for approval

Action 19.11.18/2 – CB to seek approval of trustees for increased funding (additional £47.48p) for plants from the play area fund

b. Events –

- Halloween – MS reported she was still awaiting a payment for tickets from one family and had sent a reminder. Once this had been received MS will produce a final report on costs. MS expected with donations the event would break even and there was unlikely to be any request for funds from BCA to cover a potential shortfall.

MS reported an events committee meeting had taken place on the 12th Nov to discuss a calendar for next year. It was hoped that once we had obtained details of church events we could then produce a list of scheduled events in advance, which would greatly assist with planning.

MS went on to say the next planned events are:

- Village Christmas party – this was booked for Friday 7th Dec at the OHH. MS reported the personalised invites had been created and awaiting printing with supplier. Once they had been received MS asked for help in addressing the invites and eventual delivery. JB volunteered to assist along with Paul Bird to write invites. CW and AC also offered assistance. CB stated he would help with delivery.
MS also reported the entertainment/music had yet to be sourced and she was liaising with staff at the pub. If nothing was forthcoming we would have to revert to having a playlist of music.
MS also reminded members the money for tickets was required by 3rd Dec.

PC suggested we could have a Christmas themed quiz during the evening and would volunteer Pete Coyle to provide the questions.

Action 19.11.18/3 – PC to speak with Pete and produce a bank of suitable Christmas themed questions.

Action 19.11.18/4 – CB to provide an update list of resident's names/addresses for the invitations.

- Children's Christmas party – JB reported this was to be held on Saturday 22nd Dec between 3pm and 5pm at the church. The format would be similar to last year with an appearance from Santa. JB was yet to confirm who was performing the role although was confident we would have a volunteer. The only difference for this year would be to ask parents to bring the child presents to JB's home prior to the day.

JB asked if someone could provide Christmas music for children, JT agreed to produce a play list

Action 19.11.18/5 – JP to produce a play list for the children's party

c. Community Safety & Crime Prevention (CSCP) – AC reported on the outstanding Actions:

- Action 30.07.18/5 – AC stated he had attempted to seek members to join the group and organise a meeting to discuss the group objectives. There had been a lack of response and hence no objectives had been formulated. AC proposed that unless we have volunteers to come forward then this would not succeed, and for the present time this Action should be

withdrawn.

- Action 03.09.18/7 – AC reported he was aware of the work done by PC to discuss problems with parents and acknowledged she had not received very much response either.
It was acknowledged this was disappointing and unlikely to be progressed without public participation.
AC proposed we leave things as before and address CSCP issues through Community Speed watch and distribution of crime information from Police is circulated via email.

CB reminded members the Parish Council were currently investigating 2 issues regarding road safety in West Kington. CB proposed we approach NPC and ask them to include the issue of road safety around the Triangle within its project. AC asked that PC work with CB and progress were possible with NPC.

Action 19.11.18/6 – CB to submit a community issue report on this issue and consult with NPC

- Action 15.10.18/8 – CB asked members to consider increasing the number of lights along the footpath from The Street and Toll Down Way. A general discussion then took place regarding options, as a result members agreed to purchase x4 battery powered PIR lights with a higher lumen capacity to supplement those already installed. The cost including batteries is likely to be approx. £60

Action 19.11.18/7 – CB to seek approval from trustees to purchase lights and batteries for the footpath.

- d. Village Appearance – CB reported the two verges along the main road had been dug and weeded; we had purchased a large selection of various plants (£273.82p, including compost) that had now been planted out. CB stated the group had yet to order bark mulch for those areas and was waiting for quote. It was anticipated the cost would be about £170 for 2,500 litres of bark (x25 100 litre bags) this was still within the allocated funds of £500 available.

CB wished to thank all members and other residents who had actively been involved in the work so far.

CB informed the members that the plant supplier (West Kington Nursery) had been extremely generous in providing a donation and proposed we acknowledge this within an article for the Bugle newsletter and maybe the Honeycomb magazine. All agreed this was a very good idea and CB stated he would check with WK nursery beforehand to ensure they were happy to have this publicised and in what detail.

CB also reported the VA Group had suggested we have a village Christmas tree for decoration by children, etc. The group had looked at options for location and after consultation with OHH management agreed it could be placed outside the pub and they would allow lights to be connected to pub supply. Discussions were in place to source a tree and who was to pay for this. CB informed the members he had researched lights for the tree and a string of about 1,000 led's would be approx. £35 - £40.

CW suggested we look at Costco for sourcing a tree and lights. CB agreed to research the Costco website for suitability.

JB suggested we could organise a Christmas tree lights switch on and decoration event.

AC proposed it was a good idea and we should assign a budget of up to £150 max from BCA contribution. MS seconded this. All members voted in favour to approve this.

Action 19.11.18/8 – CB to seek approval for funding from trustees.

7. Report on other activities

- a. None to be reported on.

8. Any other business

- a. Best Kept Village Competition (Wiltshire) – CB reported he had been contacted by Cllr. Beare from NPC enquiring if we wished to consider entering the competition.
- b. Bugle – CB reminded members the next edition of the Bugle newsletter was due before the end of Dec. CB asked for ideas on articles and after discussion the below is a list of ideas:

Halloween party – MS

Calendar of events for 2019 – MS

Lighting on pathway – CB

Church toilet – AC

Church Sunday Fun Day – AC

Village Appearance Group progress – CB

Play Area (1 year on) – AC

Road Safety issues and consultations with NPC & Wilts Council - CB

Meeting closed – 9.15 Pm

Next meeting - General Committee – 14th January 2019 (1945hrs)