

Burton Community Association General Committee Meeting on the 14th Jan 2019 (7.45pm) at The Old House at Home

Present

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

1. Apologies for absence: Paula Coyle
2. Notes of previous meeting on 19th November 2018 – Proposed by JB and seconded by JT – Notes approved
3. Actions

| Action | | | |
|-------------------|----|---|------------------|
| 30.07.18/4 | PC | Produce a guidance document highlighting key crime prevention advice for circulation to village residents | On-going |
| 03.09.18/2 | JB | Produce a set of safety instructions for use during the village treasure hunt | On-going |
| 03.09.18/7 | CB | 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 |
| 19.11.18/1 | PC | Purchase a Costco membership card for BCA use | On-going |
| 19.11.18/2 | CB | Seek approval for additional £50 to cover increased costs for plants on play area embankment | Completed |
| 19.11.18/3 | PC | Liaise with Pete Coyle and arrange a Christmas themed quiz for the village Christmas party | Completed |
| 19.11.18/4 | CB | Produce a list of residents names and addresses for personal invitations to Christmas party and forward to MS | Completed |
| 19.11.18/5 | JP | Produce a musical playlist for the Children's Christmas party | Completed |
| 19.11.18/6 | CB | Submit a Community Issue online report to the Chippenham Area Board regarding road safety concerns around The Triangle area and consult with Nettleton Parish Council | Completed |
| 19.11.18/7 | CB | Seek approval from trustees for the purchase of additional lighting for the Toll Down Way footpath | Completed |
| 19.11.18/8 | CB | Seek approval from trustees for purchase of | Completed |

Updates

Action 30.07.18/4 – CB reported in the absence of PC, this had not been completed, action remains on-going

Action 03.09.18/2 – JB reported this had been done and would circulate a copy to CB for attaching to main risk assessment for the event.

Action 03.09.18/7 – CB asked this to be covered under item 6c and is linked to Action 19.11.18/6 below.

Action 19.11.18/1 – MS reported on behalf of PC, the enquiries made with Costco reveal we need to have one named individual who should go to the store and apply for a card in person. We can then have 2 additional named persons authorised to use the card. MS suggested JT should be the named person and MS and PC the additional named persons (PC already has a personal card). General discussion took place and JT agreed to be the named cardholder.

Action 14.01.19/1 – JT to visit the store and apply for a BCA card, naming MS and PC as additional users.

Action 19.11.18/2 – CB reported he had received approval from the trustees to cover the additional cost for plants on the play area embankment.

Action 19.11.18/3 – CB reported the quiz was held at the village Christmas party.

Action 19.11.18/4 – CB reported he had produced a list of resident's names and addresses for village party invitations and forwarded to MS. The invitations had also been distributed by hand.

Action 19.11.18/5 – CB reported a music play list was compiled by PC for use at the children's Christmas party. Action completed

Action 19.11.18/6 – CB reported he had submitted an online Community Issue report to the Chippenham Area Board on the 20th Nov. This was now recorded on the CAB web page as Community Issue 6846. We now await developments with the Council. This is linked to Action 03.09.18/7 above.

Action 19.11.18/7 – CB reported he had received approval from the trustees to purchase additional lighting for the footpath leading from The Street into Toll Down Way. The additional lights had also been installed and were working well according to resident feedback.

Action 19.11.18/8 – CB reported he had received approval from trustees to purchase a village Christmas tree and lights to a max cost of £150. Lights were subsequently purchased at a cost of £67.50p; the cost of the tree was covered by a donation.

4. Treasurer's report – JT has produced in advance of the meeting and circulated to members a financial spread-sheet for the end of December 2018;
- Current total balance is £5051.41p
 - Reserves - £1,376.84p
5. Health & Safety – CB reported the Village Appearance Group had recently worked on some of the verges around the village and suggested the volunteers were at times working close to moving traffic. A risk assessment had been done for the work and having seen the work being done it would be advisable and useful to have road signs placed along the road on the approach to the workers to give advanced warning to drivers and additionally have traffic cones placed to separate the workers from the traffic. A general discussion then took place amongst the members who agreed this was a very sensible approach. CB agreed to research the source and costs of such equipment.
- Action 14.01.19/2 – CB to research suppliers and costs for signs and traffic cones and report back to next meeting.**

AC mentioned the usefulness of an App that he had found very useful as a reminder of basic first aid skills. St Johns Ambulance First Aid services the App. AC suggested this would be useful for members to have available. Members agreed this would be very helpful.

Action 14.01.19/3 – AC to circulate details of the App to members

JB mentioned a system whereby after dialling 999 you can press 55 on your phone keypad and this would send your location to the emergency services. JB didn't have any more information on this. Other members were unaware of such a facility and it should be researched further and if correct we should consider letting our residents know about the facility.

Action 14.01.19/4 – CB to research this emergency location system and update members

6. Group updates:

- a. Play Area – AC reported the donors/sponsors plaque had been installed in the play area also the two commemorative benches had now been anchored to the ground more securely.
- AC also reported the company due to make the safety inspection had not completed the inspection 1 December as agreed. They indicated this would be done in January with no firm date. AC had not heard from them so initiated another call, which prompted them to provide a date of 25th Jan 2019. AC stated he thought this particular company had not provided a very good service to date.

- b. Events –

AC wished to formally congratulate the Events organisers for the work done

on all the recent Christmas events. Members present echoed these comments. MS went on to say this was a huge team effort.

- Village Christmas Party - MS reported she had received some feedback regarding the function, most of it was positive. MS went on to say this was a community event and it was most important to allow the residents to have a say about the future of such events, i.e. do we look at holding a similar one this year, make changes in the format or consider other venues. A general discussion then took place regarding the pros and cons for those issues. One point raised was the uncertainty about the OHH being able to host the event due to major works to repair water systems. It would also be useful to ensure this is organised sooner in the year to allow committee to organise such things as entertainment for the evening. Members felt that more feedback would be needed to make any informed decisions on the future. MS proposed the Events committee discuss this at the next Events meeting to look at the format.
 - Children's Christmas Party – JB reported it had been another great event for the children and special thanks should go to Father Christmas who found time to come along.
 - Quiz Night 27th Jan – JP reported this had now been booked with the OHH pub and would take place from 8pm onwards. JP had produced the publicity flyer and would send it to CB for circulation. The questions had been compiled and all was ready.
Action 14.01.19/5 – JP to forward event flyer to CB for circulation to residents.
 - Treasure Hunt – JB reported this was scheduled for the 7th April and there was a bit more work to be done on this.
- c. Community Safety & Crime Prevention (CSCP) – CB reported that following the submission of the Community Issue report online to Wiltshire Council for action by the Chippenham Area Transport Group (CATG), which deals with highways issues. CB had also forwarded a copy to the Chair of Nettleton Parish Council to seek support on the matter. CB went on to say the Parish Council had placed this as an agenda item on their last meeting, which was held on Thursday 10th January 2019. CB and MS attended the meeting to take part in any discussions. The Cllrs. discussed the issue at some length and raised some possible solutions that may help ease the concerns raised. In any event the issue will need to be resolved by the CATG and a highways engineer. Suggestions put forward by the Parish Councillors included:
- Moving the 30 mph speed limit sign on Nettleton Road further out towards the play area, as the current position is considered to be out dated since the recent housing development that has taken place.

- Consider changing the speed limit on Nettleton Road to become a 20mph area. (Not sure if this would also include Church Hill)
- Other comments included, speed humps, rumble strips and additional signage to warn road users of the blind junctions.
- Look to deal with owners who park vehicles in and around the junction, particularly at school bus times.
- Seek a different location for bus collection/drop off point

Following the discussion the Cllrs present all voted in favour to support the issue raised and would seek to be present when the issue is placed on the CATG agenda. Since the Parish Council meeting Cllr Kerr has informed CB the date for the next CATG meeting is on the 22nd January and our Community Issue report is an agenda item. CB will attend this meeting and will provide an update.

MS commented it had been useful for her to go along to the Parish Council meeting and believed it was important particularly if we had an issue raised within the village. AC supported this and agreed it would be beneficial for all.

- d. Village Appearance – CB reported that since the last committee meeting the bark mulch had been delivered and placed on the verges previously planted. The total cost eventually came to £183. The group had also discussed completing the main road verge with the planting of spring bulbs. CB went on to say he had not got around to ordering the bulbs and the ideal time for planting had now probably passed for this year. This will be revisited in time for next year.

CB also reported the group had arranged the purchase and delivery of a Christmas tree for the village. The tree was initially decorated by members of the Appearance Group and placed outside the OHH pub with kind permission of the Warburton family. CB went on to say an evening was also arranged for the children (accompanied by the parents) of the village to come along and place their own decorations on the tree. We had a good turnout and parents enjoyed mince pies and mulled wine. Initial feedback from some residents and the pub was very positive and we would hope to repeat this again for next year. It was also suggested it would be nice to have a number of Christmas carols sang whilst at the tree. Following Christmas and the New Year, the tree was subsequently taken down and taken to the recycling centre. CB is currently in possession of the tree decorations and lights.

AC wished to express thanks to all the volunteers involved in the Christmas tree event and it was a good idea to include a carol service/songs at the tree and give it a go for next year.

7. Report on other activities

- a. 100 lottery club – CB reported the members who had elected to pay 6 monthly had been invited to rejoin. CB was pleased to report all those residents had

continued with membership. The current numbers remain at 50.

- b. Defibrillator refresher training – CB reported it was now 12 months since the last refresher training and proposed we look to provide another session very soon. CB proposed the 10th February and asked MS and JB to check their availability to assist. If everyone agreed on the date then CB would contact existing volunteers to offer this refresher training and also consider an additional session for new volunteers to add to our numbers.

Action 14.01.19/6 – CB to liaise with JB & MS and arrange a refresher training session

8. Any other business

- a. Village litterbin – CB reported the litterbin that had been destroyed during the road traffic collision had not been replaced by Wiltshire Council, they have said this is the responsibility of the Parish Council. This was the only litterbin within the village (excepting the play area). This had been discussed at the last Parish Council meeting and they have indicated it will be replaced.
- b. Defence Medical Welfare Services (DMWS) – MS mentioned the work of the DMWS and particularly the work they do in relation to mental health. MS thought it might prove beneficial for a number of our committee to go and meet the organisation and learn a little more on this topic. A general discussion took place and AC stated, once we know a bit more about what they can provide he would be willing to consider such a suggestion.

Meeting closed – 8.50pm

Next meeting - General Committee – 11th February 2019 (1945hrs)