

Burton Community Association General Committee Meeting on the 25th March 2019 (7.45pm) at The Old House at Home

(Change from scheduled meeting date of 18th March)

Present

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

1. Apologies for absence: Missy Sell (MS)
2. Notes of previous meeting on 11th February 2019 – Proposed by JB and seconded by CW – Notes approved
3. Actions

Action			
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
14.01.19/1	JT	Apply for a Costco card as principal user and add MS & PC as additional users	On-going
14.01.19/2	CB	Research road signs and traffic cones and obtain quotes	On-going
11.02.19/1	AC	Obtain electronic copy of Crime Prevention document and pass to CB for circulation	Completed
11.02.19/2	CB	Produce electronic form of JB notes for safety briefing of Treasure Hunt and circulate to members for comments	Completed
11.02.19/3	AC	AC & CB to visit the play area and check contents of play area annual inspection report. Findings to be sent to Playforce for comment and rectification of design defects.	Completed
11.02.19/4	PC	With MS arrange an events group meeting to discuss obtaining feedback from residents on BCA events (consider questionnaire)	Completed
11.02.19/5	CB	Circulate change of date for ladies night, now on 28 th Feb	Completed
11.02.19/6	AC	Canvas local residents to join the CSW team	On-going
11.02.19/7	CB	To circulate provisional dates for BCA to take part in the national campaign 'Great British spring Clean' and register online	Completed
11.02.19/8	CB	Circulate to committee members provisional alt.	Completed

Updates

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

Action 14.01.19/1 – JT reported he had registered online and paid for the card. JT still needs to visit a Costco store, take a form of ID to complete the process. The 2 additional card users will also have to visit store with ID.

Action 14.01.19/2 – CB reported he had conducted initial enquiries and sourced potential equipment. However in view of the current position regarding work undertaken by volunteers within the village highways areas is under review, then CB suggests we hold fire on this pending future developments.

Action 11.02.19/1 – AC reported he had forwarded the electronic copy of the Wiltshire Police crime prevention leaflet to CB, who confirmed this had been sent via village email and delivered to other homes.

Action 11.02.19/2 – CB reported he had produced an electronic format of the notes provided by JB and circulated them to members for comments.

Action 11.02.19/3 – AC asked this to be covered under item 6a

Action 11.02.19/4 – CB reported on behalf of MS that an events group meeting had taken place to discuss compiling a very short questionnaire to distribute to residents asking for feedback on the events which have been held and seeking ideas for future events, etc. In the hope of attracting more feedback the group considered awarding a prize to be drawn as an incentive. MS had proposed she get together with PC and formulate the questionnaire.

Action 11.02.19/5 – CB reported he had circulated the date change for the 'ladies night' to the 28th Feb

Action 11.02.19/6 – AC reported he had spoken with Joyce Watson who had shown an interest in joining the CSW group. AC also reported he intended to speak with a couple of other potential volunteers. Action remains on-going.

Action 25.03.19/1 – JB to contact Joyce and progress this

Action 11.02.19/7 – CB asked for this to be covered under item 6d

Action 11.02.19.8 – CB reported he had circulated alternative dates for the AGM to members and received responses. The AGM has now been set for the 15th April

4. Treasurer's report – JT reported he had produced in advance of the meeting and circulated to members a financial spreadsheet for the end of February 2019.

- Current total balance is £4,996.41pp
- Reserves - £2,092.01p

AC then provided a brief resume of each of the funds and proposed we look to transfer funds to the defib account in readiness to cover expenditure for a replacement battery. It is unknown when the battery will expire which are quite expensive to replace. CB thought the battery cost is about £150. CB to monitor the battery gauge on the equipment and to let members know when the replacement is required.

5. Health & Safety – CB reported the risk assessment for the forthcoming Treasure Hunt had been completed and asked if the suggested minimum unaccompanied entry age set at 18 years old is appropriate. Following a brief discussion, it was agreed to set the age limit to 18 years for safety reasons. A parent/responsible adult must accompany anyone under 18 years old.

CB asked who would take responsibility for the participants to read and sign the risk assessment, etc.? JB stated the event will start at her home and she would ensure this was done for all entrants.

Action 25.03.19/2 – CB to provide JB with all risk assessment documentation for completion

CB stated there were no other reports to be discussed

6. Group updates:

- a. Play Area

- Update on Annual Play Area Inspection Report - AC reported the remedial work identified in the annual inspection had been rectified by Playforce. The only outstanding item was a few fence posts loose in the ground, which were considered low risk and to be monitored.

- b. Events – CB reported on behalf of MS to say the events group meeting were looking to include a children's quiz to run alongside the adult quiz in an effort to encourage more participation. The village recipe book was also discussed and MS will arrange suitable advertisement and request for material in due course.

The following event dates had been set:

- BCA BBQ at the OHH – 6th July
- Halloween – 26th Oct
- Village Christmas party – 13th Dec
- Children's Christmas party – 21st Dec

- Treasure Hunt – JB reported the event would begin at 3pm at her

house.

- c. Community Safety & Crime Prevention (CSCP) – CB reported on Action 03.09.18/7 concerning the road safety issues around the Triangle area of the village. CB went on to say a meeting took place earlier today (25th Mar) with Martin Rose a Wiltshire Council Traffic engineer and David Kerr of Nettleton Parish Council to discuss the reported issues. This meeting was in readiness to present a case to the Chippenham Area Transport Group (CATG) and seek potential solutions. CB reported the meeting seemed very positive and Martin Rose identified potential work that could be done. Both David Kerr and CB supported the ideas. The meeting concluded with Martin Rose stating he would compile a report of the visit with recommendations. The next meeting of the CATG was scheduled for 10am on the 25th June. Both David Kerr and CB will go along to the meeting.

CB also stated he mentioned an issue reported by a resident concerning lighting around the Triangle area and the safety of pedestrians walking around in the darker evenings. CB went on to say the resident was asking if 'low level' lighting was a possibility? Martin Rose stated there was no bespoke lighting for such an area and the only option would be to have the usual street lighting gantry to illuminate the whole of the road area. This brought about many factors, which included obtaining the view of local residents who would be affected by the light. A consultation would have to be conducted locally. David Kerr suggested this would need to come from the BCA to NPC.

This was discussed amongst the members and opinions were divided. All agreed this would need further discussion and support from the community. CB suggested this might be raised at the AGM.

d. Village Appearance

- Update on Wiltshire Council meeting 8th March – CB reported he and AC had a meeting with David Arnup from Wiltshire Council Highways Dept, and Stephen Beare & John Wright of NPC. The purpose of the meeting was to clarify the issues regarding the planting which had taken place at the play area and on the main B4039 verge. CB stated in brief the issues are:
 - The BCA will state the embankment of the play area is shown on the title deed as part of the play area and the planting should be allowed. NPC have stated the embankment is part of the highway and the embankment should be reinstated to a grass verge. David Arnup produced a scaled map of the area that shows the embankment as being part of the highway. The view of David Arnup is the area would pose a risk to anyone working on the embankment and in view of health & safety he would not be in a position to approve such work to be undertaken. More discussion took place and it resulted in AC asking David Arnup to put his comments in writing and

requested they be send direct to the BCA

- The B4039 verge is a different matter and David Arnup could see little problem in the work being approved retrospectively under a section 96 licence. The licence application would need to be submitted by NPC. AC went on to mention an alternative application that could be done with consent of adjoining landowners under section 142 of the Highways Act.

The above information was then discussed amongst the members, which resulted in a decision to take no further action until the promised report is received and WC further instructs us.

- The Great British Spring clean on 6th April – CB reported the details of the event had been circulated to residents and we should be hopeful of support. The start time will be 10am and a briefing will take place at the church, where we can take group photos. Depending upon numbers of volunteers the main objective is to organise the litter clear-up and if we have larger numbers we could do some other general tidy up around the village.
The members discussed the possibility of supplying protective equipment for the litter pick. Without knowing any numbers it would be difficult to gauge the requirements. AC & CB will supply a number of large rubble sacks for the collection. CB went on to say the intention is to collect the rubbish, separate items for re-cycling and place in appropriate bins for collection.

7. Report on other activities

- a. Preparations for AGM on the 15th April – AC stated the actual details of the AGM would be dealt with by our trustees and discussed shortly. However AC asked members if they would be prepared to assist with light refreshments.

Action 25.03.19/3 – CB to email members with requests for donations of refreshments and collate details.

8. Any other business

- Invitation from Nettleton parish Council for an informal meeting – AC reported he had received a telephone communication from David Kerr the Chair of NPC asking if it would possible to hold an informal discussion with BCA. Cllr Kerr had indicated he would include 2 volunteer members of NPC to also come along.
A discussion took place amongst the members to seek opinions on the invitation. All members present thought this would be a good idea and would be willing to participate. It was generally agreed notes could be taken but no official minutes taken as it should remain informal to allow a free flow of dialogue. AC stated he thought it

would be a good idea for him not to go along and he would support any other members.

Action 25.03.19/4 – AC to communicate with David Kerr and ask for options on dates and venue.

- Bugle newsletter – AC asked JT if there were sufficient articles for the next edition of the bugle. JT responded by saying he thought there was enough although an entry from MS might be good to highlight future events planned.

Meeting closed – 9.15 pm

Next meeting - General Committee – 29th April 2019 (1945hrs)