

## Burton Community Association General Committee Meeting on the 18<sup>th</sup> March 2025 (7.30pm) at The Old House at Home

### Present

1. George Hockin (Chair)(GH), James Pearse (Treasurer)(JP), Lydia Thornton (LT), Cynthia Walsh (CW), Paula Coyle (PC), Trystan Hitchens (TH), Paul Hawkes (PH) & Chris Bennett (Secretary)(CB)
2. Apologies for absence:
3. Notes of previous meeting on 7<sup>th</sup> Jan 2025 – Proposed by (GH) and seconded by (TH) - Notes approved
4. Actions

Action			
<b>03.09.18/7</b>	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	<b>Completed</b>
<b>11.11.19/8</b>	PC	Liaise with JP & CB to produce job description documents for BCA Chair, Treasurer and Secretary.	<b>Completed</b>
<b>03/09/24/3</b>	CB	Update website page with current details of BCA and photo	<b>Completed</b>
<b>07/01/25/1</b>	CB	Linked to 11/11/19/8	<b>Completed</b>
<b>07/01/25/2</b>	GH	Research costs for new lights on the footpath adjacent to Top Cottage	<b>On-going</b>
<b>07/01/25/3</b>	CB	Contact Wiltshire Council to establish legal position on placement of a Speed Indication Device (SID)	<b>Completed</b>
<b>07/01/25/4</b>	CB	Contact the Community Speed Watch team leader and inform them of plans regarding the SID	<b>Completed</b>
<b>07/01/25/5</b>	CB	Obtain quotes to replace legs of wooden play area bench	<b>Completed</b>
<b>07/01/25/6</b>	CB	Forward a copy of the Parish Council snow plan to trustees	<b>Completed</b>
<b>07/01/25/7</b>	CB	Liaise with (JP) and produce a proforma for residents to join a village emergency WhatsApp group	<b>On-going</b>
<b>07/01/25/8</b>	CB	Produce an updated draft document to cover additional points raised and circulate to members before forwarding to Parish Council	<b>Completed</b>

<b>07/01/25/9</b>	JP	Obtain monthly stats on website usage and circulate to members	<b>Completed</b>
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## Updates

**Action 03.09.18/7** – (CB) informed members the work to change the speed limits had been almost completed. The only thing to be done is paint the road with new speed limit markings. The speed limit on hillside has been changed from 40mph to 30mph and the area around Nettleton Road and Church Hill has been changed to 20mph. This should improve the safety of residents in those areas.

**Action 11.11.19/8** – (CB) reported he had added the recommendation from (PC) to include the role of the Chair in having oversight of the financial accounts, all trustees have approved the documents appertaining to the roles of Chair, Treasurer and Secretary, which have been placed on the SharePoint drive.

**Action 03/09/24/3** – All trustees were present at this meeting, and a photograph of the group was obtained. (CB) reported he would add this to the village website and Action was now completed

**Action 07/01/25/1** – (CB) reported this is linked to Action 11/11/19/8 and the amendments had been made to the role of Chair documents.

**Action 07/01/25/2** – (GH) reported this remains on-going.

**Action 07/01/25/3** – (CB) reported he had emailed Cllr Botterill & Cllr Greenman to seek advice on placement of a SID. They have both responded and details forwarded to trustees prior to this meeting. In brief, the guidance provided recommendations on sites, use of poles and liaison with Parish Council & Police.

**Action 07/01/25/4** – (CB) confirmed he had spoken with CSW Team Leader (Magda Reglewska) and informed her on the potential plans to purchase a SID.

**Action 07/01/25/5** – (CB) reported he had purchased the wood and bolts to repair the bench. With the assistance of resident Steve Matthews, the job has been completed. The bench is now more portable and easier to move for grass mowing & strimming.

**Action 07/01/25/6** – (CB) reported he had obtained a copy of the Parish Council snow plan and circulated this to members.

**Action 07/01/25/7** – (CB) reported he had produced a draft proforma for creating a village wide WhatsApp group and asked (JP) for comments. A discussion then took place amongst the members to decide on a suitable process for managing this. (JP) agreed to create a document on Forms and send to (CB) & (GH) for comments.

**Action 07/01/25/8** – (CB) reported he had updated the draft emergency support document from the comments raised and this had been circulated to members for final approval. Approval was given and the final version was sent to our Parish Council for

their attention.

**Action 07/01/25/9** - (JP) reported he had obtained the January website stats and had forwarded them to members.

### AGM Actions

(CB) also asked the trustees to bear in mind the Actions which came about from the AGM (as listed below)

Action			
<b>09/07/23/2</b>	PC	Consider exploring additional ways to reduce speed within the village, to include chicanes, humps in the road and rumble strips. Resident Al Caie asked if any of the BCA Committee to take this project forward. Agreed to be discussed at next BCA meeting	<b>On-going</b>
<b>21/07/24/1</b>	PC	Research products and costs for a Speed Indication Device	<b>On-going</b>

### Comments on the above Actions.

**Action 09/07/23/2 & 21/07/24/1** – (PC) reported she had requested more details from suitable companies for supply of a SID. There were many variations to select from and would report back when we had more from the companies.

5. Treasurer's report – (JP) reported the bank account for end of Feb 2025 is as follows:

Current overall balance = £7,718.42p

Restricted fund = £3,311.54p (43%)

Unrestricted fund = £4,406.88p (57%)

(JP) informed members the General fund was now in a minus figure and proposed we move some of the lottery club fund across. Following a group discussion, it was agreed to move £3k across from the Lottery fund to the General fund, both being un-restricted accounts.

**Action 18/03/25/1 – (JP) to transfer £3k to the General fund**

6. Health & Safety – No issues raised

7. Group updates:

a. Events –

- 80<sup>th</sup> Anniversary of VE Day celebrations for weekend 3<sup>rd</sup> - 5<sup>th</sup> May – (CB) invited members to provide ideas for hosting a suitable

celebration, in line with countries plans. Members discussed options and in view of the time of year and possible poor weather we should have alternate plans. It was suggested we speak with church warden and seek approval to use the church/church grounds for a simple garden party event. There would be no fees and we should week volunteers to provide refreshments, similar to recent events. (CB) agreed to speak with church warden and report back.

**Action 18/03/25/2 – (CB) to speak with church warden**

b. Community Safety & Crime Prevention (CSCP) + CSW – No updates

c. Village Appearance Group –

- Village 'Tidy Up' day – (CB) asked members to consider scheduling a village tidy up day, probably in April. Members discussed options and agreed to hold this on the 12<sup>th</sup> & 13<sup>th</sup> April.

**Action 18/03/25/3 – (CB) to email residents with details of the 'tidy up' dates**

8. Report on other activities: -

- Emergencies (Flooding) Plan – (CB) informed the members he had attended a Parish Council meeting on the 20<sup>th</sup> January 2025 to inform them of our intention to submit a document referring to the issues encountered during the recent flood. Parish Cllrs. agreed to review their flood plan and investigate the issues raised from our document. (CB) went on to report he had submitted the approved document to the Parish Council and was in contact with representatives for further discussions.
- Feedback on children's play area safety inspection report – (CB) reported the play area was inspected on the 20<sup>th</sup> January 2025, the report only highlighted some 'Low or Very Low risk elements for monitoring. A copy of the report had been forwarded to all trustees.

9. Any other business –

- Repeat order form for play area safety inspection – (CB) informed members he had received the usual repeat order form from playinspections.co.uk. The cost had been increased in line with inflation, this will be £193.20p, up from £186. Members discussed this cost and all agreed to submit the order for the 2026 inspection.

**Action 18/3/25/4 – (CB) to submit the repeat order form to the company.**

**Meeting closed 8.15pm**

**Next meeting – 18<sup>th</sup> May 2025, scheduled to be the AGM (tbc)**