

## **Burton Community Association Annual General Meeting 14<sup>th</sup> September 2021 (7.30pm) at St Mary's Church**

Present

Paula Coyle (Chair) Marje Caie Alistair Caie James Pearse Trystan Hitchens  
Cynthia Walsh Chris Bennett

1. Apologies for absence: Paul & Judith Bird, David & Moya Webb, Lydia Thornton and Nick & Leanne Brown

Paula Coyle welcomed the residents and thanked everyone for attending. No formal Introductions were made as each person present knows one another

2. Notes of previous meeting on 15<sup>th</sup> April 2019 – Approved (Proposed by PC and Seconded by CW)

3. Actions arising from previous meeting

<b>Action</b>			
<b>15.04.19/1</b>	CB	<b>Circulate suggestion to residents and offer some basic first aid and CPR training for children.</b>	<b>Completed</b>
<b>15.04.19/2</b>	CB	<b>Raise a community safety issue report regarding the speed of traffic travelling down Hillside into the village and liaise with NPC and Wiltshire Council.</b>	<b>Completed</b>
<b>15.04.19/3</b>	CB	<b>Consider options for providing more information to residents on how lottery money is spent</b>	<b>Completed</b>

Action updates:

15.04.19/1 – (CB) reported he had circulated details of the offer to provide first aid training to children/young persons. A session was held for x4 children with varying ages. Missy Sell assisted with the session, which was tailored to suit the ages. The parents of the children also came along. However, since this initial session we have been unable to provide any further training. CB went on to say there had been an increase in the numbers of younger families coming to live in the village and perhaps it was time to canvas the residents and see what the uptake might be.

**Action 14/09/21/1 – CB to offer first aid session to residents for children.**

30.04.19/2 – (CB) reported he had raised this issue and had been supported by NPC, which has been escalated up to Wiltshire Council. This issue is being dealt with by the Chippenham Area Transport Group Ref. no. 4-20-4 and is currently categorised as a

Priority 2 issue. CB said there has been a number of proposals put forward by NPC but no resolutions yet. CB also mentioned the community issue raised in November 2018 regarding the safety around the Triangle area was also outstanding (Ref. no 6846). The Council have erected SLOW signs along Nettleton Road on the approach to the Triangle. A request to extend the speed limit signs to beyond the Burton Farm was still to be resolved, as is a further request to reduce the speed limit to 20mph. All this had been delayed due to covid pandemic.

The CATG had met on the 7<sup>th</sup> Sept, but no updates circulated yet.

Alistair Caie asked if the BCA was having the support of the NPC Cllrs?

(CB) responded by saying both the Community Issues are being supported by NPC and the BCA has had a meeting (prior to COVID) with a number of the Parish Cllrs. to discuss their roles and exchange views. This meeting was thought to be very useful for both sides of the discussion. CB went on to say there has recently been a big change of Cllrs. and it might be useful to ask if a meeting with BCA trustees was something the new Councillors would support and attend.

**Action 14/09/21/2 – CB to raise this point at the next meeting of the BCA trustees, with a view to contacting NPC and gauge interest.**

30.04.19/3 – (CB) reported he had introduced a regular update on lottery finances within the Bugle newsletter which is now published online each month and hard copies of the newsletter are hand delivered to all residents who are not using the internet.

4. **Chairman's Annual Report** – a PowerPoint slideshow was utilised and projected for the attendees

Paula Coyle (PC) stated this year we have progressed and consolidated on several fronts, and by referring to the annual report, summarised the main points:

### **Reminder of BCA Purpose**

#### **Establishment of a Children's Play Area**

- The association has negotiated the lease of a small piece of land within the village, cleared the area, erected appropriate fencing and gates, and turfed the area.
- Play equipment has been installed and maintained.
- Parents and children of the village have made significant use of the play area and this is of huge benefit to a village without any other source of amenity.
- This year we have paid for insurance, playground inspection & completed work to paint the fencing
- Additionally, we have transferred the lease holder names from individual members to the BCA now Charitable Incorporated Organisation (CIO)

(PC) also thanked Alistair Caie for his enormous time and effort to progress the transfer of the play area lease, which is now registered in the name of the BCA .

## To Preserve & Protect Health

- The association has worked in partnership with the British Heart Foundation and has purchased and installed a 'public access defibrillator' within the village.
- Appropriate training in CPR & Defibrillator use has been provided to a large number of residents on a voluntary basis.
- The equipment has been used on several occasions to assist with providing first aid prior to attendance of emergency services.
- The equipment is registered with The CIRCUIT a national scheme approved by South Western Ambulance Service and available for use by members of the public.
- This year we have been unable to conduct refresher/new training and but have maintained list of 27 trained community members as well as the purchase of new defib pads.
- Village appearance group work to make the community spaces around the village including the play area as clear and appealing as possible to promote the mental health and wellbeing of the community
- This year we have maintained the community spaces, weeding of flower beds, mowing grass, cleaning & clearing signs and taken care of the appearance of the village where possible within COVID restrictions
- Throughout the COVID restrictions the Association coordinated a system within the community to ensure any of the more vulnerable residents had the support of a volunteer to help with tasks such as grocery shopping, collection of medicines and supplies, thereby minimising exposure risks to those persons.

(JP) asked if the list of CPR & Defib volunteers was easily accessible and suggested a list could be kept inside the defib cabinet and maybe have a QR code on the cabinet with details of how to gain access.

(CB) responded by outlining the current protocols for gaining access to the defib equipment. In brief the ambulance service has all the details required and any member of the public could gain access if an emergency required it during an emergency call. The OHH pub also had a master key and a laminated copy with details of all trained volunteers to call upon. CB suggested that if we had a QR code on the cabinet with instructions on how to gain access, etc. it might mean the device could become a target for theft.

CB also mentioned it had been a long time since the staff at the OHH pub had been trained and as there has been changes in staff it would be useful to offer training.

**Action 14/09/21/3 – CB to speak with OHH management and offer training to staff members.**

Members also suggested we could organise more 'litter picking' sessions to help with overall tidiness of the village. It was also mentioned the roads could do with a clean before the bad weather, which included the clearance of road gullies.

(CB) mentioned the role of the Parish Steward, an employee of Wilts Council who is then tasked by NPC for local jobs. The Steward has specific roles to perform and has

done a number of jobs in Burton. Lisa Dafforn is the Lead Highways Cllr. who has made contact with (CB) to ask if there are any tasks to be done. However, the clearance of road gullies is more likely to be done by specialist equipment.

**Action 14/09/21/4 – CB to speak with Burton residents to identify blocked gullies and speak with Cllr. Dafforn to discuss road clearance request.**

Alistair Caie stated the COVID support network worked very well and he benefitted from the support provided by local neighbours.

(PC) also mentioned the activities arranged for the children during the COVID lockdown, including the scarecrow trail, easter bunny trail and VE day quiz, which all helped maintain interest and get families out and about.

### **To Promote an Improved Liaison with Police**

- The association has worked in partnership with the local Police to provide a community speed watch (CSW) group to help reduce traffic speed and minimise harm of injury to its residents.
- The CSW group deploys the speed detection equipment, reporting results directly to the Police for any necessary action
- This year we have been a little limited in our activities, but we have made investigations into access to the BOBBY van and have made enquiries about new member training for CSW

Alistair Caie mentioned he had now taken on the role of CSW Team leader following the resignation of Judith Bird (due to health reasons) and was in the process of informing Wiltshire Police. All members present wished to pass on their thanks to Judith for the dedication she provided in performing this valuable role.

A general discussion then took place regarding the recent burglary in the village and the types of additional security measures which could be used. (JP) stated he had recently installed a number of cameras around his property which were easy to instal and was considered to be a reasonable cost. (CB) then mentioned he had spoken with a resident who owns a company specialising in home security and he was available to discuss options with our residents. Following a discussion, it was decided to offer advice to our residents and gauge interest.

**Action 14/09/21/5 – CB to circulate the offer of help in deciding whether to improve home/personal security**

**Action 14/09/21/6 – JP to produce an article for the next Bugle newsletter on the installation of cameras he has used.**

(PC) then mentioned since Al Caie had 'stepped down' as the Neighbourhood Watch Scheme Coordinator we now had a vacancy. Following a group discussion (JP) agreed to take on the role.

**Action 14/09/21/7 – CB to liaise with JP and complete the registration for the NHW Scheme, as required.**

## **Annual finance report**

Paula Coyle invited Cynthia Walsh to report on the finances are shown as an appendix to the report.

(CW) reported the overall current balance as at 31<sup>st</sup> March 2021 was £6103.11, with a Reserve of £2844.12. (CW) went on to provide details for the account up to 31<sup>st</sup> August 2021 are: Bank balance of £7673.86 with a Reserve of £3873.06

(CW) highlighted the trustees had agreed within its Financial Policy to hold a reserve of £1,500, we therefore had considerably more at the moment, and we ought to be looking to spend some of this reserve. CW mentioned there was a plan to install a sun shade/sail at the play area, which may cost a few thousand pounds. (JP) confirmed he was in the process of obtaining quotations from companies and arranging site visits. (CW) also suggested we could look at purchasing more benches.

Alistair Caie suggested the BCA make enquiries with Green Square Housing to ask what they intended to do with the land between The Meads and the children's play area. Previously they indicated building a couple of houses on the site, was this still the case? Could the land be utilised by the village on a short-term lease or arrangement? Following a short discussion, a point was raised should the company permit use of the land, what about maintaining the area and could the BCA pay for this to be done by a contractor.

**Action 14/09/21/8 – PC to make initial enquiries with Green Square Housing regarding proposals to use the land**

Alistair Caie suggested the play area would require equipment maintenance in the future and we ought to plan to cover these costs. Perhaps we should be moving some of the excess cash into the play area fund in readiness for the expenditure required to maintain the equipment. (CW) agreed this would be a useful suggestion and would look into this.

Paula Coyle then invited any questions regarding the Annual Report.

## **Acceptance of the Annual Report**

- Proposed by PC
- Seconded by CB

## **5. Election of 2020-21 Trustees**

Paula Coyle stated that in accordance with the BCA constitution and on rotation she was required to 'step down', the three existing trustees would remain in post. (PC) went on to say she had spoken with Lydia Thornton who has expressed an interest in becoming a BCA trustee, but was unable to attend this meeting because of work commitments.

(PC) stated she was willing to remain a trustee and also proposed Lydia Thornton as a trustee

Trystan Hitchens also stated he was willing to stand for election as a trustee.

**The following voting took place:**

Paula Coyle – proposed by Alistair Caie, seconded by Marje Caie

Lydia Thornton – proposed by (CW) and seconded by (PC)

Trystan Hitchens – proposed by (PC) and seconded by (CW)

All nominations above were agreed by members present.

The charity trustees to be registered with the Charity Commission for 2021-22 are:

Chris Bennett

Paula Coyle – re-elected

James Pearse

Cynthia Walsh

Lydia Thornton

Trystan Hitchens

(CB) proposed the trustees should hold a meeting fairly soon to confirm the roles and election of officers.

6. Focus on the Year Ahead 2021-22- Open Forum

- As previously maintain play area
- Apply for grant from Chippenham Area Board for equipment to provide shade (match funds from BCA)
- Continue work on village appearance & maintain defibrillator
- Refresher and new 1<sup>st</sup> aid training & expand into young person training?
- Green dog walker scheme
- Village recipe book
- Continue CSW & train up new members
- New coordinator for neighbourhood watch
- Safeguarding Lead
- Christmas party?
- Fibre broadband?
- Other ideas / priorities?

(PC) invited the attendees to speak and the below was raised:

**Green Dog Walkers Scheme** - (CB) reported this was placed on the agenda following a previous suggestion from Alistair Caie in response to complaint of dog fouling within the village, also an outstanding Action for the BCA Committee (**Action 10.02.20/4**). In

brief this is a voluntary scheme which has been undertaken across various villages, towns, etc in an effort to curb such problems. The volunteers try and promote good practice amongst fellow dog walkers/owners and foster a caring image and tackle incidents of poor owner behaviour in a non-confrontational manner. A general discussion then took place within the group, although there was only one dog owner present. Initial response was it was asking a lot from volunteers and not many would be likely to take part. Although it was thought this scheme would not be supported, it would be important to offer this suggestion to the whole village and then make a decision based on any responses.

**Action 14/09/21/9 – CB to circulate details of the scheme to village residents to obtain views.**

A number of additional points were raised regarding an increased problem with dogs barking in certain parts of the village, this was becoming more of a nuisance.

(CB) reminded everyone that instead of residents just talking about the problem the issue should be reported to the Council. The easiest way is to use the MyWiltshire online App which has sections on dog issues. (CB) agreed to circulate this reminder to the village residents.

**Action 14/09/21/10 – CB to circulate details of MyWiltshire reporting App. As a means of raising issues with the local authorities.**

**Action 14/09/21/11 – CB to produce an article for the village bugle newsletter**

(PC) reported she was still in the process of finding a volunteer to perform the role of Safeguarding Lead.

(PC) asked the members present to express any views/preferences for a village Christmas Party as we would need to book a venue very soon. A general discussion then took place regarding potential options. As there were very few residents present at this meeting, it was decided to canvas those ideas amongst the village and obtain preferences.

**Action 14/09/21/12 – PC to produce a very short survey of ideas and obtain feedback before booking a venue.**

Marje Caie also asked who would be taking over the role of Judith Bird in organising the children's Christmas Party?

**Action 14/09/21/13 – CB to email residents and seek a volunteer(s) to organise this event**

### **Conclusion of meeting**

(PC) wished to thank everyone for coming along to the meeting and thanked the PCC for allowing us to use the church for the meeting.

Meeting closed – 10pm

Next AGM – To be arranged for April 2022