

## Burton Community Association General Committee Meeting on the 12<sup>th</sup> Nov 2024 (7.30pm) at The Old House at Home

### Present

1. George Hockin (Chair)(GH), Lydia Thornton (LT), Cynthia Walsh (CW), Paul Hawkes (PH), Paula Coyle (PC), Trystan Hitchens (TH) & Chris Bennett (Secretary)(CB)
2. Apologies for absence: James Pearse (Treasurer)(JP)
3. Notes of previous meeting on 3<sup>rd</sup> Sept 2024 – Proposed by (LT) and seconded by (GH) - 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>On-going</b>
<b>11.11.19/8</b>	PC	Liaise with JP & CB to produce job description documents for BCA Chair, Treasurer and Secretary.	<b>On-going</b>
<b>24/01/23/7</b>	PC	Research printing options and costs for the Burton cookbook	<b>On-going</b>
<b>30/01/24/3</b>	CB	Research sale prices of Christmas tree lights and report back.	<b>On-going</b>
<b>03/09/24/1</b>	CB	Produce a rota for submission of Bugle newsletter articles and circulate to committee members	<b>Completed</b>
<b>03/09/24/2</b>	JP	Arrange a meeting with Amanda Read to look at options for improvement and reduce future annual costs	<b>On-going</b>
<b>03/09/24/3</b>	CB	Update website page with current details of BCA and photo	<b>On-going</b>
<b>03/09/24/4</b>	CB	Speak with OHH management about resident concerns about vehicles parking on the footpath outside the premises.	<b>Completed</b>
<b>03/09/24/5</b>	GH	Contact Parish Council and respond to request for funding to empty the bins.	<b>Completed</b>

### Updates

**Action 03.09.18/7** – (CB) informed members the latest update from Cllr. Botterill of Wiltshire Council informed us he expected the work to change the speed limit signage was expected to have been completed by the end of Oct 2024, this had not been achieved. (CB) indicated it would be little point in trying to chase this and we now had to wait for contractors to carry-out the work.

**Action 11.11.19/8** – (CB) reported we were still awaiting details of the Chair's job description to complete the action. (CB) agreed to begin gathering information and would pass to (GH) & (PC) for additional details

**Action 24/01/23/7** – (CB) asked this to be covered under agenda item 8 below

**Action 30/01/24/3** – (CB) reported he had tested the existing tree lights and discovered about were 30% defective. The cost of replacements is expected to be £90 - £100 and would now go ahead and order some in preparation of tree erection on the 1<sup>st</sup> Dec 2024.

**Action 03/09/24/1** – (CB) reported he had produced a schedule for the Bugle newsletter articles and circulated it to members.

**Action 03/09/24/2** – (JP) reported the planned meeting with website administrator, (GH) & (CB) didn't take place. However, website administrator had forwarded an email with her observations/comments. This will need to be further discussed to agree funding and future look of the website. See AOB below for more details.

**Action 03/09/24/3** – (CB) reported he had updated the website with trustee details but still required a group photo. In view of the absence of (JP) we are unable to do this. Action remains on-going until this has been done.

**Action 03/09/24/4** – (CB) reported he had spoken to Connor (owner) at the OHH pub concerning the reported problem of a large number of vehicles parking on the pavement outside the pub and further down the main road on a Sunday afternoon. It was established a shooting party had been to the premises on that day and it was possible they were connected. Connor agreed to speak with the organiser and pass on our concerns.

**Action 03/09/24/5** – (GH) reported he had sent a letter to the chair of Nettleton Parish Council to inform them the BCA didn't consider the emptying and payment for dog poo bins came within the business objectives of a charity and the residents already pay a Council Tax for such a service.

### AGM Actions

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

Action			
14/09/21/1	CB	Offer first aid session to residents for children.	<b>Completed</b>

<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>09/07/23/9</b>	CB	Seek ideas for ways in which we can support our more senior members of community - raise this point as an agenda item for the next BCA trustees 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>
<b>21/07/24/3</b>	CB	Produce a document to explain the system of 'Zones' of the village, for use during potential emergencies/monitoring of village residents	<b>On-going</b>
<b>21/07/24/5</b>	CW	Provide details of a possible visit to Puzzle Factory Nr. Malmesbury	<b>On-going</b>
<b>21/07/24/6</b>	GH	Speak with Cordelia Hockin to arrange a discussion with parents on proposal to instal a piece of play equipment to replace the damaged games bench	<b>On-going</b>
<b>21/07/24/7</b>	CB	Liase with Yatton Keynell village to obtain details of contractor who manages their village planters	<b>On-going</b>

### Comments on the above Actions.

**Action 14/09/21/1** – (CB) reported he had contacted residents to arrange a session for children, as a result we have x7 children who can attend a session on Sunday 15<sup>th</sup> Sept. An additional child was unable to make this date and we may be able to arrange alternative in the future. Action completed

**Action 09/07/23/2 & 21/07/24/1** - (CB) asked for this to be discussed at our next meeting as (PC) was not present at this meeting.

**Action 09/07/23/9 & 21/07/24/3** – (CB) Not discussed at this meeting, omitted in error.

**Action 21/07/24/5** – (CW) updated members by reporting tour visits were only done between May and August and bookings for 2025 were now full. (CW) agreed to coordinate a group and go on a reserve list. Action completed

**Action 21/07/24/6** – (GH) reported his wife had received one response suggesting a 'Busy Board' to replace the bench. Essentially it was a piece of equipment to suit ages 1-4 years. Once the bench had been removed, we could then look at the space for suitability.

**Action 21/07/24/7** – (CB) reported the village planters in Yatton Keynell were tended

by the company JCBS Gardening and were the company who mowed our church grounds. (CB) has emailed the company on the 18<sup>th</sup> August and had received a response to state they would come back with ideas and potential costs, we are still awaiting this. A further email was sent on the 27<sup>th</sup> Sept to chase this, unfortunately we have no response. In view of this lack of response, propose we withdraw the Action.

5. Treasurer's report – (CB) reported in view of the absence of (JP) he unable to give the current financial position. (CB) agreed to request an update and circulate to members.

6. Health & Safety – None

7. Group updates:

a. Events –

- Update on plans for Christmas Party (Adults) – (PC) reported the buffet costs would be £18 per head and as this was a non-profit event with no additional costs then the ticket price of £18 has been circulated to residents. (GH) asked if we should consider Christmas decorations for the event. This was discussed by the members and it was thought the OHH usually had extensive decorations and we should coordinate nearer the date on this.  
See AOB below for comments on arranging a karaoke for the party. (CB) added he had already received 30 requests to attend, the closing date to establish numbers was the 7<sup>th</sup> Nov
- Update on plans for Christmas Party (Children's) – (GH) reported the organising group had informed him so far, they have x5 children attending with possibility of another family of x3 (yet to be confirmed) (CB) added he had spoken today with a mother who indicated her x3 children would like to come. (CB) confirmed he had passed on these details.

b. Community Safety & Crime Prevention (CSCP) + CSW – (CB) reported the CSW team continued to deploy on average 2 to 3 times a week. Also the Sherston village team had temporarily suspended their support and therefore we now had sole access to the equipment.

c. Village Appearance Group – (CB) reported the summer planting had been successful but the village planters now needed to be replenished with winter flowering plants. (CB) agreed to sourcing suitable plants and would report back on costs.

8. Report on other activities: -

- (To include **Action 24/01/23/7**) - Update on Village Cookery Book – (CW) reported she was still in the process of transferring recipes into the correct format for the book, and although it was hoped to get this done for Christmas, this was now not achievable. (CB) asked when the work was likely to be achieved as this had been work in progress for 2 years? (GH) also added his wife was prepared to offer help in completing this project and (CW) agreed to speak with her.

9. Any other business –

- Update on website funding – (GH) reported the Microsoft funding for the website had expired for this year leaving a funding gap of approx. £150 which (JP) had agreed to pay. It was then expected the Microsoft funding would be available, albeit on a sliding scale from the current year. (GH) stated we needed to ascertain which parts of the website are actually relevant and useful for our needs and establish where exactly the costs are incurred. It was essential we arrange a meeting between (JP) and the website administrator to address this. (PC) asked if there was any data available to help with decision making on this. (CB) reported in the absence of (JP) we did have some limited monthly data which could be shared with members. We would probably need to look at a sample of monthly data to get a more accurate picture.

**Action 12/11/24/1 – (CB) to obtain latest data use of website and circulate to members**

- Play area – removal of play area bench – (CB) asked for assistance to complete this task. (PH) suggested he could help on Thursday 14<sup>th</sup> Nov, which was agreed.
- Footpath lights – (GH) reported x2 of the lights on the Toll Down Way footpath were defective  
**Action 12/11/24/2 – (CB) to check the footpath lighting**
- Christmas Party – (PC) reported she had been made aware of a request to use a karaoke system for the party and knew little about plans for this. (PH) added he could provide some more info on this idea. Suggestion is to link up a mobile App to use on the OHH television and he was arranging with a resident to come along and check the technical feasibility. The karaoke App has different levels of access and it might be the most suitable could cost a £40 subscription. (PC) expressed some concern on using someone's personal computer/tablet/phone for the task, which might be damaged during the event. (PC) asked members to consider the proposal to use BCA funds for this. Following a short discussion, all members present agreed to the cost of funding the karaoke at up to £40.

**Meeting closed 8.25pm**

**Next meeting – 7<sup>th</sup> January 2025 (tbc)**