

Burton Community Association General Committee Meeting on the 7th Jan 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) & Chris Bennett (Secretary)(CB)
2. Apologies for absence: Paul Hawkes (PH)
3. Notes of previous meeting on 12th Nov 2024 – Proposed by (GH) and seconded by (CW) - Notes approved
4. 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
11.11.19/8	PC	Liaise with JP & CB to produce job description documents for BCA Chair, Treasurer and Secretary.	Completed
24/01/23/7	PC	Research printing options and costs for the Burton cookbook	Withdrawn
30/01/24/3	CB	Research sale prices of Christmas tree lights and report back.	Completed
03/09/24/2	JP	Arrange a meeting with Amanda Read to look at options for improvement and reduce future annual costs	Withdrawn
03/09/24/3	CB	Update website page with current details of BCA and photo	On-going
12/11/24/1	CB	Obtain monthly website data use and circulate to committee members	Completed
12/11/24/2	CB	Check footpath lighting	Completed

Updates

Action 03.09.18/7 – (CB) informed members the latest update from the minutes of Wiltshire Council Local Highway and Footway improvement Group (LHFIG) shows this particular item has slipped beyond its expected completion of Oct 2024. At present there is no update on expected completion of work. However, a number of new poles have been erected at the Triangle and Nettleton Road locations which are now

awaiting the new signage. The next meeting of this group is scheduled for 3rd March 2025 when we hope to get an update.

Action 11.11.19/8 – (CB) reported he had produced a draft document relating to the tasks and responsibilities of the Chair and circulated this to (PC & (GH) for comments prior to this meeting. (GH) indicated he was happy with the document and (PC) asked for inclusion in the role of oversight of the accounts and being an authorised signatory for the bank account. (CB) will add those comments and then circulate to all trustees for comments and approval.

Action 07/01/25/1 – (CB) to make additions to document and circulate to trustees

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 purchased replacement tree lights at a cost of £90 and they had been used for the village tree.

Action 03/09/24/2 – (JP) asked for this to be covered under agenda item AOB below.

Action 03/09/24/3 – (CB) reported that in the absence of (PH) we are unable to obtain an up-to-date photo of trustees, therefore this action remains on-going

Action 12/11/24/1 – (CB) reported this is now linked to Agenda item 9 (AOB) below

Action 12/11/24/2 – (CB) reported he had checked the lighting on the footpath beside Top Cottage, batteries had been replaced on one light the second light had a defective PIR and this range of lights was now obsolete. (CB) asked the group if the remaining lights were sufficient. Following a short discussion (TH) & (GH) proposed we seek a new more updated set of lights and we should research costs.

Action 07/01/25/2 – (GH) to research costs for new lighting for footpath.

AGM Actions

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

Action			
09/07/23/2	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	On-going
09/07/23/9	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	Completed
21/07/24/1	PC	Research products and costs for a Speed Indication Device	Completed
21/07/24/3	CB	Produce a document to explain the system of	Completed

		'Zones' of the village, for use during potential emergencies/monitoring of village residents	
21/07/24/6	GH	Speak with Cordelia Hocking to arrange a discussion with parents on proposal to instal a piece of play equipment to replace the damaged games bench	Completed

Comments on the above Actions.

Action 09/07/23/2 & 21/07/24/1 – (PC) reported the cost for a suitable Speed Indication Device (SID) would be £2,500-£3,500. A general discussion then took place about the spec., cost and potential location for such a device. There was some thought we could first enquire whether or not Wiltshire Council had any available (the last one they sent was defective) Suggestions for location (needing a pole) were a redundant BT pole opposite Lower Cottage. (CB) indicated it would be preferable to have the device located near the entrance to the village on the main road, in order to slow vehicles before they were entering the built-up area, if possible. (CB) suggested we should seek advice from Wilts Council on the legalities & placement of a device on the highway, and also suggested we should also liaise with the Community Speed Watch Team, members agreed this would be useful.

Action 07/01/25/3 – (CB) to contact Wilts Council to establish legal position and enquire about any devices they may have to borrow, etc.

Action 07/01/25/4 – (CB) to contact CSW Team Leader and discuss options.

Action 09/07/23/9 & 21/07/24/3 – (CB) reported he had produced a document explaining the BCA plan to allocate individual trustees to cover a ZONE of the village and produced small notices for residents explaining the project. These notices had been delivered to individual trustees for delivery to their respective zone of the village. All trustees confirmed they had delivered those notices (or neared completion)

Action 21/07/24/6 – (GH) reported his wife had only received two responses from residents. (CB) informed members along with (PH) they had removed the defective small play table from the ground and discovered the wooden legs had rotted, the remainder of the table was in good condition. It was suggested the legs could be unbolted and new legs made. The table was now a moveable object within the play area making it much easier to maintain the ground below the bench, etc. All members present thought the idea of repairing the bench and leaving it as a moveable object would be very useful and negate the need to find something else (at extra cost) and would suffice.

Action 07/01/25/5 – (CB) to speak with (PH) and obtain quotes on the repair and report back. This would be something done when weather improves!

5. Treasurer's report – (JP) reported the bank account for end of Nov 2024 is as follows:

Current overall balance = £9,384.26p
 Restricted fund = £3,704.68p (40%)

Unrestricted fund = £5,679.58p (60%)

6. Health & Safety – (CB) reported that during the removal of the children’s bench from the play area, a lump of concrete around the foot of a table leg had broken away from the rotten timber and caused a gash on (CB’s) shin. It was an accident and no lasting injury sustained. (CB) was happy to leave it at that.

(TH) asked members if anyone knew of the existence of a village Snow Warden and how the gritting of local roads is coordinated? (CB) indicated the Parish Council have a Snow Plan which covers the use of local farmers contracted to clear village roads and they also control the supply and re-fill of the grit bins. As far as (CB) is aware, it’s down to local residents to use the grit from the bins for highway use only and report empty bins to NPC. (CB) agreed to forward a copy of the Snow Plan to members.

Action 07/01/25/6 – (CB) to forward a copy of NPC Snow Plan to members

7. Group updates:

a. Events –

- Christmas Parties feedback – (CB) invited comments on the last Christmas parties. Some members thought the food was still a bit bland and maybe too expensive. Otherwise, the event was well attended and very enjoyable. The introduction of a karaoke (at £40) proved popular and (PC) suggested the cost of the karaoke should be part of the increased cost of a ticket and not paid separately by the BCA. Also, it was suggested the date for the event could be published earlier, even though it went out in the Bugle newsletter in the October edition, circulated at the end of September. (CB) reported we had 13 children attending their party organised by Cordelia Hockin & Grace Hutchings. Reports are it was a lovely afternoon and everyone enjoyed it. Some additional expense was incurred and would be claimed by (GH).

b. Community Safety & Crime Prevention (CSCP) + CSW

c. Village Appearance Group – No updates

8. Report on other activities: -

- Emergencies (Flooding) Plan – (CB) informed the members that following the recent village flood on 24th Nov 2024 it was decided to seek possible solutions to support our residents who were affected and coordinate a response alongside our Local Authorities. (CB) went on to report following the flooding, he had emailed all residents an update on a BCA plan to help/support them in such emergencies. There were many aspects to the problem and it would take time to coordinate possible plans. (CB) reported

he had produced a draft document with some thoughts on where we could work to achieve results, this had been circulated to (GH) prior to the meeting

(CB) began by thanking the rapid response from residents who managed to control some aspects of the flood and helped protect homes. The response to help went out via a small WhatsApp group appeal to the alert of the problem. Without this it might have been a differing end story. It had been suggested we could introduce a village wide WhatsApp group (strictly for emergency purposes only) to increase the numbers of residents being informed. This could be two-way flow, not only could this be used for gathering numbers to help but also anyone in need could call upon assistance. Members present thought this would be an achievable objective and we would need to ensure residents voluntarily offered to join this group and conform to any data protection of personal information.

(CB) also mentioned the possibility of obtaining a quantity of sandbags for central storage and/or delivery to potential vulnerable homes. (GH) had already spoken with Cllr. Nick Botterill and was informed Wiltshire Council would be able to provide a considerable number of sandbags as and when we identified a delivery location, etc. Members discussed the possible locations and the agreement with home owners/land owners/business owners.

Members were invited for additional comments on the incident. Following an in-depth discussion we identified some potential lines of investigation:

- Identify locations which were affected and where the flood water sources originate?
- Identify drainage points and specifically those that didn't do the job! Alongside this, obtain a map of the area identifying where these points are?
- Ensure we have captured all available information from residents who were impacted by the flood
- What resources have we got and who is responsible to coordinate a response?
- Effective maintenance of those drainage points
- Issues regarding the brook (overgrown vegetation and debris) and who is responsible?

Action 07/01/25/7 – (CB) to liaise with (JP) and produce a proforma for residents to join the WhatsApp group

Action 07/01/25/8 – (CB) to produce an updated draft document to cover the points raised and circulate to members for comment.

- Update on Village Cookery Book (To include **Action 24/01/23/7**) – (CB) asked for an update on the progress of completion of the cookbook and to consider the potential costs of production, which were muted as being approx. £700. (CW) reported there had been no progress on the production of the book and was finding it hard to find time to change the different formats of recipes provided by the residents/Bugle. Following a short

discussion, it was proposed we should consider abandoning the plan to produce the cookbook and we could use the Bugle newsletter to promote any additional/new recipes as and when they were provided. (CW) agreed this had been a difficult task to complete and was supportive of this now being withdrawn as a BCA led project. All members present agreed with this decision and the Action(s) relating to this are withdrawn.

9. Any other business –

- Update on website funding – (JP) reported he had secured a further year of funding of £2k US\$ from Microsoft and the shortfall of 7 weeks for this current year is £150 which (JP) has paid. In addition, (JP) has looked at the performance of the website and managed to identify parts which can be ‘turned down’ with no detriment to the operation of the website. This in turn should enable the operation of the website to be done within the Microsoft funding. (PC) asked if we could see any stats showing which sections of the website are being accessed to assess how we go forward with the current system. (JP) stated he had monthly stats and would send them to members. **Action 07/01/25/9** – (JP) to obtain monthly stats on website usage and circulate to members
- Website update info/photo – (CB) reported we still needed a group photo to complete the task when all trustees are in attendance.
- BCA article for the next Bugle Newsletter (CB) reminded (CW) it was her turn to produce an article for this month and would be contacted by Martin Lines soon.

Meeting closed 9.05pm

Next meeting – 18th March 2025 (tbc)