

## Burton Community Association General Committee Meeting on the 14<sup>th</sup> July 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 18<sup>th</sup> March 2025 – Proposed by (PC) and seconded by (TH) - Notes approved
4. Actions

Action			
07/01/25/2	GH	Research costs for new lights on the footpath adjacent to Top Cottage	On-going
07/01/25/7	CB	Liaise with (JP) and produce a proforma for residents to join a village emergency WhatsApp group	Completed
18/03/25/1	JP	Transfer £3k from Lottery Fund to General Fund as approved by trustees	Completed
18/03/25/2	CB	Speak with church warden to seek permission to use Church for potential VE Day village event	Completed
18/03/25/3	CB	Email residents with details of 'tidy up' dates	Completed
18/03/25/4	CB	Submit repeat order form for play area annual inspection	Completed

### Updates

**Action 07/01/25/2** – (GH) reported he had located suitable lights and liaised with (TH) to confirm fitting suitability, which was agreed. Proposed we need to purchase x18 units, fitting x15 and having x3 spares. All members present agreed to go ahead with the purchase.

**Action 07/01/25/7** – (CB) reported along with (JP) had produced an online proforma using Microsoft 'Forms' to obtain consent from residents to use/store personal details in setting up the Community WhatsApp group. Initial response was 39 residents signed up and are now part of this group. Follow up requests would be done to encourage more uptake.

**Action 18/03/25/1** – (JP) reported he had transferred £3k to the General Fund as

approved, copy of transfer details were circulated to members

**Action 18/03/25/2** – (CB) reported he had obtained approval to use the church/church grounds for a potential VE Day village celebration. However, only a very small number of residents responded and the eventual decision was to cancel this event.

**Action 18/03/25/3** – (CB) reported he had circulated dates and a ‘tidy up’ day was arranged for 12<sup>th</sup> April. A large number of residents came along and we managed to achieve a lot of tasks. Details were published within the Bugle newsletter for May edition

**Action 18/03/25/4** – (CB) reported he had submitted the repeat order form to Play Inspections Company who would probably do next inspection in January 2026.

### 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>
<b>18/05/25/1</b>	PH	Research suitable fence post caps for play area and costs	<b>Completed</b>
<b>18/05/25/2</b>	CB	Inform Parish Council of concerns regarding raised height of road surface after Council works and potential flooding risks	<b>Completed</b>
<b>18/05/25/3</b>	CW	Canva software account – refresh user access and provide login details for Bugle team	<b>Completed</b>
<b>18/05/25/4</b>	JP	Microsoft Office 365 account – renewal date Feb 2026, bring details of costs to meeting for approval	<b>On-going</b>
<b>18/05/25/5</b>	GH	Liaise with OHH pub for availability on 12 <sup>th</sup> Dec to host village party	<b>On-going</b>

### Comments on the above Actions.

**Action 09/07/23/2 & 21/07/24/1** – (CB) asked for these to be discussed under agenda item 8 below

**Action 18/05/25/1** – (CB) reported on behalf of (PH) that the play area fence post

caps had been purchased and fitted by (PH). The metal caps will improve the overall life of the posts, members thanked (PH) for completing this task.

**Action 18/05/25/2** – (CB) reported he had attended the Parish Council meeting on the 19<sup>th</sup> May 2025 and along with a number of items informed the Council of our concerns regarding the latest road repairs on the main road and with the increased surface height which may have an adverse effect on potential flooding issues. This was something the Parish Council had already raised concerns with Wilts Council. The Parish Council agreed to communicate these concerns with Wilts Highways.

**Action 18/05/25/3** – (CB) reported the Bugle newsletter team now had access to the Canva software account.

**Action 18/05/25/4** – (JP) reported he had been informed the Microsoft non profit grant had been renewed for FREE, which allowed access to email system and the SharePoint drive, and the only costs for the coming year would be for licences to use the Microsoft Office Apps (Word, Excel, etc.) Following a short discussion, it was thought we might only need x2 user licences for treasurer and secretary. (CB) did add, he already had a licence and only uses his personal Apps, with documents created downloaded to the SharePoint drive for storage, so maybe only x1 licenced user required at this time.

**Action 18/05/25/5** – (GH) reported he would be speaking with OHH tonight.

*Note - Post meeting, (GH) reported the OHH had provisionally booked the 12<sup>th</sup> December for village Christmas party.*

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

Current overall balance = £9,618.44p

Restricted fund = £3,067.68p

Unrestricted fund = £6,550.76p

(GH) mentioned he noticed from the last year accounts 2024-25, there was very little difference in income over expenditure and if we were to raise funds for some of our proposed projects, then we will need to have a better understanding on where money is raised/used.

6. Health & Safety – No issues raised

7. Group updates:

- Events –
  - No current plans to be discussed
- Community Safety & Crime Prevention (CSCP) + CSW
  - (CB) mentioned the Speed Watch team now had approval to conduct

sessions on Hillside. The results confirm there is a significant speeding issue along this stretch of the main road. More details on this will be published in the next Bugle village newsletter. In addition, the Police have also conducted sessions at this location and detected a large number of speeding offences which will be processed by the Police. They also intend to revisit and monitor the problem. (CB) also mentioned the suggestion we look into acquiring an ANPR camera (see item 9 below)

- Village Appearance Group –
  - (CB) reported the last ‘tidy up’ day managed to achieve a number of tasks and suggested we should look to be arranging a future session in Sept’ish, date to be arranged.

#### 8. Report on other activities: -

- Discuss funding for the Speed Indication Device (SID)
  - (CB) reported he had made contact with the Speed Watch Team leader and provided details of our proposal to purchase a (SID) and requested she make contact with her Police contact regarding any Police process to undertake. The Police had responded and in brief stated they couldn’t recommend any specific device, but if it was to be compatible for data downloads then there were a few available to do this. They also confirmed Parishes are free to purchase SID’s with permission from Wiltshire Council.

A discussion then took place amongst members regarding the points raised by the Police.

Firstly, the device identified by (PC) and details circulated to members previously, as supplied by Elan City is a Wiltshire Police compatible device. It should be noted the other companies have not been researched in any detail for comparisons of spec and costs. Secondly, the Parish Council were made aware of the possible purchase of a SID, although no further mention was made on suitable location. (PC) confirmed the approx. cost would be in the region of £4.5k. We don’t know at this stage what (if any) installation costs might be and who would do this. As regards funding, members felt it was preferable the BCA funded the equipment and where necessary make application for grant(s), thereby retaining ownership and management of the equipment. (PC) also suggested consider forming a committee sub-group to oversee the process. (GH) also mentioned the equipment would need to be covered under our insurance for loss/damage, etc.

The conversation concluded with a decision for a formal request to Parish Council for approval to site a device in Burton.

**Action 14/07/25/1 – (CB) to produce a letter outlining the**

## **proposal for acquiring a SID and liaise with Parish Council**

### **9. Any other business –**

- Automatic Number Plate Recognition (ANPR)
  - (CB) reported he had been made aware of a discussion which took place at a Council led Rural Parish Forum for the Chippenham area, attended by the Police, which included a mention of local crime. The discussion included the use of ANPR equipment to assist the Police in identifying possible suspects through use of motor vehicle travel in our area. This is widely used tactic across the country, although mainly concentrated in more urban/key areas, with little coverage in the areas around Burton.

Details of the communication was circulated to members prior to this meeting.

A general discussion then took place amongst members to seek views on the potential pros and cons for such a project to be undertaken. Members wanted to know more about how the use of the equipment would benefit our residents and how the Police would use the equipment, for what purposes, etc.

At this stage, little is known about the logistics to site the equipment, maintain it (presumably it needs a continuous power source) and any ongoing running operational costs. In addition, this could be treated as an area/parish facility with any funding shared with adjoining locations/authorities, and suitable sources for grant funding could be utilised. More information is required on this.

**Action 14/07/25/2 – (CB) to liaise with local authorities/Police, etc. and seek more information**

- Lawnmower servicing  
(CB) informed the meeting he had received the usual communication from John Millers Garden Machinery advising us of a 15% discount on servicing for winter if we book before end of July. The normal price is £160, so with discount somewhere in the region of £136, this also maintains the 10 years warranty conditions. Members approved the pre-booking.

**Action 14/07/25/3 – (CB) to pre-book lawnmower service.**

**Meeting closed 8.50pm**

**Next meeting – 9th Sept 2025**