

Burton Community Association General Committee Meeting on the 13th Jan 2026 (7.30pm) at The Old House at Home

Present

1. George Hockin (Chair)(GH), James Pearse (Treasurer)(JP), Cynthia Walsh (CW), Paula Coyle (PC), Paul Hawkes (PH) & Chris Bennett (Secretary)(CB)
2. Apologies for absence: Lydia Thornton (LT) & Trystan Hitchens (TH)
3. Notes of previous meeting on 10th Nov 2025 – Proposed by (PC) and seconded by (GH) - Notes approved

4. Actions

Action			
14/07/25/2	CB	Liaise with Local Authorities & Police to seek more information on the use of ANPR cameras	Completed
10/11/25/1	CB	Send reminder email to residents for Christmas party	Completed
10/11/25/2	CB	Send the SID Project document to Parish Council for discussion and support	Completed
10/11/25/3	JP	Create a 'Go Fund Me' page to seek fundraising for the SID project	Completed
10/11/25/4	PH	Produce a Bugle newsletter article to provide information on the Wiltshire Council/EA Guidelines document	Completed

Updates

Action 14/07/25/2 – (CB) reported he had been informed that at the Parish Forum meeting, all neighbouring Parish Councils including Nettleton PC, along with Wiltshire Council had agreed to jointly purchase an ANPR camera for the area. It would be up to the Police to find a suitable location. This Action is now completed

Action 10/11/25/1 – (CB) reported he had sent a reminder email and with the additional numbers we had now reached 62 attendees. See item 7 below.

Action 10/11/25/2 – (CB) asked for this to be covered under item 7 below.

Action 10/11/25/3 – (JP) reported he had created the website fundraising page and to date we had received donations totalling £2,122.55p. The committee thanked (JP) for creating the 'Go-Fund-Me' page and also thanked the number of residents who had very kindly donated these funds for our SID project. (CB) agreed to place a note within

the BCA article for the next Bugle newsletter to update the community.

Action 10/11/25/4 – (PH) reported he had produced an article for the newsletter which had been published on the 29th Nov 2025

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

Comments on the above Actions.

Action 09/07/23/2 – (CB) asked for these to be discussed under agenda item 7 below and once the SID's had been installed we could then show this Action as completed.

5. **Treasurer's report** – (JP) reported he had forwarded a copy of the financial report to all members prior to meeting. The report covered the period up to end of December 2025 is as follows:

Current overall balance = £9,815.65p
 Restricted fund = £2,562.98p (26%)
 Unrestricted fund = £7,252.67p (74%)

The PayPal account holds £2,122.55p, set aside for the SID project

Overall a total = £11,938.20p

(JP) also added the PayPal account could be used in conjunction with a card reader, which may prove useful alternative for income.

Action 13/01/26/1 – (JP) to research PayPal card reader and associated costs

A discussion then took place to establish the total funds available for the purchase of the SID equipment. The following points were noted as committed expenditure for the remainder of this financial year:

(JP) - Christmas party cheque for OHH - £1,080
 (CB) – Play Area Safety Inspection - £193.20p
 (CB) – Lottery club cash prizes - £660

(CB) – Lottery club licence renewal - £20

Total for committed expenditure is – £1953.20p

(CB) also mentioned that from Jan – May (incl.) there would be an additional **income from lottery monthly subscribers** of approx. £90 each month – **about £450.**

6. **Health & Safety** – (GH) raised an issue with ice forming on Hillside and the junction with Toll Down Road/Way. This raises a question of safety for vehicles and pedestrians. (CB) mentioned he was aware a number of residents had reported this to Wiltshire Council and at the end of last week a team from Wiltshire Council had been working on the area and using the Vac machine had unblocked the surface water drain on Hillside and outside The Laurels to help clear the water before it freezes. (CW) also mentioned she had walked up Hillside and the road surface edge and small verge had been eroded causing a wide ditch to form, this made pedestrians walk nearer the used road carriageway, which is dangerous. A discussion then took place amongst members and it was agreed it would be best for (CW) to report this issue using the online reporting process.

Action 13/01/26/2 – (CW) to report the road & verge damage on Hillside to Wiltshire Council

7. Group updates:

• Events –

- Feedback on Christmas Party – (CB) reported the total paid attendees was x62, however a few didn't come along through sickness and absentees. Members agreed it was a super evening and the overall feedback was very complimentary and positive
- Feedback on children's Christmas party – (CB) reported we expected to have x14 children/babies to come along, although one family was unable to come, which meant we had x11 children. Santa made his expected appearance and the food/drink was provided by their parents.

The BCA would like to pass on their thanks to the church PCC for allowing use of the church to host the party.

• Community Safety & Crime Prevention (CSCP) + CSW

- Update on Speed Indication Device Project – (CB) reported he and (PC) attended the Parish Council meeting on 17th November. Following a brief conversation, the Parish Council supported the project and asked the Parish Clerk to contact Wilts Council Area Highways Officer for pole siting approval. (CB) suggested he could

meet the engineer at a site meeting. Also, resident Mike Clark has registered for online training with Wiltshire Council to be approved to install the SID posts and will update us when training is completed. (CB) added he had not received any further contact from NPC or Wiltshire Council to date. Follow-on email has been sent for update.

Following the update on current funding (as shown by treasurers report above). The members present discussed the possibilities of progressing the purchase of the equipment. Bearing in mind we have to wait until approval for equipment siting, and possible objections, it was decided we should obtain an update quote/confirmation of costs from the nominated supplier, along with informing them of delay due to us awaiting full Council approval, etc.

(CB) also agreed to source a supplier for the poles and obtain a quote.

Action 13/01/26/3 – (PC) to contact SID supplier for update on quotation.

Action 13/01/26/4 – (CB) to obtain a quotation for supply of appropriate poles

- **Village Appearance Group –**

- Village Tidy Up Day – (CB) reported there had been little work around the village due to inclement weather and the x4 planters had been emptied of plants in preparation for fresh planting in the spring. Nothing further to report.

8. Report on other activities: -

- **Discuss updates on the Council process for Watercourse Maintenance –** (PH) briefly reported there was a Wiltshire Council procedure in place for Parish Councils to identify any potential issues of maintenance of the brook/water course areas and a process to send letters to the respective adjoining landowners, should they not carry-out necessary work. A discussion then took place amongst members to see how this can be achieved and ensure the community was made aware. Members proposed we produce a suitable map showing the brook/water course through the village and the individual sections which traverse differing property boundaries. Once this is done, we seek guidance and support from NPC to confirm the information and use this to ensure the relevant parties have correct details.
Action 13/01/26/5 – (PH) & (CB) to produce suitable map of the area and relevant property boundaries.
- **Defibrillator Cabinet Defect –** (CB) reported that over the Christmas period a

resident tried to access the defibrillator and was unsuccessful due to a defective electronic keypad lock. (CB) has checked the cabinet and confirmed the fault. Access to the equipment can still be obtained using a master key kept at the OHH pub (during open hours only). (CB) believes the keypad may need a code reset and contacted the cabinet supplier in Eire. An initial response from the company was unhelpful, they couldn't help and the cabinet was no longer made, etc. (CB) made further communication and eventually the company has stated it has found a demo lock in the warehouse (believed for our model) and would send to us, at no cost. We still await the spare part.

(CB) added he wasn't sure how easy the replacement can be fitted or if indeed it worked. Bearing this in mind, we may have to seek alternate solution, which may be a replacement up-dated cabinet (approx. £500), or instal a key safe next to cabinet and disable the electronic lock and use master key only. The Ambulance Authority are aware of the current situation and residents received an email to keep them informed.

9. Any other business –

- **Microsoft office Licensing 2026 (costs)** – (JP) reported the license was due for renewal and Microsoft had made changes to the package. We still have a free use of SharePoint storage of data and email facilities. However, we have been downgraded to Business Basic account, this would mean we would have to pay a monthly fee for using some of the MS Office suite of products, such as MS Excel. The monthly cost is £4.20p per person. Following a group discussion, it was agreed we initially have one account for the treasurer. (CB) stated he had his own MS Office suite and should be able continue using it. Members agreed to approve an additional user for Excel, if the need arose.
Action 13/01/26/6 – (JP) to apply for one user account at a cost of £4.20 per month

Meeting closed 8.30pm

Next meeting – 3rd March 2026 (to be confirmed)