

## **Burton Community Association Annual General Meeting 18<sup>th</sup> May 2025 (6.30pm) at The Farm Shop & Kitchen**

Present

George Hockin (Chair), James Pearse, Trystan Hitchens, Cynthia Walsh, Lydia Thornton, Paula Coyle, Paul Hawkes & Chris Bennett

1. Apologies for absence: Al & Marje Caie

There were no other residents present.

2. Notes of previous meeting on 21<sup>st</sup> July 2024 – Approved (Proposed by (LT) and seconded by (PC)

3. Actions arising from previous meeting

<b>Action</b>			
<b>14/09/21/1</b>	CB	<b>Arrange first aid session(s) for village children</b>	<b>Completed</b>
<b>09/07/23/2</b>	PC	<b>Discuss points raised by residents regarding exploring possibilities of introducing various ‘speed calming’ measures on village roads, and seek a committee member to take the lead, at the next BCA meeting</b>	<b>On-going</b>
<b>09/07/23/4</b>	CB & JP	<b>Speak with management of the OHH pub and coordinate suggestions/requirements for 2024 Christmas party from the village residents.</b>	<b>Completed</b>
<b>09/07/23/6</b>	CB	<b>Raise as an agenda item for next BCA trustees meeting - to discuss ways of engagement with residents for ideas on use of excess funds on projects/needs</b>	<b>Completed</b>
<b>21/07/24/1</b>	PC	<b>Research Costs for a Speed Indication Device</b>	<b>On-going</b>
<b>21/07/24/2</b>	CB & JP	<b>Arrange Village Christmas party</b>	<b>Completed</b>
<b>21/07/24/3</b>	CB	<b>Produce a document outlining the ‘Zones’ of the village and nominated trustee for each one.</b>	<b>Completed</b>
<b>21/07/24/4</b>	CW	<b>Provide more details on trips to Wentworth Puzzle Factory, nr. Malmesbury</b>	<b>Completed</b>
<b>21/07/24/5</b>	GH	<b>Liaise with Cordelia Hockin to seek ideas</b>	<b>Completed</b>

		<b>on replacement equipment for the play area</b>	
<b>21/07/24/6</b>	CB	<b>TH suggested we contact the Yatton Keynell contractors for maintenance of our village planters for costs, etc</b>	<b>Completed</b>

Action updates:

**14/09/21/1** – (CB) reported that on the 15<sup>th</sup> September 2024, he had delivered a training session for 7 village children.

**09/07/23/2 & 21/07/24/1** - (PC) reported she had obtained details of a potential supplier for the equipment (details were forwarded to members for comments) (CB) reported he had received a message back from Wiltshire Cllr. Nick Botterill who provided some useful guidance on contacting relevant parties to approve installation, etc.

**Action remains on-going**

**21/07/24/2** – (CB) reported the village Christmas party took place on 13<sup>th</sup> December at the Old House at Home Pub, attended by 63 residents. We also introduced a karaoke this year which was considered to be a successful addition.

**21/07/24/3** – (CB) reported he had produced a document, allocated a trustee for each 'Zone' and provided a leaflet/card for each house, which each trustee has delivered by hand. The card provides information on the types of support they could expect to receive and who to contact.

**21/07/24/4** – (CW) had researched more details on this event and had provided an update during a previous meeting. In brief, the venue only had limited opportunities for visits and was fully booked for 2025 already.

**21/07/24/5** – (GH) reported there had been very little response for ideas on this and a decision was made (at previous meeting) to withdraw this suggestion and repair and replace the children's bench, which has been done.

**21/07/24/6** – (CB) reported he had been in contact with JCB Gardening to seek possibility of providing a quote for work. However, after several attempts, the company didn't get back to us and a decision during previous BCA meeting was to withdraw this Action

**4. Chairman's Annual Report** – (GH) had prepared and circulated copies of the report to the attendees, prior to the meeting.

(GH) referred to the annual report, summarised the main points:

## **Reminder of BCA x3 Objectives**

### **1. Maintenance of a Children's Play Area**

- Continue to provide an area for children in the village for recreational purposes
- In its eighth year
- Indications that this area is used by children of the village as well as people visiting the area
- BCA maintains this by organising an annual site inspection (last done on 20<sup>th</sup> Jan 2025) and ensures insurance cover.
- The children's size picnic table, which was damaged, has been repaired and refreshed. It is no longer anchored to one spot

(PH) reported he had noticed the tops of the fence posts of the play area were showing signs of deterioration through rain and it would be a good idea to place fence caps on them. Following a short conversation, all members approved this.

**Action 18/05/25/1 – (PH) to research suitable material and report back on costs**

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

- **(Community Speed Watch)**

(GH) made reference to data provided by the CSW team leader (Magda Reglewska), which covered numbers of sessions, vehicles reported to the police for exceeding the speed threshold.

- The team had done 73 sessions (1hour durations), passing vehicles were 14,581. From this, 710 vehicles were exceeding the 35mph threshold, with 14 vehicles over 45mph.
- The equipment is now shared with the Sherston Team and is currently rotated with them every fortnight.
- The speed reduction project with Wilts Council & Parish Council has been completed. We now have a 20mph area around Nettleton Road and Church Hill areas. We also have the change from the 40mph area on Hillside to a 30mph area. The Speed Watch Team are currently awaiting approval from the Police to identify a suitable location on Hillside to conduct Speed Watch sessions.

## **Neighbourhood Watch**

- Resident James Pearse is the village Neighbourhood Watch Coordinator.

## **To Preserve & Protect Health and to relieve sickness**

- The defibrillator equipment continues to be maintained and a set of

replacement pads were purchased in September 2024. The equipment is registered with The CIRCUIT a national scheme and available for use by members of the public. The equipment has not been used within the last year.

- CPR training was provided to x2 staff members of the OHH pub
- In September 2024, 7 children from the village attended an informal training session about basic response to an emergency.
- The village has been divided up with a trustee allocated as port of call if needed. Trustees were asked to deliver a leaflet with their contact details on to each house in their area.

### **Community WhatsApp:**

- November 2024 – floods in the village and several members of the village gathered to help clear water and reduce damage.
- In response a community WhatsApp has been set up which can be used in emergencies.
- Also, able to have additional groups, with a focus.
- As of April 2025, 32 households have joined.

### **Village Appearance Group**

- Volunteers in the village work hard to maintain the appearance of the village, by clearing steps, mowing the grass, trimming verges to allow visibility and looking after flowers/shrubs throughout the village.
- Dealing with some issues regarding rubbish including the emptying of dog poo bins
- Requests made to the Parish Council this year to have road drains assessed and cleared, due to surface water collecting on the roads during heavy rainfall

(CW) commented on the recent road surfacing along the main road and how the increased road height relative to the pavement had made the likelihood of surface water flooding of nearby homes had been increased. (CB) added, a few years ago the Parish Council & Wiltshire Council had conducted a combined site visit and identified this as a problem and the overall conclusion was NOT to increase the road surface height. Following a short discussion, it was proposed we should report our concerns to the authorities.

**Action 18/05/25/2 – (CB) to inform Parish Council of these concerns**

### **Social Committee**

During this year the BCA arranged and/or supported a number of events, including:

- Village BBQ
- Christmas party for children.

- Christmas party for adults – including a karaoke which was a success.
- Halloween trick or treat trail.

### **Village Lottery Club**

- This is the ninth year of the village lottery which still provides the bulk of funding for BCA activities. During this year April 2024- March 25 incl.:  
 Lottery income was £3,500  
 Lottery prize money was £1,430  
 Lottery licence fee £20  
 Remaining funds for BCA use - £2,050

### **Acceptance of the Annual Report**

(GH) then invited any questions regarding the Annual Report.

- Proposed by (PC)
- Seconded by (PH)

### **Annual finance report**

(GH) reported the annual/payments receipts for 2024-25 were

#### **Receipts**

- Village Lottery £3,500

#### **Payments (included)**

- Insurance = £453
- Appearance group = £208
- Defibrillator maintenance = £70
- Play Area = £372
- Bank Fees = £66
- Lottery prizes & licence = £1,450
- Social events (BCA 10<sup>th</sup> Anniversary party) = £500
- Website Hosting = £197

#### **Funds remaining** (*as at end of March 2025*) are:

Unrestricted funds - £4,281.48p (58%)  
 Restricted funds - £3,099.60p (42%)

### **Acceptance of the Annual Financial Report**

(JP) then invited any questions regarding the Annual Financial Report.

Report for submission to Charity Commission

- Proposed by (GH)
- Seconded by (PH)

## **5. Election of 2025-26 Trustees**

(CB) stated that following the statutory advance notice for the meeting, there had been no other additional nominations for the role of BCA trustee.

(CB) stated that in accordance with the BCA constitution and on rotation the following four trustees were required to 'step down', the four existing trustees would remain in post.

(GH) (JP) (CW) & (PH) stated they were willing to remain as trustee and sought re-election

### **The following voting took place:**

George Hockin – proposed by (CW), seconded by (TH)  
James Pearse – proposed by (PC), seconded by (LT)  
Cynthia Walsh – proposed by (PC), seconded by (LT)  
Paul Hawkes – proposed by (CB), seconded by (GH)

The nominations above were agreed by all members present.

The charity trustees to be registered with the Charity Commission for 2025-26 are:

Chris Bennett  
Paula Coyle  
James Pearse – Re-elected  
Cynthia Walsh – Re-elected  
Lydia Thornton  
Trystan Hitchens  
George Hockin – Re-elected  
Paul Hawkes – Re-elected

## **6. Focus on the Year Ahead 2025-26- Open Forum**

(GH) invited the trustees to provide ideas for the forthcoming year:

- (CB) suggested the on-going message to seek ways of improving safety of residents, such as the project to fund and instal a Speed Indication Device ought to be a priority as funding is likely to be in the region of £3k'ish

As there were no additional residents at the meeting, we don't have any further topics

for discussion at this stage

## 7. AOB

- Election of officers - (CB) proposed we should not wait until our next trustees meeting to elect the Chair, Treasurer & Secretary, as it could be two months away. All members agreed.
  - Election of Chair – there were no nominations for the role and (GH) agreed to continue in the role. Proposed by (PC), Seconded by (CW)
  - Election of Treasurer – no nominations for the role and (JP) agreed to continue in the role. Proposed by (CB) and Seconded by (CW)
  - Election of Secretary – there were no nominations for the role and (CB) agreed to continue in the role. Proposed by (PC) and Seconded by (GH)

Following the election process a general discussion took place to seek ways in which the roles of the Officers could be more evenly distributed and encourage possible changes and improve resilience to ensure adequate cover and support is available to them. As a result, (PH) agreed to offer his assistance to (JP) and become more familiar with the treasurer tasks. (PC) also offered support to (CB) in the secretary role. In addition, it was suggested the role of Chair could be more regularly rotated amongst trustees at future AGM's

- Canva Software account – (CB) asked (CW) about the current position for use of a Canva account during the creation of the village recipe book. (CW) informed members the account was created in the name of the BCA and was a premium account, free to us as a charity. Contributors to the book creation are currently provided access to the account.  
(CB) went on to suggest, in view of the recipe book project withdrawal and therefore use of this account, would members agree to allowing a member of the Bugle newsletter editorial team to have access and support production of the newsletter. Following a discussion, members agreed we should refresh user access accordingly.  
**Action 18/05/25/3 – (CW) as administrator for the account, to refresh user access and provide user login and password (via CB) for nominated member of Bugle newsletter.**
- Microsoft Account – (JP) mentioned the current Microsoft Office 365 account is funded until February 2026, however after this date there will be some changes. Propose we keep access for Treasurer and Secretary as they use Excel & Word, it is likely to be about £4 each.  
**Action 18/05/25/4 – (JP) to bring this to a trustees meeting prior to renewal date for approval**
- Village Community WhatsApp Group – (CB) reported the initial response to residents becoming members of the group was slightly disappointing and intended to do a follow up message to encourage more.

- Adults Christmas Party – (CB) asked members to consider a potential date for this event. Following a short discussion, it was suggested Friday 12<sup>th</sup> Dec might be suitable.

**Action 18/05/25/5 – (GH) to check availability with OHH and report back.**

### **Conclusion of meeting**

(GH) thanked trustees for coming along to the meeting and (CB) would pass on thanks to Dan & Ange Clark for allowing us to use the Farm Shop for the meeting.

Meeting closed – 8.15 pm

Next AGM – To be arranged for May 2026 (to be confirmed)