

Burton Community Association General Committee Meeting on the 3rd March 2026 (7.30pm) at The Old House at Home

Present

1. George Hockin (Chair)(GH), James Pearse (Treasurer)(JP), Paula Coyle (PC), Paul Hawkes (PH), Lydia Thornton (LT) & Chris Bennett (Secretary)(CB)
2. Apologies for absence: Trystan Hitchens (TH) & Cynthia Walsh (CW)
3. Notes of previous meeting on 13th January 2026 – Proposed by (PH) and seconded by (PC) - Notes approved

4. Actions

Action			
13/01/26/1	JP	Research PayPal card reader and associated costs	On-going
13/01/26/2	CW	Report the road & verge damage on Hillside to Wiltshire Council via MyWilts system	On-going
13/01/26/3	PC	Contact the SID supplier for update on quotation.	On-going
13/01/26/4	CB	Obtain a quotation for supply of appropriate poles for SID's	Completed
13/01/26/5	PH	Produce suitable map of the area and relevant property boundaries alongside the village watercourse/brook.	On-going
13/01/26/6	JP	Apply for one Microsoft Office user account at a cost of £4.20 per month	Completed

Updates

Action 13/01/26/1 – (JP) reported that we now had a PayPal account we had the option of purchasing a card reader at a cost of £29 and any subsequent payment via the machine would have a transaction fee of 1.75%. Alternatively, we could download the PayPal App to a mobile device and not incur a transaction fee, however this would require setting up with our account. Members present discussed the options and agreed we should seek further details on how to set up the mobile phone App. A discussion also took place regarding potential use of the system and the pros and cons. It was felt it would be beneficial to have the facility as more and more people are cashless and it would be easier to obtain payments, say for Christmas party tickets and use tap & go and reduce need for payees to go online.

Action 03/03/2026/1 – (JP) to provide more details on the use of PayPal phone App.

Action 13/01/26/2 – In the absence of (CW), there was no update. **Action on-going**

Action 13/01/26/3 – (PC) reported she had contacted the SID suppliers (Elan City) and obtained agreement to extend the quotation. This had been emailed to members prior to the meeting. **Action completed**

Action 13/01/26/4 – (CB) reported he had obtained an online quotation from a company called Start Safety (used before) for 4mtr length and 98mm diameter at a cost of £87 each, we would also need to purchase jubilee clips to attach the SID's. No details for delivery costs yet. Approx. cost in the region of £100 each + delivery. (CB) also mentioned that during the meeting with (PH) and Kirsty Rose (Wilts Council) she stipulated the poles need to be placed in sockets and be easily removable. They informed us they obtained such sockets from a company called NAL Limited from Worcester. (CB) obtained a quote from this company at about £500 per socket, which seemed very expensive. (CB) researched alternative sources and came across a company called Ritherdon who manufacture a similar product called an Atlas Retention Socket at a cost of about £200 per socket. (CB) proposed we speak with Mike Clark and seek advice on the way forward. Members present agreed to this course of action, and (CB) to report back via email for approval. **Action remains on-going**

Action 13/01/26/5 – (PH) reported along with (CB) they had conducted a survey of the brook and associated bordering properties to ascertain present condition and Riparian ownership of the watercourse. Having walked the watercourse of the brook are pleased to state the general flow is mainly unobstructed and has flowed well during the recent constant heavy rainfall. There were about x5 areas which needed some debris removed and could be done by volunteers when the brook has dried-up. A map of the watercourse has been produced although a short report is yet to be finalised, before we can send to the Parish Council for their attention and subsequent actions they may have to take with owners. **Action remains on-going**

Action 13/01/26/6 – (JP) reported he had purchased the Microsoft Office account the fee of £4.20p per month. (JP) also mentioned he had paid the village website domain the annual fee of £14 approx. **Action completed**

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 this financial report covers the period up to end of January 2026 is as follows:

Restricted fund = £2,562.98p
Unrestricted fund = £6,088.87p
PayPal fund = £2,122.55p

Overall total = £10,864 approx. (Still awaiting the February bank statement)

6. **Health & Safety** – (PH) reported some tree debris at the top of the steps between Nettleton Road and The Street, it appears a resident has pruned trees and left behind some branches/debris. (CB) agreed to speak with the owner to request clearance.

7. Group updates:

- **Events** – None
- **Community Safety & Crime Prevention (CSCP) + CSW**
 - Update on Speed Indication Device Project – (PH) reported in addition to the comments for Action 13/01/26/4 above, Kirsty Rose stated she would communicate with the Parish Council and inform them of her decisions and approval, and we should check this has been done.
Action 03/03/26/2 – (CB) to check the approval has been received by NPC before we proceed.
- **Village Appearance Group** –
 - Village Tidy Up Day – No dates fixed yet. (CB) mentioned the village planters at the entrance to village will need re-planting and was waiting for change in weather before proceeding. Last year cost was about £80

8. Report on other activities: -

- Update on Defibrillator cabinet defect – (CB) reported the defib cabinet electronic lock was still defective and therefore not accessible

without a master key. (CB0 had communicated with cabinet supplier in Eire who stated they couldn't assist with reset or repair. (CB) sent more details and photos of the equipment requesting more customer support. The company came back and said they had found a demo lock in the warehouse/store and would send it. (CB) stated the lock had arrived, however it was completely the wrong part and not appropriate for our cabinet model. This company has failed to respond further. (CB) asked members to consider the following options:

- We purchase another cabinet, approx. cost £500
- We bypass the lock and leave it unlocked, which is a preferred option by the ambulance authorities, who state they have very few reports of equipment going missing from unlocked cabinets. However, this would probably mean any insurance claim would be void.
- We purchase and fit a key safe next to the cabinet and leave a master key in this safe. The OHH management were supportive of this idea.

Members present discussed these options and decided the cabinet should be left in an unlocked state.

Action 03/03/26/3 – (CB) to disable the electronic lock and report changes to the authorities (i.e. The Circuit) and re-instate the availability for emergencies.

- Discuss results of the Play Area Safety Inspection report – (CB) reported he had informed members prior to the meeting that following the safety inspection done on the 29th January 2026, they had identified x3 cross beams on the activity trail were showing severe signs of rot and were deemed a 'high risk' and should be taken out of use. These sections have been taped off. (CB) went on to state the installation company Play Force from Melksham was no longer in business and had been taken over. After several enquiries, it has been established the company has been acquired by Idverde, which is a national organisation. (CB) had made contact with the company offices in Northampton and sent detail the defects, copies of all our play area inspections and details of the equipment guarantees. The company have now responded and agree the x3 cross beams are covered by guarantee and would expedite. Since this confirmation (CB0 has asked for the area manager to meet on site and discuss the way forward. Telephone contact has been made and plans yet to be put in place.

Action 03/03/26/4 – (CB) to continue communications with Idverde and complete the work needed.

9. Any other business –

- Bugle newsletter article – (CB) reminded (GH) it was his turn to produce an

article for the April edition, copy by 24th March.

Meeting closed 8.35pm

Next meeting – 17th May 2026 (AGM to be confirmed with absent members)