

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

Present

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

4. Actions

Action			
13/01/26/1	JP	Research PayPal card reader and associated costs	Completed
13/01/26/2	CW	Report the road & verge damage on Hillside to Wiltshire Council via MyWilts system	Completed
13/01/26/5	PH	Produce suitable map of the area and relevant property boundaries alongside the village watercourse/brook.	Completed
03/03/26/1 (linked with 13/01/26/1)	JP	Provide more details on the use of PayPal phone App	Completed
03/03/26/2	CB	Check the approval has been received by NPC before we proceed with SID pole installation	Completed
03/03/26/3	CB	Disable the electronic lock of defib cabinet and report changes to the authorities (i.e. The Circuit) and re-instate the availability for emergencies.	Completed
03/03/26/4	CB	Continue communications with Idverde and complete the work needed on the play area	Completed

Updates

Action 13/01/26/1 – (linked to Action 03/03/26/1 below)

Action 13/01/26/2 – (CW) reported the damage to the road edges on Hillside were badly eroded and a hazard for vehicles and especially for pedestrians. This was reported to Wiltshire Council (WC). The response from (WC) was they would not repair the edges of the road surface, as it was not a pothole.

(CB) added he had reported numerous times to both Bristol Water and (WC) the continuous stream of water flowing down Hillside which had gone on for over 18 months. Eventually after many attempts the (WC) had discovered a blocked surface water outlet into the brook and this had backed up water to the manhole on Hillside, hence the problem. This has now been fixed and the road no longer has the problem of running water.

Action 13/01/26/5 – (PH) reported that along with (CB) a report on the village brook land boundaries was circulated to BCA trustees for comments and later sent to the Nettleton Parish Council to assist them with their flood resilience plan, should they need to contact relevant owners when a problem arises. (PH) and (CB) also attended the Parish Council AGM on the 18th May to assist with any questions/comments they may have had.

Action 03/03/26/1 – (JP) reminded members we now had a PayPal which was set up for the SID funding and we could now use this for payments into the account, such as ticket sales for Christmas party, etc. If we decided to use a PayPal card reader then this would be £29. However, the phone App is free and (JP) was prepared to utilise this system at no cost. Members agreed to this suggestion.

Action 03/03/26/2 – (CB) confirmed the Parish Council had been notified and had already agreed to the equipment siting. This was in consultation with Wiltshire Council Highways Dept.

Action 03/03/26/3 – (CB) reported the electronic lock for the defib cabinet had been disabled and access is now freely available. The online status reporting system with The Circuit had been updated.

Action 03/03/26/4 – (CB) reported the contractors for idverde had now completed the work at the play area and we were in the process of paying the invoice. (CB) also mentioned he had sought clarification on the warranty coverage of the new/replacement parts, which is 12 months for the work, although the timber had a life span of 10 years

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
17/05/26/1	CB	Obtain update on when the work would be done at the play area	Completed
17/05/26/2	CB	Communicate with CSW team and obtain	Completed

		views on data retrieval from SID's	
17/05/26/3	CB	Obtain details of any available insurance for SID equipment	Completed
17/05/26/4	CB	Obtain details of village planter dimensions and pass to (PH)	Completed
17/05/26/5	CB	Submit the repeat order form for play area safety inspection for 2027	Completed

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.

Action 17/05/2026/1 – (CB) reported the work had now been completed in the play area.

Action 17/05/2026/2 - (CB) reported he had spoken with the CSW Team leaders to seek their view on who should be responsible for managing the data available from the SID's and onward communication with the Police. The CSW Team would like to know more about the process for obtaining the data download from the devices and format used before agreeing to this. More enquiries to be made when we have purchased the equipment and understand the process more fully. Also clarified the data collected would only record date/time and speed, there was no facility of recording registration plates of vehicles.

Action 17/05/26/3 – (CB) reported he had contacted our current insurance provider to obtain a quote for inclusion of the SID equipment. They provided a quote for accidental damage and theft of £50.56p (exl IPT) and it wouldn't cover malicious damage. (CB) also reported he had communicated with Sherston Parish Council who also have a SID to see what insurance they have in place. The response was everything is covered by a Zurich company policy and couldn't elaborate further. (CB) contacted Zurich and they wouldn't quote for a policy on SID's specifically and we would need to apply for a fuller policy. Members agreed that once the equipment was in place we accept the quote from our insurance company and review it upon renewal of policy in December 2026.

Action 17/05/2026/4 – (CB) reported he had provided (PH) with planter dimension details to replace the village planters on the eastern side of the main road.

Action 17/05/2026/5 – (CB) reported he had sent the repeat order form for the 2027 safety inspection of the play area, which had been acknowledged by the company.

5. **Treasurer's report** – (JP) reported this financial report covers the period up to end of June 2026 is as follows:

Restricted fund = £2,128.78p
Unrestricted fund = £10,252.81p

Overall total = £12,481.59p

(JP) added we will need to pay the invoice of £2,646 for repairs to the play area by 29th July. In view of this, (JP) proposed we transfer £1k from the lottery fund into the play area fund to cover this cost. It is hoped the online payment system for our bank account will be active by then. If not, then (JP) was happy to pay and reclaim the costs)

Members present agreed.

6. Health & Safety – No issues reported

7. Group updates:

- **Events** – None

- **Community Safety & Crime Prevention (CSCP) + CSW**
 - Update on Speed Indication Device Project – (CB) he had not received any notification of when the SID poles would be erected by (WC) and would keep trying for updates.

- **Village Appearance Group** –
 - Village Tidy Up Day – (PH) informed members he would like to get a village tidy up day within the next couple of weeks. There was a need to remove ivy encroachment on the walls from the brook and as the brook was dry, now would be a good timing. Also, other areas such as clearing pavements and road verges of weeds was needed. Members discussed potential date and agreed on Saturday 25th July.
Action 13/07/26/1 – (CB) to circulate this date for tidy up to residents, seeking volunteers.

8. Report on other activities: -

- Lottery Club Electronic Management System – (JP) reported he had set up a system for managing the lottery club membership, which included payment methods, draw results, notification messages, etc. This will enable the management to be more flexible in who and how it is achieved. This functionality is held within our existing BCA SharePoint systems.

9. Any other business –

- Neighbourhood Watch signs – (CW) mentioned the NHW metal sign on the lamppost opposite Lower Cottage is damaged and could do with replacement. (JP) as our NHW coordinator reported the organisation doesn't do these signs anymore, mainly to prevent potential injuries for volunteers when fitting them on roadside verges. They only do window type stickers, which would be no use on external poles.
- Website Infrastructure – (CB) asked (JP) to explain the current position regarding the BCA website and suggestions to simplify its operation. Also, there was a potential future cost implication to consider when our funding is further reduced by Microsoft. (JP) briefly reported there were 'end of life' issues to the system used and mentioned he had been in contact with our website administrator Amanda Read to put forward an idea to streamline its operation, although maintain similar functionality. A meeting was sought, but didn't take place.
Action 13/07/26/2 – (JP) to arrange a meeting with Amanda and discuss options to modifications to BCA website.
- (CB) asked (JP) as admin for our WhatsApp group to add Pete Coyle.
- (CB) asked (JP) to arrange access for (PH) to the BCA SharePoint system and create an account for him, etc.

The above items were completed post meeting.

Meeting closed 8.10pm

Next meeting – 14th September 2026