**Minutes of Blunsdon’s** **Fifth Parish Council Meeting of 2025/26 held on Monday 16th June 2025** at 7.30pm. This meeting was held at Blunsdon Village Hall.

**Cllr Members Present**: Cllrs Ian Jankinson (IJ), Martin Nash (MN), Jim Tayler (JT), Ian Selwood (IS) Sandra Keates (SK) & Paul Weston (PW), Peter Hughes (PH)

**Ward Councillors Present**: None

**Members of Public** - 0

**Officers:** Debbie Braiden (RFO/Clerk) (DB), Claire Boles (A/Clerk) (CB)

**25/57**  **APOLOGIES:**

Apologies received from Ward Cllr Weisinger & Cllr Poulton

**25/58** **DECLARATIONS OF INTEREST**

**1** No declarations of interest from councillors on items on the agenda were received.

**2** No written requests for dispensations for disclosable pecuniary or non-pecuniary interests were received.

**3** No requests for dispensation were made.

**25/59** **REPORTS**

**1. REPORTS FROM WARD COUNCILLORS – None**

**2. RECESS - None**

**25/60** **MINUTES**

1. **MINUTES FROM 2nd June 2025 MEETING**

Proposed by Cllr Nash, seconded by Cllr Keates, all **agreed** they be accepted as a true record – the minutes were **approved** and signed by the Chairman.

**2.** **REVIEW ACTION POINTS FROM PREVIOUS MINUTES**

**Ongoing** – Items outside the control of BPC, awaiting updates **In Progress** –BPC actions in progress, with confirmation due at the next meeting **Closed** – Action completed; item to be removed from the list

|  |  |  |
| --- | --- | --- |
| **Previous Meeting Action Points** | **Assigned to:** | **Status:** |
| Footpaths, The Haul Road: Ward Cllr Gardiner to action a campaign for road closure. Awaiting feedback from Deputy Chief Executive. An alternative option if the road is not closed would be for SBC to take on as a major road with paths & lighting. It was noted that part of the road outside the school and medical center is a private road so it could be closed at any point by the owner. | Ward Cllr Gardiner | Ongoing |
| Openreach on behalf of Virgin O2 are carrying out groundwork throughout the village including overhead cables to provide broadband to residents. Project to be monitored. | Cllr Selwood | Ongoing |
| Traffic meeting: Reply received from Cllr Watts, confirmation that speed is 30mph, there has been no update from developer, no fixed time scale for delivery. The funding & timescales are outside the control of SBC. It is in the developer's interest to complete the plan for SBC to adopt. SBC are awaiting an increase in funding to assist with cycle & walking schemes. | Cllr Jankinson | Ongoing |
| PC office build/unit: It was agreed to **approve** design Option A, a revised layout with air conditioning and DDA access door. Cllr Selwood to provide costs to RFO. RFO to apply for Direct Award Framework. | Cllr Selwood/ RFO | In progress |
| High Street Path repair: SBC job for the repair is logged, however there is a back log so no date can be advised. No update, c/forward to the next meeting. | Cllr Hughes | Ongoing |
| Pavilion Extractors: Copy of quote **approved** by ALL at £244.93. RFO to raise P/O. Cllr Nash/Taylor to authorise work to commence | Cllr Nash & Tayler | In progress |
| Lockable Wheelie bin: Bin on site and locked. Cllr Taylor to inform cleaner that waste should be put in black bags & key to be provided. | Cllr Nash & Tayler | In progress |
| Community Building Car charger: Charge my Street have confirmed they have no agreement to supply a 2nd charger point; the first unit is not profitable so they would not consider a second unit. Check the planning agreement with the developer, Hayfield, and SBC to check if the agreement of 2 x electric charger points was agreed, and does the planning need to be adhered to. Cllr Keates advised that ‘Charge my Street’ will install a second charger if their claim is successful through the customers insurance. | Ward Cllr Gardiner | Ongoing |
| Local Swindon Plan: Ward Cllr Gardiner provided status in notes 45.1. Ongoing, no updates. | Cllr Jankinson | Ongoing |
| Kingsdown Development: Ward Cllr Gardiner provided update that S106 matters have been resolved. Legal specialists have been secured to assist further. The development is progressing but still being reviewed. Cllr Jankinson informed all that the parish were informed of the same information previously and nothing has developed since. | Cllr Jankinson & Ward Cllr Gardiner | Ongoing |
| Millenium Garden paving slabs: Quotation for £1475 **agreed** by ALL for slabs, repointing of the walls, trim back hedges & weeding and removal of vegetation. RFO to raise P/O and request start date and timescale of job. | RFO | In progress |
| Staff review policies have been provided by the Clerk; amendments required to suit BPC staff. | Clerk | In progress |
| Further advice to be sourced on electric speed sign suitability. Cllr Hughes advised researching AMPR camera suitability at Road Safety meeting on 4/7/25 Tidworth Road Safety. | Cllr Hughes | In progress |
| Ermin Street Notice Board: 1 m x 1 m board on order, pending delivery | Cllr Jankinson | In progress |
| Broadbush pavement: Regular cutting of the growth alongside the pavement on Broadbush as pedestrian’s safe access is restricted. (This is either Highways or Gas owned land). To be discussed further at the GM Contractor meeting. | Clerk Cllr Nash, Selwood & Tayler | In progress |
| Bunker, recreation ground; New quote includes improved security door with lock, reduction in base cost, no assembly cost. Total £850. **Approved** by ALL to go ahead. RFO to raise P/O & order the shed. Cllr Nash & Tayler to action when delivered. | Cllr Nash & Tayler | In progress |
| WP Landscapes: Confirmation received for the commencement of work on paving at Pavilion and will start shortly. | Cllr Nash & Tayler | In progress |
| Rec ground clearance: To clear bushes, stumps and to cut away ivy growing into neighbouring property - start date to be obtained from Lee at GM meeting. | Cllr Nash & Tayler | In progress |
| Grass verges along High St to Ermin St: Cllr Nash & Taylor have cleared the area. **Approved** for discussions to be held at the GM meeting with regards to agreeing a £50 fortnight cut to be added to GM Contract. | Cllr Selwood | In progress |
| To purchase new storage containers 8ft x 20ft for use at the pavilion and MUGA, as agreed at £2025 plus £450 delivery – order to be placed once MUGA project is near completion by Cllr Nash. | Cllr Nash | In progress |
| Stratton bins: options to be discussed at the GM Contractor meeting. | Cllr Nash & Tayler | In progress |
| Resident report - Seepage in middle of road on bend at Front Lane & Back Lane. Emailed to Cllrs, Cllr Selwood agreed to monitor. | Cllr Sellwood | In progress |
| Cemetery - Reviewing the cemetery system for a bolt on to existing RIALTAS system. A/Clerk reviewing all historical maps and books. Clerk to review. RFO to ask rural clerks what systems they use. | Clerk & A/Clerk | In progress |
| Wooden post on Back Lane - £30 repair to be carried out **agreed by ALL** | Cllr Nash & Tayler | In progress |
| **Actions confirmed as completed** |  |  |
| Bin collection billing system: Ad-hoc basis |  | Complete |
| Grounds Maintenance – GM Meeting date set for 18th June, RFO, Cllr Selwood, Nash & Tayler to attend. |  | Complete |
| Rec Ground - Obtain revised quotes for slabs, bin security and extractor fans. |  | Complete |
| Resident report - Broken posts on paths. Reported to SBC (Ref: E28877), job logged for repair, also, on Ermin Street project. Cllr Tayler confirmed that posts were no risk to the public in current condition. |  | Complete |
| Trees on Skylark, adjacent to High Street. Trees reported to SSE (Service request 250605-001000). SSE works will be carried out if and when needed. |  | Complete |
| **NEW Actions from these minutes** |  |  |
| Unity Bank forms to be completed for Cllr Nash & Jankinson as bank signatories | Clerk |  |
| BPC should first communicate within the parish regarding expectations of grave plots and for BPC to carry out quarterly headstone safety checks. | A/Clerk, Cllrs Tayler/  Nash |  |
| The date for the MUGA meeting is to be arranged by the RFO. | Clerk |  |
| The two caretaker roles are to be combined with two roles available | Clerk |  |

**25/61**  **PLANNING**

**1 To receive** planning decisions advised by Swindon BC

**Application Number: S/HOU/25/0131/ADHI**

Erection of part open porch with enclosed boot room.

Site Address: Agent: 2 Page Hay Cottages, Back Lane Blunsdon Swindon SN26 7BJ

Comments: Granted planning permission

**Application Number: S/HOU/25/0476/MCKELL**

Proposal: Erection of single storey rear extension, loft conversion and

demolition of detached garage.

Site Address: Uplands, 31 High Street Blunsdon Swindon SN26 7AG

Comments: Granted planning permission

**Application Number: S/24/0149/WOODCL**

Proposal: Erection of 1 dwelling

Site Address: Land at 15 Malthouse Close, Blunsdon SN26 7BG

Comments: Refused

**2 To consider** new applications deposited from Swindon Borough Council for comment listed below:

**Application Ref: S/HOU/25/0672**  
Description: Erection of single storey rear infill extension to include alterations to the existing conservatory and existing side rear extension.  
Site Address: 108 High Street, Blunsdon, Swindon SN26 7AB

**Comments: PC agreed to support.**

**Application Ref: S/25/0688**  
Description: Change of use from Residential (Use Class C3) to a mixed use as residential and for day care of dogs incl. use of existing outbuilding/summer house for the housing of dogs.  
Site Address: 39 Ermin Street, Blunsdon, Swindon SN26 8AA

**Comments: PC agreed to request extension to deadline. The PC requires further information due to the commercial use of the residential property.**

Specifically, please provide the following details:

1. Scale of Use: What is the scale of the commercial activity taking place at the property?
2. Animal Care: How many dogs will be cared for at the property at any one time?
3. Licensing: Are the appropriate licences in place for the activity being carried out?
4. Waste Management: What arrangements are in place for the appropriate disposal of animal waste?

This information is necessary to proceed with the review and ensure compliance with relevant regulations due to this being a business run from a domestic property.

**3** To receive & noteplanning correspondence received – None received.

**25/62** **FINANCE**

**1** The following notes from the RFO were received:

* Cheque from Santander Bank due in post, accounts will then be fully closed.
* To note that VAT is not included within the net figures of the EMRs report.
* The Clerk requires private information from the Chair & Vice to open up the new Unity bank account.

**2** Payments were **approved** for 22nd May to 18th June of £78310.00 from current account and £148.23 from operations account, shown in appendix.

**3** Income was **approved** for 22nd May to 18th June of £517.20, shown on appendix.

**4** Monthly Regular Payments List was **approved**, shown on appendix.

**5.** To approvethe following Quotes received or obtain other quotes:

**5.1** Recreation Grounds - £1100 plus VAT to remove bushes & vegetation. It was **approved** to go ahead with the quotation.

**5.2** Hyde Road – To move bin from Hyde Rd to Little Rose Lane & vice versa £295.00 plus VAT. It **was agreed** to put this on hold and to review at the GM meeting.

**6.** Village hall FOC for the following two events: Community shop AGM &

Community shop bingo event. It was **approved** to allow both events to be FOC.

**7.** To receiveupdated GM Contract budget and non-contract.

It was confirmed by Cllr Selwood for the 1st Qtr spend with Allbuild a cost of £7685. No additional costs are included in this figure. RFO to add in all extra work as non-contract work. It was **resolved** that Cllr Nash or Cllr Tayler should sign off all invoices prior to payment to ensure that all work listed on the invoice has been completed and satisfactory.

**8.** Updated MUGA expenditure and balance sheet was received by all.

**9**. First quarter budget report received by all. Cllr Taylor requested, and it was **approved** that the £12000 ear marked for salaries for Ops Manager to be moved into a separate reserve.

**25/63** **BANKING**

Further Unity Bank forms to be completed for Cllr Nash & Jankinson as bank signatories.

**25/64** **CORRESPONDENCE RECEIVED TO 16th JUNE 2025**

Wiltshire and Swindon community messaging x 3, emailed to all Cllrs.

NALC x 4, emailed to all Cllrs.

Swindon media release x 7, emailed to all Cllrs.

The inside lane, emailed to all Cllrs.

Forestering news, emailed to all Cllrs.

NALC Chief executive's bulletin, emailed to all Cllrs.

Your Swindon, emailed to all Cllrs.

Resident report of poor condition of cemetery - sent by RFO to Cllrs.

Further to the resident report, inspections have been carried out at the cemetery and photos taken, it is clear that not all graves are being maintained and that overgrown vegetation is impacting the image of the site. The Local Authorities’ Cemeteries Order 1977 (SI 1977 No. 204) outlines how burial authorities in England and Wales can manage and maintain cemeteries, including graves and memorials.

Specifically, Article 16 addresses maintenance and gives burial authorities the power to:

* Remove memorials (like headstones or kerbs) if they are unsafe or unauthorised
* Level or re-turf graves to maintain the appearance and safety of the cemetery
* Carry out general upkeep to ensure the cemetery remains in good order

Additionally, Schedule 2 allows burial authorities to enter into agreements with grave owners for the maintenance of graves and memorials. This means families can arrange for ongoing care, but if no such agreement exists—or if the grave becomes neglected—the authority can step in to manage it. It was agreed that BPC should first communicate within the parish regarding expectations of grave plots and for BPC to carry out quarterly headstone safety checks.

**25/65 EXCLUSION OF PUBLIC**

None.

**25/66 STAFFING**

NEW CARETAKER ROLES - It was agreed that 2 part time roles should be created, allowing cross over of duties and cover for holidays. The roles would not include cleaning tasks that would be carried out by the contract cleaner. The job role should be for a min of 10 hours per week at a wage scale dependant on experience.

**25/67** **PARISH MATTERS**

The date for the MUGA meeting is to be arranged by the RFO. Further research into Lemon Booking should be undertaken to explore options for additional facilities, QR code integration, and pricing.

It was noted that the proposed MUGA expenditure currently stands at £395,000, with additional costs for a mower and two units/office. The total must remain within the budgeted figure of £490,064.00. Any further costs or proposed changes should be reviewed at a later stage to ensure no unforeseen contingency expenses arise.

The MUGA meeting should also consider additional infrastructure requirements—such as Wi-Fi connectivity and security access systems—at the build stage to ensure these facilities are appropriately incorporated.

Cllr Nash reported the concern from the school that the provided gate access from the school to the MUGA had no footpath and would mean access via a muddy field. A cost for a footpath would be reviewed at a later stage as not currently in the budget. The school have an alternative footpath route to the MUGA providing clean access.

**25/68**  **KEY MESSAGES FOR MAGAZINE/FACEBOOK/WEB**

Cllr Compton retirement.

Mark Jones resignation.

BVH slots available for bookings.

MUGA finish expected in 2 months.

Notice of maintaining graves within the cemetery.

**25/69 CLOSE & SUMMONS TO ATTEND NEXT MEETING**

Next month’s Full Council meeting to be held Monday 7th July 2025 at 7.30pm

Next Finance meeting to be held on Monday 21st July 2025 at 7.30 pm

There being no further business the Chairman declared the meeting closed at 9.30 pm

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Chairman 7th July 2025

**SUMMARY OF ACTIONS** **PROJECT/ACTION POINTS FOR FUTURE**

Date Raised June 23

Project/Action Turnpike Parking issues

Status **Ongoing**

Date Raised 2022

Project/Action Ditch in Kingsdown Lane

SBC awaiting waste plan from Care Home Nov 2022

Status **Ongoing**

Date Raised 2024

Project/Action Ermin Street Planting Project

Status **Review again 2025**

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| Date: 15/06/2025 **Blunsdon Parish Council Current Year**  Time: 07:38 **Current Bank A/c**  **List of Payments made between 22/05/2025 and 18/06/2025** | | | | | | | **Page 1** | |
| Date Paid | Payee Name | Reference | Amount Paid | | Authorized Ref Transaction Detail | | | |
| 22/05/2025 | Wiltshire Pension Fund | BACS024 | 1,124.59 | | REGULAR April 25 Pensions | | | |
| 27/05/2025 | Brit Telecom | BACS064 | 278.50 | | REGULAR Q06701  16/6/25 | | | |
| 28/05/2025 | Liza's Easy Cleaning Services | BACS036 | 130.20 | | REGULAR | Bill 70 pav & VH cleans | | |
| 29/05/2025 | S & C Slatter | BACS051 | 57,842.85 | | IJ MN JT IS  MAY MEET | VALUATION CERTIFICATE 1 | | |
| 30/05/2025 | **REF 3** | BACS043 | 1,278.56 | | regular 16/6/25 | REF 3 salary may | | |
| 30/05/2025 | **REF1** | BACS044 | 1,713.36 | | regular 16/6/25 | REF 1 sal may | | |
| 30/05/2025 | **REF 4** | BACS045 | 333.55 | | regular 16/6/25 | REF 4 sal may | | |
| 30/05/2025 | **REF 5** | BACS046 | 626.52 | | regular 16/6/25 | REF 5 sal may | | |
| 30/05/2025 | Everflow water | BACS050 | 105.48 | | REGULAR  16/6/25 | 4349406 INV jUN TO JULY | | |
| 03/06/2025 | Hobbycraft | BACS062 | 5.60 | | RFO 16/6/25 | purchase of files for 25/26DB | | |
| 05/06/2025 | Allbuild and Landscaping Serv | BACS037 | 3,783.00 | | REGULAR june  16 | 3207 invoice may | | |
| 05/06/2025 | Saunders Metals LTD | BACS040 | 240.00 | | REGULAR  16/6/25 | 018336 inv | | |
| 05/06/2025 | A J Stone Cemetery Services | BACS041 | 100.00 | | REGULAR  16/6/25 | 3243 invoice cremation | | |
| 05/06/2025 | Hayley Seagroatt | BACS042 | 480.00 | | RGULAR 16/6/25 48 invoice vh clean | | | |
| 16/06/2025 | Arthur J Gallagher Insurance | BACS039 | 477.85 | | RFO - urgent  16/6/25 | 543318349 invoice cafe | | |
| 18/06/2025 | Rotary Electrical Contractors | BACS047 | 573.84 | | meet 16/6/25 | 107281 invoice VH lamps | | |
| 18/06/2025 | Bath Land Management | BACS048 | 3,364.37 | | meet 16/6/25 | Blunsdon PC004 invoice | | |
| 18/06/2025 | Allbuild and Landscaping Serv | BACS049 | 3,783.00 | | regular GM 16/6/25 | 3230 invoice June | | |
| 18/06/2025 | Wiltshire Pension Fund | BACS052 | 1,131.23 | | REGULAR  16/6/25 | May Pension payment | | |
| 18/06/2025 | Hills Waste Solutions Ltd | BACS053 | 269.87 | | REGULAR  16/6/25 | P954734, | | |
| 18/06/2025 | Hills Waste Solutions Ltd | BACS053 | -127.20 | | REGULAR  16/6/25 | Credit Notes P959012 P959013 | | |
| 18/06/2025 | Allbuild and Landscaping Serv | BACS054 | 300.00 | | Extra Berton  Close | 3190 inv | | |
| 18/06/2025 | Allbuild and Landscaping Serv | BACS055 | 259.02 | | Extra - Ermin  16/6 | 3214 inv new bin Ermin St | | |
| 18/06/2025 | Refunds - One offs | BACS056 | 71.00 | | RFO 16/6/25 | Credit 1341 - Helyer booking | | |
| 18/06/2025 | Spot On Supplies (Cleaning)Ltd | BACS057 | 9.30 | | REGULAR  16/6/25 | 12238674 inv | | |
| 18/06/2025 | Spot On Supplies (Cleaning)Ltd | BACS058 | 3.80 | | REGULAR  16/6/25 | 12240492 inv | | |
| 18/06/2025 | Spot On Supplies (Cleaning)Ltd | BACS059 | 55.43 | | REGULAR  16/6/25 | 12240808 | | |
| 18/06/2025 | Spot On Supplies (Cleaning)Ltd | BACS060 | 11.70 | | RGULAR 16/6/25 12241317 inv | | | |
| 18/06/2025 | Spot On Supplies (Cleaning)Ltd | BACS061 | 93.68 | | REGULAR 12240036 inv  16/6/25 | | | |
| Date: 15/06/2025 **Blunsdon Parish Council Current Year**  Time: 07:38 **Current Bank A/c**  **List of Payments made between 22/05/2025 and 18/06/2025** | | | | | | | | **Page 2** | |
| Date Paid Payee Name Reference | | | | Amount Paid Authorized Ref Transaction Detail | | | |  | |
| 18/06/2025 Spot On Supplies (Cleaning)Ltd BACS061 | | | | -9.10 for inv 12240036 Credit note 12946279  REG | | | |  | |

**Continued on Page 2 Total Payments** Group 5813, Grouped object

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| Date: 15/06/2025  Time: 07:39 | **Blunsdon Parish Council Current Year**  **Operations Account**  **List of Payments made between 22/05/2025 and 18/06/2025** | | | | **Page 1** |
| Date Paid Payee Name | Reference | | Amount Paid Authorized Ref Transaction Detail | |  |
| 26/05/2025 HPI Instant Ink | OPS010 | | 13.49 regular 16/6/25 HUKDN1108483684 DB print | |  |
| 01/06/2025 Amazon EU | OPS009 | | 79.79 RFO 16/6/25 280424453 inv DB Keyboard | |  |
| 10/06/2025 Charlotte Phipps Florist Ltd | | OPS012 | | 54.95 RFO - 21/07/25 order for Internal auditor |  |

**Total Payments** Group 978, Grouped object

**TOTAL PAID**

**£78,458.23**



