**Minutes of Blunsdon’s** **Tenth Parish Council Meeting of 2025/26 held on Monday 1 September 2025** at 7.30pm. This meeting was held at Blunsdon Village Hall.

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

**Ward Councilors Present**: None

**Members of Public** - Four

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**25/125**  **APOLOGIES:**

 Apologies received from Ward Cllr Weisinger and Manro

**25/126**  **DECLARATIONS OF INTEREST**

**1** No declarations of interest from councillors were received.

**2** No written requests for dispensations for disclosable pecuniary or non-pecuniary

  interests were received, therefore, no requests for dispensation were made.

**25/127 RECESS**

**Resident Comments on Planning Application S/HOU/25/1045 17 Turnpike, Blunsdon**

Resident 1.

The resident of Chestnut House, which sits on lower ground immediately adjacent to the proposed development at 17 Turnpike, wishes to raise the following concerns:

* Drainage and Water Run-Off: Due to the topography, any soakaway system installed at the proposed site would be positioned on higher ground relative to Chestnut House. The resident is concerned that, without a proper drainage strategy, any overflow or surface water could flow directly onto their property. Notably, the application lacks a Sustainable Drainage System (SuDS) plan.
* Change of Use Concerns: Although the property currently accommodates only three residents within a 3,100 sq. ft footprint, there is concern that the applicant may intend to convert the site into a children’s home.
* Boundary Proximity and Scale: The submitted plans do not clearly indicate how close the proposed development sits to the boundary with Chestnut House. Furthermore, the footprint of the building has increased, despite a previous application being declined on similar grounds. There is also no reference in the current plans to the proposed 4-metre front extension.

The resident respectfully requests that these matters be carefully considered before any approval is granted, particularly in light of previous refusals and the potential impact on neighbouring properties.

Resident 2.

The resident, who resides adjacent to 17 Turnpike, wishes to raise the following observations and concerns regarding the proposed development:

* Increase in Building Size and Parking Impact: The proposed extension would enlarge the property by approximately 11.74 square metres. If the building is extended forward, this would reduce the available on-site parking. The property already relies on highway space for excess parking, and the resident is concerned that the development would further increase pressure on local parking availability.
* Implications of Escape Routes and Use Classification: The submitted drawings include designated escape routes, which are not typically required for standard residential properties. Their inclusion raises concerns that the property may be intended for business or institutional use rather than private residential occupation.
* Retention of Dual House Numbers: The continued use of house numbers 17 and 18 may imply the existence of two separate units. This could suggest a mixed-use arrangement, potentially one residential and one business, which has not been clearly addressed in the application.
* Overlooking and Privacy: The proposed escape windows appear to directly overlook neighbouring properties, raising concerns about loss of privacy and residential amenity.

The resident respectfully requests that these issues be carefully considered, particularly in light of the potential change in use, increased parking demand, and impact on neighbouring homes.

Cllr Jankinson advised that all responses be uploaded on the SBC planning website, details as previously provided.

**25/128 MINUTES**

**MINUTES FROM 18th August 2025 MEETING**

**1**. Proposed by Cllr Tayler, seconded by Cllr Poulton, 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 update.

**In Progress** –BPC actions in progress, with confirmation due at the next meeting.

**Closed** – Action completed; item to be removed from the list.

|  |  |  |  |
| --- | --- | --- | --- |
| **No**  | **Previous Meeting Action Points**  | **Assigned to:**  | **Status:**  |
| 1 | **Traffic**: SBC are expecting an increase in funding to assist with cycle & walking schemes. The new Swindon Plan includes proposed 530 additional housing at the end of Tadpole, near the school and surgery, this will affect access at the Cold Harbour, Ermin Street & Blunsdon Hill if approved and a re-shape of paths/road would be required. A new plan was received 1.9.25, a response is required as it is not in line with the Neighbourhood Plan (which is planning law). | Cllr Jankinson    | Ongoing  |
| 2 | **PC office build/unit**: Invoice paid for 50%. Awaiting delivery.  |  RFO    | In progress  |
| 3 | **Pavilion Extractors**: Extractor fans ordered. Awaiting delivery. | RFO   | In progress  |
| 4 | **Community Building Car Charger**: Cllr Keates advised that ‘Charge my Street’ will install a second charger if their claim is successful through the driver's insurance. Supplier to be chased. | Ward Cllr Keates   | Ongoing  |
| 5 | **Kingsdown Development**: S106 form still to be signed. Current Reserve Matters Plan not acceptable.  | Cllr Jankinson   | Ongoing  |
| 6 | **Millenium Garden paving slabs**: Work to slabs, repointing of the walls, trim back hedges & removal of vegetation.  Work has commenced, Cllr Tayler meeting with contractor for an update on progress. No invoice has been submitted to BPC. It is noted that another trim back is required. | Cllr Tayler   | In progress  |
| 7 | **Staff review policies**: amendments required to suit BPC staff. | RFO  | In progress  |
| 8 | **Electric Speed Sign**: Awaiting further details from Highways on advice for suitable speed control. Meeting arranged with PH, IJ & P.Martlew 4.9.25, 2 pm at the Village shop. | Cllr Hughes    | In progress  |
| 9 | **Broadbush pavement**: Excessive growth alongside the pavement on Broadbush, pedestrian’s safe access is restricted. Brambles are now hanging in pathway. SBC acknowledged that this job has been raised but there is a backlog, so no date has been set. | Cllr Gardiner   | Ongoing  |
| 10 | **WP Landscapes**: The Council noted that the supplier, WP Landscapes, disputed the original quotation for paving works at the pavilion, citing an error in measurements which led to the job remaining incomplete. Despite efforts, the matter could not be resolved satisfactorily. A revised invoice has been received.It was **unanimously agreed** to approve payment of the new submitted invoice totaling £4,060, which includes the original quoted amount and the cost of additional slabs supplied.The Council further agreed to inform WP Landscapes that it will not be requested to complete the remainder of the originally specified works, due to the additional funds that would now be required. | A/Clerk | In progress  |
| 12 | **Storage containers**: New quotations sent to RFO, it was advised that 2 new green containers with lock protectors should be purchased.  Members **approved** the purchase of one 10’ and one 20’ container. MN to send details for RFO to order. | RFO | In progress  |
| 13 | **Stratton bins:** P/O raised. Awaiting delivery date for bin. | Cllr Nash & Tayler   | In progress  |
| 14 | **Water Seepage**: in the middle of the road on bend at Front Lane & Back Lane. Reported to Thames Water and SBC. The quantity of surface water has increased over the last week with the heavy rainfall. | Cllr Jankinson  Ward Cllr Manro  | Ongoing  |
| 15 | **Cemetery –** To review: All agreed to carry forward to 15/9/25 meeting.1. RIALTAS package for cemetery
2. Epitaph package with mapping
3. Parish On-line mapping
4. A/Clerk transferring all manual records onto spreadsheet
5. Purchase or aerial photography of cemetery for mapping
6. Updating of all Cemetery forms and charges sheet
7. Check with GM if qualified for headstone checking
8. Join ICCM and training
 | RFO & A/Clerk  | In progress  |
| 16 | **Daikin boiler**: A power flush on the system which is not covered on service contract to be booked for September, all agreed to gain 2 quotes with one obtained from Daikin. A valve change should be done at the same time as system would need to be shut down. Book for September. | Cllr Tayler & Keates | In Progress  |
| 17 | **Dedication gift:** Arrange coffee & cake for 6th October @ 6pm. Invites to be extended to Ward Cllrs, Tracey, Rachel & Stewart. | RFO | In Progress  |
| 18 | **GM Contract & Mapping:** Training booked for DB & CB for October.1. Add the approved quotes for £50 on to main GM contract & mapping for extra verges along High St.
2. Add square bin to Hyde Road to mapping.
3. Add allotments to mapping.
 | RFO | In Progress  |
| 19 | **Trade Accounts**: Edmunson Electrical account opened.Clerk to open a Jewson and Wickes account | Clerk | In Progress |
| 20 | **MUGA Entry System:** Cllr Taylor to request that Slatters provide details of suitable entry system to RFO.Cllr Jankinson to research App based system.RFO liaison with Lemon Booking on Nubi outdoor lock system. | Cllr Taylor Cllr JankinsonRFO | In Progress |
| 21 | **Copse:** Quotation no. 1154 for £1327 +VAT submitted for removal benches and deliver to store, remove dead trees, strim area level to whole area & remove debris**. Approved** to do the works listed in quote - RFO to arrange a more detailed specification of work to be carried out. The bench from this area will be stored for future use. | Cllr Taylor & RFO | In Progress |
| 22 | **MUGA Bin**: Quotation 1153 submitted to RFO for supply of square bin on secure fixed base at a cost of £519.98. It was **Agreed** by All to purchase. | RFO | In Progress |
| 23 | **MUGA Weed pick:** A weed killer treatment is required in this area. A quote should be obtained from Dawsons T&G to quote. | RFO / Cllr Nash & Tayler |  |
|  | **Pending Third Party Action** |  |  |
| 24 | **Footpaths, The Haul Road**: Campaign for road closure.  SBC to revisit site now the temporary closure is reopened. The proposed development of Tadpole will affect the request to close the road. The 49 homes in Kingsdown will mean changes to the traffic lights at Cold Harbour, then affecting proposals towards The Haul Road. A response is due from SBC on Section 106 Claim. NG confirmed there were currently resource issues at SBC. | Cllr Gardiner | Ongoing |
| 25 | **Openreach**: on behalf of Virgin O2 are carrying out groundwork throughout the village to provide broadband to residents.  Project to be monitored. No reply has been received on project updates from contractors.  | Cllr Selwood  | Ongoing  |
| 26 | **High Street Path repair**: An SBC job for the repair has been logged, however there is a back log so no date yet advised. **To resubmit** another complaint following Cllr Jankinson’s fall.   | Cllr Hughes Clerk | Ongoing  |
| 27 | **Tree report**: from Cotswold Tree Surgeon for 2026, awaiting quote. Re-requested 1.9.25 | A/Clerk  | Ongoing  |
|   | **NEW Actions from these minutes**  |   |   |
| 28 | **Land Registry Copse:** Apply for land registry ownership (previously applied in 1992). The land has been maintained for 20 years | RFO |  |
| 29 | **Land Registry Linley Road Area:** Apply for land registry ownership. | RFO |  |
| 30 | **Circular Garden at Cold Harbour:** GM to quote. | Cllr Tayler & Nash  |  |
| 31 | **BFC meeting action / LB update:** Change customer name from Colts to Blunsdon Youth. | A/Clerk |  |
| 32 | **BFC meeting action / LB update:** Can we amend the LB system so that the football team can book time slots that fit in with their needs rather than a block prefix time. | RFO |  |
| 33 | **BFC meeting action / Formal Hire Agreement:** Update formal hire agreement. | Cllr Jankinson & Selwood |  |
| 34 | **BFC meeting action / Access:**  Explore alternative entry system for Pavilion or storage of keys. | RFO / Cllr Tayler |  |
| 35 | **BFC meeting / Defibrillator:** To move from garage to pavilion wall for public access, external case required. | RFO |  |
| 36 | **BFC meeting / Lighting:** BFC requested lighting to be replaced with LED at pavilion, a request for 2 outdoor lights at front entrance and side path to the container. | Cllr Jankinson / Tayler |  |
| 37 | **MUGA external locks:** Locks to work with LB to be sourced | Cllrs Tayler/Nash/RFO |  |
| 38 | **MUGA LB system:** New booking system to be added to LB | RFO |  |
| 39 | **Cemetery:** Obtain quote to remove excess brambles from graves, old graves that have not been maintained in several years. To replace the Loral that has died. | Cllr Tayler |  |
| 40 | **Cemetery:** Obtain a sign for uneven ground.  | A/Clerk |  |
| 41 | **Council Garages:** Report to SBC on the poor state of garage doors on garages owned by SBC but rented to residents. | Cllr Weston |  |
| 42 | **Ermin Street Project:** Request quote from GM for litter bin on Blunsdon Hill, flailing the area in advance of commencement of work. Run mower over the area in order to clear/disturb all surface area. | Cllr Taylor |  |
|   | **Actions confirmed as CLOSED, to be removed on next minutes** |   |   |
|  | **PC office build/unit**: Invoice paid for 50%. Awaiting delivery.  |  RFO    | Closed |
|  | **Bunker, recreation ground:** Base is now complete, and bunker completed. | Cllr Nash & Tayler  | Closed  |
|  | **Caretaker JD**: 2 Caretakers appointed. | RFO  | Closed |
|  | **Standing Order:** Financial Standing Orders agreed to be quarterly as new regulations. | RFO | Closed |
|  | **To review hall capacity:** The website has been updated to show recommended numbers for hall hire capabilities based on different booking needs. | Cllr Nash/ A/Clerk | Closed |
|  | **MUGA Charge sheet**: Detailed charge sheet needed to include court sizes, prices and activity type, shown in item 25/132. | RFO, Cllr Jankinson | Closed |
|  | **Duchess Way**: Resident (81 Duchess Way), complaint of overgrown & broken tree limbs, overhanging garden. This line of trees is over 30ft in places and effect 17 properties along this street. A request for a tree survey to be carried out by SBC and provided to BPC. BPC can only trim to shoulder height, so a tree report is needed. Reported by BPC to SBC Case reference number: GTM009118. Residents also advised to report. | A/Clerk | Closed |

**25/129 PLANNING**

 **1.** **Planning decisions advised by Swindon BC**

**Application Number: S/OUT/23/1499/TB**

Re: Outline application for the erection of agricultural livestock building and workers accommodation – access and scale not reserved

At: Land at Little Rose Farm, Blunsdon

SBC **Granted** planning permission

**Application Number: S/O25/0122/LZWI**

Re: Erection of 2 no. Dwellings together with associated ancillary development

At: 7 Burytown Lane, Blunsdon

SBC **Granted** planning permission

**2.** **New applications deposited from Swindon Borough Council for comments:**

**Application Number: S/HOU/25/1045**

Re: Demolition of existing garage, erection of one and half storey side/ rear extension.

At: 17 Turnpike Road, Blunsdon SN26 7EA

**Comments:**

The Parish Council wishes to formally object to the above application on the following grounds:

* **Overdevelopment of the Plot:** The proposed extension represents a significant intensification of an already sizeable property. If approved, it would leave only a minimal garden area, reduce outdoor amenity space and impact on the character of the site.
* **Suspected Change of Use:** Prior to the submission of this application, residents approached the Chair of the Parish Council regarding the potential establishment of a childcare business at this location. In light of this, the Council believes there is strong reason to suspect that the property may be intended for commercial use, which has not been declared in the application.
* **Drainage and Environmental Concerns:** The site lies within an area known for poor drainage. No Sustainable Drainage System (SuDS) plan has been submitted. Should a septic tank be installed, any associated soakaway would likely affect neighbouring properties due to the site's elevation and proximity, particularly Chestnut House and Maple House.
* **Scale and Massing:** The proposed development is larger in scale and mass than a previous application for the site, which was refused. The Council is concerned that the increased footprint and an overbearing impact on adjacent dwellings.
* **Loss of On-Site Amenities and Parking Pressure:** The extension would reduce available on-site parking, exacerbating existing issues. The property already relies on highway parking, and further intensification would place additional strain on local infrastructure.
* **Proximity to Neighbours:** The development is in close proximity to Chestnut House and Maple House, raising concerns about loss of privacy, overshadowing, and general residential amenity.

In summary, the Parish Council considers the proposal to be inappropriate in scale, lacking in transparency regarding intended use, and potentially harmful to neighbouring properties and the wider community. We respectfully request that these concerns be given full consideration in the planning decision.

All members of the public then left.

**3. Correspondence from SBC**

Email correspondence between Little Rose Energy Plant and Steve Weisinger had been shared with all Cllrs, any information within this correspondence should be considered when considering further the Rivan Industries application.

**25/130 PROJECTS/FACILITIES**

1. Village Hall

A/Clerk raised questions over the suitability of festivals within the village hall, it was agreed that if a booker intends a large party with the possibility of parking/noise issues then an appropriate end time should be considered.

A/Clerk raised a request to allow a free of charge booking to the pre-school in order to raise funds for a family resident in the village that had recently had a loss of a child. It was **Agreed** by All to approve.

1. Grounds Maintenance & Open Spaces

An action point should be added for a quotation from GM for the circular garden by the Cold Harbour.

1. Community Building

Cllr Tayler in discussions with the Community Building for a suitable directional sign for the Cafe/Shop. Cllr Tayler confirmed that the fund raiser event held by the cafe on Saturday was very successful, the event was very well attended. Funds are to go towards extending the cafe area further into the shop.

1. Cemetery & allotments

a. All items in relation to developing the cemetery system would be carried forward to a future meeting.

b. Cllr Jankinson & Nash signed the Change of Deed ownership for Plot 83S/Gibbard.

1. Pavilion and Recreation Grounds

BPC have hosted two party bookings at the Pavilion to help boost income, but both were affected by poor weather, leading to muddy grounds, dirty floors, and damage to furniture. Given the lack of paved access and nearby parking, the building seems heavily reliant on dry conditions — which raises the question of whether it’s truly suitable for party-style events. After discussion it was **Agreed by All** to not allow future party bookings at the Pavilion.

 **25/131 POLICIES**

To review / approve the following policies:

**1** New – Financial Risk Assessment Policy to be approved - c/forward to 15th Sept agenda

**2** New – Financial Internal Controls Policy to be approved - c/forward to 15th Sept agenda

**25/132 PROJECTS/FACILITIES**

**1** MUGA

1. An update was received on the meeting held with BFC regarding bookings & charges.

After discussions it was **approved** for residents and block bookings to be offered the full court at a cost of £40. BFC who requested Tuesday 6-7pm bookings from Sept to March 2026 @ £40 per hour were approved at this lower cost.

Minutes of the meeting would be issues to BFC. A summary of the minutes included: Pitch size requirements and booking slots at the Rec. Discussions on charges for the MUGA facility, parking management requirements during matches/training. Confirmation that the one-off annual charge to the BFC covers Recreation Ground use only (excluding pavilion). Request for all bookings on the LB system. Additional items have been added in these minutes as action points. It was **approved** to purchase no ball games signage. IS confirmed that considering the recent vandalism the council should fund window protection and add white colour stone guards to 3 x windows – Total additional cost to next invoice of £548.00 + VAT – **All approved**.

1. The following charges were approved for MUGA pitch hire.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Booking category | Court size | Charge for Residents and Regular Bookers | Charge for non-residents | Suitability |
| Tennis – full court Pitch 1 | 33.2m x 15.5m | £20 | £30 | Suitable for casual play not competitive LTA |
| Tennis – full court Pitch 2 | 33.2m x 15.5m | £20 | £30 | Suitable for casual play not competitive LTA |
| Football Half Court Pitch 1 | 31m x 16.6m | £25 | £30 | Suitable for drills warmups, fitness classes & goalkeeper training. |
| Football Half Court Pitch 2 | 31m x 16.6m | £25 | £30 | Suitable for drills warmups, fitness classes & goalkeeper training. |
| Football Full Court | 31m x 33.2m | £40 | £50 | Suitable for 5 aside games, youth games, walking football, bootcamps, training circuits. Includes 6x2 meter goals |

1. External locks/access by App. No information available, this has been added as an action point.
2. Lemon booking for MUGA. This has been added as an action point.

**2** **ERMIN STREET**

Oliver (prior to Parish Council meeting) presented the following:

A breakdown of the proposed works.

Recommended aftercare and maintenance requirements for the planting phase.

A time plan outlining the proposed start date and implementation schedule.

It was requested that two additional comparative quotations be obtained to accompany Oliver’s proposal, ensuring transparency and value for money. The RFO confirmed that BPC is able to proceed with stage payments for the project.

It was **agreed** that the supported project cost of £30,000 will be funded by Swindon Borough Council (SBC) and paid upon project completion.

**3** **TRAFFIC CALMING** – No update received.

**4** **BROADBAND** – No update received.

**5** **REVIEW TREE PLANS** – No update received.

 **25/133 BANK RECONCILLATIONS**

The bank reconciliations for July were approved.

**25/134** **CORRESPONDENCE**

* + Wiltshire & Community Messaging x 2, shared with Cllrs & social media.
	+ NALC x 4
	+ SBC Media release x 9 shared with Cllrs & social media.
	+ Fostering News shared with Cllrs & social media.
	+ PCC x 2, shared with Cllrs & social media.
	+ Resident complaint of cemetery maintenance issues, it was agreed that the maintenance issues would be addressed, these are added as action points on these minutes. A/Clerk to respond to resident.
	+ Resident complaint of ball games in Linley Road, it was agreed for signage for ‘no ball games’ to be provided. A/Clerk to respond to resident.
	+ Resident complaint Nettles on Back Lane, BPC acknowledge this area is of concern by it is the responsibility of SBC/Highways to maintain.
	+ SBC Fleming Way, shared with Cllrs & social media.
	+ Museum Art Swindon, shared with Cllrs & social media.
	+ The Inside Lane: Swindon Highways and Transport News, shared with Cllrs & social media.

 **25/135 EXCLUSION OF PUBLIC - None**

 **25/136 STAFFING**

1. Two caretakers have been appointed, Karen Collins who is also a resident of Blunsdon started at the weekend and is shadowing Cllr Tayler on key holder duties. Cllr Jankinson will be providing Cllr Tayler with the updated job checklist required for the role. Cllr Tayler and Cllr Nash will assist Karen over the next few weeks with all areas of the role. Cliff Thomas has a start date: 1st October, Cliff will also be guided by Cllr Tayler and Cllr Nash to ensure that there is a full understanding of the role. The RFO will arrange the signing of the employment contracts.
2. To discuss Operations Managers Role (3-month probation), to be c/forward and added to the next agenda on the 15th of September.

**25/137 PARISH MATTERS**

* Cllr Weston provided feedback on the condition of some of the council owned garages at Churchill and Coldcroft. The condition shows broken doors and a poor visual image for residents. Cllr Weston agreed to report to SBC.
* Cllr Selwood suggested need for protective mesh guards for the MUGA office unit windows. Cllr Selwood agreed to provide quotation (guide price £545).
* Cllr Taylor suggested the repair of the bench to be able to use at MUGA. Cllr Taylor to provide quote/source parts for repair (guide price £40).
* Cllr Taylor advised that gullies/pipework is needed under the base of the MUGA office. Cllr Taylor to provide quote/source parts (guide price £50).
* Cllr Taylor suggested re-using the 5-bar gate to fit at entrance to new cemetery. Cllr Taylor to provide quote/source parts (guide price £80).

**25/138 KEY MESSAGES FOR MAGAZINE/FACEBOOK/WEB**

New caretakers started.

Local Plan received.

 **25/139 CLOSE & SUMMONS TO ATTEND NEXT MEETING**

* Next month’s Full Council meeting to be held Monday 6th October 2025 at 7.30pm
* Next Finance meeting to be held on Monday 15TH September 2025 at 7.30 pm
* There being no further business the Chairman declared the meeting closed at 10pm

 ………………………………......

Signed by Chairman 15th September 2025