

**Minutes of Blunsdon’s** Twenty Fourth Parish Council Meeting of 2025/26 held on **Monday 16th March 2026** at 7.30pm. This meeting was held at Blunsdon Village Hall.

**Cllr Members Present:** Ian Jankinson (IJ), Peter Hughes (PH), Jim Tayler (JT), Sandra Keates (SK)

**Ward Councilors Present:** None

**Members of Public:** None

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

**25/296 APOLOGIES:**

Apologies received from Cllrs Kingsley Poulton (KP), Ian Selwood (IS), Paul Weston (PW) & Ward Cllr Weisinger

No apologies were given by Cllr Gardiner

**25/297 DECLARATIONS OF INTEREST**

1 None

2 No dispensations were requested or granted.

**25/298 RECESS** – No comments

**25/299 MINUTES**

**1. MINUTES FROM 16th February FINANCE MEETING**

**RESOLVED:** Proposed by Cllr Keates seconded by Cllr Tayler, all **agreed** they be accepted as a true record and the minutes were **approved** and signed by (IJ), Chairman.

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

- **Ongoing** – Items outside the control of BPC, awaiting update.
- **In Progress** – BPC actions in progress.
- **Complete** – Action completed; item to be removed from the list.

<b>Finance Meeting Action Points – for discussion</b>			
1	<b>MUGA - Systems</b>		
	<ol style="list-style-type: none"> <li>1. Lighting, awaiting response from Christys on intergration with Paxon system (Banham) Banham Paxton access system p/o raised £5640 (awaiting confirmation on lights before issuing)</li> <li>2. Banham Alarm System quote – £967 (on hold)</li> <li>3. Banham CCTV quote –£2350 (on hold)</li> <li>4. WI-FI – BT/Open reach confirmed the line will go next to the garages and then fed accross to office, price to follow.</li> </ol>	Cllr Tayler, A/Clerk  Clerk	In Progress

	<p>5. Water connection – Awaiting TW installation date.</p> <p>6. Awaiting insurance cover quote for wc.</p>		
2	<p><b>Daikin boiler:</b> A Hayfield engineer attended to look at system, feedback was that the cooler would not reach the cafe area and an additional unit would be needed. Hayfield reset system to 10 degrees from 13. The shop is going to investigate possible fundraising of an additional unit if needed. However, it was agreed that the system should be retested as previous results showed that cool air can reach the cafe. Clerk to obtain two quotes for additional air con unit for future.</p>	<p>Cllr Keates</p> <p>Clerk</p>	<p>In Progress</p>
3	<p><b>BFC meeting action / Formal Hire Agreement:</b> Update hire agreement allowing for any cleaning changes and including storage container following meeting with BFC (arrange meeting) 16/3 c/f</p>	<p>Clerk</p> <p>Cllr Tayler</p>	<p>In Progress</p>
4	<p><b>Land Registry Copse:</b> Apply for land registry ownership (previously applied in 1992). The land has been maintained for 20 years. 16/3 C/Fwd.</p>	<p>Cllr Jankinson</p>	<p>In Progress</p>
5	<p><b>Land Registry Linley Road Area:</b> Apply for (part of area) land registry ownership. 16/3 C/Fwd.</p>	<p>Cllr Jankinson</p>	<p>In Progress</p>
6	<p><b>Email accounts:</b> The drivers have now been moved to a new MS business drive; Clerk needs to share access. Our domain has been requested from Parish online to set up all emails on microsoft.</p>	<p>Clerk</p>	<p>In Progress</p>
7	<p><b>Line Painting:</b></p> <p>a. Date to be arranged for the line painting at Village Hall. 16/3 c/f</p> <p>b. To arrange the line painting a CB carpark for loading bay 16/3 c/f</p>	<p>Clerk</p>	<p>In progress</p>
8	<p><b>MUGA sweeper:</b> Now on site, training to be booked with Lee for Russell and JT 16/3 c/f</p>	<p>Cllr Jankinson</p>	<p>In progress</p>
9	<p><b>ERMIN STREET</b> – Further mini projects and actions 16/3 c/f</p> <ul style="list-style-type: none"> <li>• To refurbish the Milestones in the village at Blunsdon Hill, Ermin/Turnpike, Paddocks &amp; Broadbush.</li> <li>• Install a new bench and bin on Blunsdon Hill, facing the view north, near the junction with the westbound footpath adj to the Chapel.</li> <li>• Interpretation board for the wildflowers.</li> <li>• To scope out a centurion statue by the 3 concrete planters, High Street.</li> <li>• IJ &amp; IS to set date to review all planting meets standard that can be transferred over to contractor to maintain going forward, including plan for trees, watering, seed collection and redistribution.</li> </ul>	<p>Project Manager/ Clerk</p>	<p>In progress</p>

	<ul style="list-style-type: none"> <li>Awaiting quotes from Lee on cutting of wildflower area to 75cm.</li> </ul>		
10	<b>BVH Heating</b> – Booking of plumber (Gough Heating) when preschool not on site to reverse the flow on boiler pump system. This should be around late April/May time.	Cllr Tayler	Progress
<b>NEW ACTIONS from these minutes</b>			
	None.		
<b>DEFERRED ACTIONS</b>			
	<b>BFC meeting action/ Access</b> explore alternative entry system for pavilion instead of keys. Deferred and wait until refurb.	Cllr Tayler	Deferred
	<b>Trees</b> - Produce PO for Amber works from survey in April 26	RFO	Deferred
	<b>Speed Signs:</b> SID information received from HTC. <b>15/12</b> To add as a project and to the budget list for 2026. Note costs can range from £2100 to £3200 depending on type of sign used. Meeting to be scheduled with Philip Matlew, IJ & PH	Cllr Hughes/ Clerk	Deferred 1/4/26
	<b>Seeding</b> - at Linley Road car park & play area: A revised quote will be required in the Spring – this should be deferred in the meantime	Cllr Tayler	Deferred
<b>CLOSED ACTIONS</b>			
4	<b>Pavilion:</b> Kelly from Pendle Property Design has supplied new schematic plans so contractors can quote.	Clerk	Closed

## 25/300 PLANNING

### 1. To receive and note planning decisions advised by Swindon BC

S/HOU/26/0115/JOPL

Proposal: Erection of part two storey and part single storey rear extension, front porch and bay windows with canopy, new roof tiles, conversion of garage to habitable and associated works.

Site Address: 89 Ermin Street, Blunsdon Swindon SN26 8AA

Decision: Granted

### 2. To consider and agree comments upon new applications deposited from Swindon Borough Council for comment listed:

#### **Application Ref: S/HOU/26/0268**

Description: Proposed Rear Extension and raised ridge

Site Address: 95 Ermin Street, Blunsdon, Swindon SN26 8AA

Decision: The PC have no reason to object.

### 3. To receive & note planning correspondence.

Cllr Jankinson reported that on the 10th of March Swindon Borough's Planning Committee meeting, application S/25/1500 was discussed, voted on (two in favour, four against), and then deferred by the Chairman. As the deferral followed the vote rather than preceding it, the Parish Council is seeking clarification on the process and the reasoning behind this decision.

No response has yet been received for the Rivan application and the Blunson Parish Council's Pre-App Letter.

### 25/301 FINANCE

- 1) **All approved** regular and pre-authorised payments made from current & operations accounts for 16/2/26 – 15/3/26 as in Appendix A & the Regular Payments list. The RFO added that three more payments were made since creating the agenda, with the new total being £11509.85. (RFO laptop, mop and bucket for office and 2 accident books).
- 2) **All approved** to make payment for items listed in Appendix B.
- 3) **All approved** income received during February 26 Appendix C. £3153.00
- 4) A refund has been received from Thames Water for £7788. **All approved** for this to return to MUGA EMR.
- 5) **All approved** bank balances & reconciliations to 31/02/26 for the Current and Operations account only.
- 6) **All approved** retrospective £500 transfer from Current Acc to Operations Acc for top up. RFO also confirmed that another £500 would need to be transferred to compensate the extra spend as in number 1, above for the RFO laptop.
- 7) **All agreed** with the RFO there were no budget amounts to be carried forward as EMRs, due to overall overspend for this current year. It was **approved** for the £12k earmarked as Ops Manager salary will be renamed to Village Hall maintenance fund.
- 8) **All approved** financial internal control checks actioned by Cllr Keates.
- 9) It was noted the £1300 from Prestbury Trust has been received and is in an EMR ready to pay the Dial a Ride invoices, the first invoice has been received.
- 10) Charlotte Matthews is currently doing the internal audit; **all approved** her fees of £360 based on annual spend.
- 11) **All approved** annual membership for SLCC advice to councils for 2026/7 £331.00.
- 12) **All approved** contract renewal with PHS, includes replacement hand-dryers, and additional air freshener for ladies £1161.58 (Prev £1239.95).
- 13) **All approved** to claim S106 funds SBC Finance Code c255a (Tadpole Farm) £125,780.02.
- 14) **All approved** Hills annual price review increases overall for all services £3.71 per week.
- 15) **All approved** ABL quote for cutting brambles at Minerva £950.
- 16) **All approved** use of the village hall on Sat 8th August and Sat 10th October for fund raising Sing-along by the Village Shop to be 'free of charge' hire. (Booking B1175)
- 17) **All approved** the use of the village hall on Wed 2nd September for an AGM meeting for the Village Shop to be 'free of charge' hire. (B1323)
- 18) **All approved** of the next steps with legal advice on Rivan planning application. Clerk to chase FOI.

### **25/302 POLICIES**

- 1) **All approved** induction plan for contractors and visitors to council sites, which should be attached to all purchase orders issued if facility based.
- 2) **All approved** Fire Risk Assessment for the village hall – Feb 26
- 3) **All approved** Financial Internal Controls Policies – amended to include budget review, Asset Register review and Financial Risk & Internal control Policy reviews.

### **25/303 PROJECTS/FACILITIES**

To receive updates, to discuss and to approve next steps for matters raised for the following:

- 1) **MUGA** - P/O raised for Paxton Gate Access System, awaiting feedback from Christys before issuing.
- 2) **ERMIN STREET** – An update from meeting with GM Group and contractor for forward maintenance was received. From this Dawson's quote was **approved** for watering trees/3 years @ £11,000.
- 3) **CEMETERY DIGITALISING** - C/f Update for scanning the ledgers
- 4) **PAVILION** – the following quotes were **resolved** to clear the planning conditions.
  - a) **All approved** Darwin Ecology for Bat Assessment quote £784.80 inc vat.
  - b) **All approved** Sharples Tree Services for tree protection & survey quote.
  - c) **All approved** Pendle Flood and Drainage quote.
  - d) **All approved** Bath Land Management fees £285 per day – the Council will instruct when ready and if further funds are required for the refurbishment.

**Additional** and received after the agenda a quote from SDS Structural Engineer £1680, this was also agreed and will be added to the next agenda for official approval. This will clear up all the conditions placed on the planning for the refurbishment of the pavilion.

- 5) **TREES** – no updates provided – still waiting for Cotswold Trees to attend to red list.

### **25/304 CORRESPONDENCE**

- 1) Resident request for Hayfield play area – A/Clerk to respond saying BPC are not permitted to work in this area.
- 2) Resident request for additional planting – A/Clerk responded that additional planting in Ermin Street areas not possible due to underground pipework.
- 3) Clerk reminded all that Election papers and information received, deadline for return is 9th April at 16:00 hrs.
- 4) All **agreed** to have the May meeting dates as one Full Council meeting to include Finance on the 11th May following the election on 7<sup>th</sup> May, and the Annual Parish Meeting on Thursday 21st May.
- 5) SID guidance from SBC was received and noted.

**25/305 EXCLUSION OF PUBLIC** – No public were present.

### **25/306 STAFFING**

**All approved** a contract for an RFO for two years, commencing 17th April – 16th April 2028 and a temporary adhoc hours contract from 17th March to 16th April. The main contract was for 44 hours per month on SCP 25 with increments to SCP 28 within the two-year contract and progressing to SCP30 should the contract be extended/permanent.

### **25/307 PARISH MATTERS**

**Additional correspondence** was received after the agenda was set, regarding parking issues at Sutton Park on a recent match day. Two matches took place at the same time, as the school has begun hiring out its field to BFC, resulting in more cars visiting than usual. Although BFC had instructed all clubs to inform attendees about suitable parking areas and had placed traffic cones, the increased number of vehicles still led to several resident complaints. Cllr Tayler inspected the area and confirmed that, while parking was tight, no driveways were obstructed. The A/Clerk will respond to residents, clarifying BFC's parking rules and noting that the Parish Council has no authority over resident parking signage, which falls under the Borough Council. The A/Clerk will also contact the school to explore whether their car park can be made available on days when their field is hired out.

PH raised the uneven footpaths and repairs being made to the wrong areas of footpath – A/C confirmed it had been logged with SBC, to relog on JADU.

SK confirmed that the council would soon receive an invoice from ESS Group for a callout to the main doors of the café. She also confirmed that the EV Charger was being installed on the 17<sup>th</sup> of March.

IS – GM contractor would like to reseed the land opposite the Cold Harbour approximately £600 this will create less maintenance – to add to next agenda.

### **25/308 KEY MESSAGES FOR MAGAZINE/FACEBOOK/WEB**

JT confirmed he joined the Rapid Response Team (Plymouth Brethren) in their monthly litter pick. Resident complaint re 24% Council Tax rise for the PC an explanation of this rise is in the Newsletter.

IJ – PC elections to go in magazine and advertise for new members as we are still three members short. Local Forum to be held this week – note there are now community hubs for the public to be able to attend, closest being in Penhill. Thermal energy cameras are available from SBC library and the larger Parish Councils in Swindon for £300 to rent.

### **25/309 CLOSE & SUMMONS TO ATTEND NEXT MEETING**

Next month's Full Council meeting to be held on Tuesday 7<sup>th</sup> April 2026 at 7.30pm

Next Finance meeting to be held on Monday 20<sup>th</sup> April 2026 at 7.30 pm

There being no further business the Chairman declared the meeting closed at xxpm.

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 Signed by Chairman Monday 20 April 2026

**APPENDIX A – Regular payments and Payment’s list**

APPENDIX A		11/03/2026 15:58	Blunston Parish Council Current Year Current Bank A/c	Page 1	
<b>List of Payments made between 16/02/2026 and 15/03/2026</b>					
Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
16/02/2026	Corona Energy	BACS360	133.15	REGULAR march 16th	inv 0003458660 jan electric pav
17/02/2026	Total Gas and Power	DD0332	1863.61	REGULAR feb 16	Nov to Jan Gas VH
18/02/2026	Institute of Cemetery & Cremat	BACS341	222	FEB 16 -	inv 20759 RW memorial training
18/02/2026	Hills Waste Solutions Ltd	BACS342	151.54	FEB16	P1018470 (CREDIT P1011342)
18/02/2026	Hills Waste Solutions Ltd	BACS342	-151.54	RFO CREDIT POST	CREDIT P1011342 £172.76
18/02/2026	Spot On Supplies (Cleaning)Ltd	BACS343	146.45	REGULAR FEB 16	INV 12263495 VH CONSUMABLES
18/02/2026	Wiltshire Pension Fund	BACS344	1064.26	REGULAR feb 16	staff pensions January
18/02/2026	Allbuild and Landscaping Serv	BACS345	507	REGULAR FEB 16TH	inv 3462
18/02/2026	Allbuild and Landscaping Serv	BACS346	72	REGULAR FEB 16TH	INV 3466 WASTE PAV
19/02/2026	Crown Gas & Power	DD0333	115.88	REGULAR FEB 16	Electric MUGA jan
19/02/2026	M Gough Pumbing & Heating Ltd	BACS340	234	Pre approved march16	inv 2307 VH heating faultreset
19/02/2026	Operations Account	190226	500		TO TOP UP OPS ACCOUNT
23/02/2026	British Telecom	BACS361	260.46	REGULAR MARCH 16	QO70121 FEB 26
26/02/2026	REF 3 Salary	BACS347	1394.93	REGULAR marc 16	February Salary
26/02/2026	REF 1 SALARY	BACS348	1877.04	REGULAR MARCH 16	FEB Salary
26/02/2026	REF 6 Salary	BACS349	1041.46	REGULAR MARCH 16	FEB Salary
26/02/2026	REF 8 SALARY	BACS350	200.2	REFULAR MARC 16	FEB SALARY
26/02/2026	Stand Out Window Cleaning Serv	BACS352	150	REGULAR MARCH 16	INV 0274 CLEAN 23/2/26
26/02/2026	Institute of Cemetery & Cremat	BACS353	222	FEB 16TH	INV 20768 J TAYLER TRAINING
02/03/2026	SUM-UP Payments	BACS363	1.23	REGULAR MARCH 16	BANK CHARGES £95.00
03/03/2026	St Andrews Parish Council	BACS354	40	Feb 16th meet	inv SAPC0590 1st Aid Karen
03/03/2026	Hayley Seagroatt	BACS355	690	REGULAR marc 16	FEB VH clean inv 57
03/03/2026	Ab-Fab Loos	BACS356	-106	RFO correct no vat	inv 57976
04/03/2026	Ab-Fab Loos	BACS356	127.2	regular 16/3/36	inv 57976 feb wc muga
10/03/2026	BRITISH GAS	BACS351	186.65	REGULAR MARCH 16	INV 14016981 JAN-FEB
			<b>10943.52</b>		
11/03/2026 22:38		Blunston Parish Council Current Year Operations Account			
<b>List of Payments made between 16/02/2026 and 15/03/2026</b>					
Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
17/02/2026	Post Office Counter	OPS066	5.5	RFO MARCH 16	RECORDED DELIVERY SANTANDER
23/02/2026	Screwfix	OPS070	11.99	JT MARCH 16	inv A24931353000
26/02/2026	Microsoft	OPS071	5.52	REGULAR march 16	inv E0400KYYS FEB
27/02/2026	HPI Instant Ink	OPS072	13.49	REGULAR	DB monthly print plan feb
			<b>36.5</b>		
<b>Total Payments</b>			<b>10980.02</b>		

## APPENDIX B

Payments for authorisation 16/3/26				
16.3.26	Hills waste	P1025985	VH waste feb	£146.02
16.3.26	Gas & Power	179577	MUGA electric Jan/Feb	£94.72
16.3.26	Vinnay Manro	TBC	MS migration from ZOHO	£495.00
16.3.26	S&C Slatter	inv 21330	Final Payment of MUGA	£7,247.86
16.3.26	SLCC	MEM258603-1	subscription 26-27	£331.00
16.3.26	Bath land & Management	PC007	Ermin st project managing	£2,814.38
16.3.26	Southwest electrical	inv 00809	LED lights in VHALL	£2,254.92
16.3.26	D Braiden	Expenses	3 shop notice board key blanks	£18.00
16.3.26	D Braiden	Expenses	Office equipment stationary	£21.00
16.3.26	Swindon Area Committee	subscription 26-27	membership to committee	£30.00

## Appendix C – Receipts

11/03/2026		Blunston Parish Council Current Year						Page 1	
22:59		Cashbook 1						User: DEBBIE	
		Current Bank A/c							
Receipts received between 16/02/2026 and 15/03/2026									
Receipt	Re Name of Payer	E Amt Received	Nominal Ledger Analysis			E Amount	Transaction Detail		
			A/c	Centre					
R507	Banked: 16/02/2026	£ 40.00							
R507	Walking Football - R Dennis	£ 40.00	1360	340	40		MUGA HIRE		
R508	Banked: 17/02/2026	£ 75.00							
R508	S G Coaching	£ 75.00	1360	340	75		MUGA HIRE		
R509	Banked: 18/02/2026	£ 10.00							
R509	One Off Payments Received	£ 10.00	1225	200	10		VH VICTOR		
R510	Banked: 20/02/2026	£ 468.00							
R510	2nd Blunston Brownies	£ 468.00	1200	200	468		VH HIRE		
R511	Banked: 23/02/2026	£ 40.00							
R511	Walking Football - R Dennis	£ 40.00	1360	340	40		MUGA HIRE		
R512	Banked: 23/02/2026	£ 1,300.00							
R512	One Off Payments Received	£ 1,300.00	1225	100	1300		GOLDEN GATHERINGS		
R513	Banked: 26/02/2026	£ 108.00							
R513	Ukebox Jury	£ 108.00	1200	200	108		INV 1569		
R514	Banked: 27/02/2026	£ 70.00							
R514	Zumba Laura Fitchett	£ 70.00	1200	200	70		VH HIRE		
R515	Banked: 02/03/2026	£ 25.00							
R515	One off Hall Hirer	£ 25.00	1200	200	25		1551		
R516	Banked: 02/03/2026	£ 35.00							
R516	One off Hall Hirer	£ 35.00	1200	200	35		1551		
R517	Banked: 02/03/2026	£ 40.00							
R517	Walking Football - R Dennis	£ 40.00	1360	340	40		MUGA HIRE		
R518	Banked: 02/03/2026	£ 95.00							
R518	One off Hall Hirer	£ 95.00	1200	200	95		1493 DYER		
R519	Banked: 06/03/2026	£ 207.00							
R519	Allotment Receipts	£ 207.00	1380	380	207		26-27 ALLOTMENTS		
R520	Banked: 09/03/2026	£ 40.00							
R520	Walking Football - R Dennis	£ 40.00	1360	340	40		MUGA HIRE		
R521	Banked: 09/03/2026	£ 100.00							
R521	Bootcamp - PHAE	£ 100.00	1360	340	100		MUGA HIRE		
		<b>Total Receipts:</b>	<b>£ 2,653.00</b>				2653		

11/03/2026		Blunston Parish Council Current Year						Page 1	
23:02		Cashbook 4						User: DEBBIE	
		Operations Account							
Receipts received between 16/02/2026 and 15/03/2026									
Receipt	Re Name of Payer	E Amt Received	Nominal Ledger Analysis			E Amount	Transaction Detail		
			A/c	Centre					
	Banked: 19/02/2026	500							
150226	Current Bank A/c	TRANSFER	500	200	500		TO TOP UP OPS		
		<b>Total Receipts:</b>	<b>500</b>				500		
<b>TOTAL RI £ 3,153.00</b>									