

Minutes of Parish Council Meeting at the Village Hall at 7.30 p.m.

Ninth Meeting of 2026-27 - Finance	Monday 17th August 2026
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Cllr Members Present: Ian Jankinson (IJ), Ian Selwood (IS), Lesley Elliot (LE), Vanessa Boyd (VB), Peter Hughes (PH), Nick Gardiner (NG) & Hazel Wakefield (HW)

Ward Councilors Present: Nick Gardiner (NG)

Members of Public: Two

Officers: Debbie Braiden (Clerk), Claire Boles (Deputy Clerk) & Kate Egan (RFO)

Minute Ref No.	MINUTES
26/105	APOLOGIES: Accepted from Sandra Keates (SK), Jo Barnett (JB), Paul Weston (PW) & Kingsley Poulton (KP)
26/106	DECLARATIONS – INTERESTS AND DISPENSATIONS 1. No declarations of interest from councillors for items on the agenda. 2. No written requests prior to the meeting for dispensations of disclosable pecuniary or non-pecuniary interests. 3. No dispensations received.
26/107	Councillor buddies: Lesley with Kingsley, Jo with Ian S, Hazel with Sandra & Vanessa with Nick. All confirmed they were happy with their partnering.
26/108	PUBLIC RECESS 1. Report from the Ward Councillor: - Traffic concerns around the surgery in Tadpole are being shared with Highways. - Clarity needed from SBC on weed spraying dates for all local councils. Heads of Services will soon be in place to assist operations moving forward. - Lining on tennis courts at MUGA are needed, Andy Reeves has capability of line marking on astro so may provide a service – Clerk to make contact. - Minor road re-surfacing near the church has taken place. - The reviewing of average speed technology on SID equipment is taking place. - IJ also shared information that S106 fund availability would be used for Ermin Street speed reduction requirements. - Following a recent walk around with a resident on an electric scooter, I was made aware of the difficulties faced by disabled residents. A review of low curb requirements in the village for pushchairs/wheelchairs is needed. Pavement by Blunsdon House Hotel is not wide enough. 2. Recess – One member of the public spoke: - - A request was made for an update on Kingsdown Lane speed monitoring – NG to chase SBC. - A request was made for an update on damage to tyres from the kerbside on Kingsdown – NG to chase Highways. - The manhole cover on Churchill Ave/Sams Lane corner had been lifted by a heavy vehicle; this is now back in place.
26/109	MINUTES

	1. The draft minutes for the Finance Council Parish meeting held on 20th July 2026, were RESOLVED: Proposed by Cllr Hughes & seconded by Cllr Gardiner. All agreed they be accepted as a true record and the minutes were signed by Cllr Jankinson.
109.2	2. ACTION POINTS from the above minutes were reviewed below and further actions required approved.
109.2.1	Community Building: - Air Con quote Great Indoors - to obtain further servicing costs following first year. Last reviewed 18/8: 17/8 - NEW Still waiting for VAT number. Clerk chasing both. - To get quotes for timber treatment in outside porch area by entrance doors. Last reviewed 18/8: Clerk chasing. 17/8 Quotes received. NEW 17/8: – Caging purchased and ready for install as bases now complete.
109.2.2	Water Seepage: bend at Front Lane & Back Lane. Reported to Thames Water twice. JADU Ref: E38045 (Front Lane 20/5) JADU Ref: E38308 (Back Lane 20/5) 20/7: IS reported that the water seepage issue has deteriorated further since the last inspection. Thames Water were on site mid-July, but no repair was carried out. IS to provide updated photographs to NG as the affected area has now doubled in size. NG to contact SBC to request a water sample check. Last reviewed 17/8 NG providing photos to SBC. NEW Water pillow bulging opposite bungalows has been reported to SBC & Thames Water.
109.2.3	High Street Path Repairs: Pavement opp 76 High Street, reported E37695 20/7: NG to chase and ask if it has been included in the repair cycle. Last reviewed 17/8: D/Clerk rec'd email from SBC to say 'did not meet investigation level'
109.2.4	MUGA: - Wi-Fi installation: 20/7 install done but hanging wires to be fixed before invoice paid. NG to chase. Suggested Ferndale aerals to fix. Last reviewed 17/8 IS to provide list of equipment to purchase to Clerk for completion. IS to complete the install of bracket on the office and wiring. Contractor to then remove dish from container and fix to bracket. - Electric Car Charging points: SK to contact Charge My Street to see if they are interested in supplying units. 20/7: IJ in Contact with BE.EV Last reviewed 17/8 c/f - RING system for CCTV once all Gate access and Wi-Fi complete. Last reviewed 18/8 D/Clerk to re-issue quotes ready for next meeting.
109.2.5	Community Building: Quotation required for pipe lagging in roof due to condensation build up. 20/7: Quote approved from Robert Heath £1048.08. Noted: No other quotes received from 4 other contractors. Last reviewed 17/8 SK has asked if the recommended 13mm fittings would be covered by guarantee – waiting confirmation. Clerk advised that if we request a re-visit to measure the pipes to be able to fit 19mm lagging, a charge of £239 would be due. Members confirmed to go ahead with 13mm as recommended but only with a guarantee from contractor.
109.2.6	Traffic/footpaths: SBC expects an increase in funding for cycling and walking schemes. We want the footpaths to be improved for school and the surgery. See AP no. 4 of 1/12/25. An update was provided to IJ to say SBC would allow access to S106 funds for pathways to school bus stops etc. to help with the 80 new homes project currently being reviewed. 2/2/26 IJ emailed SBC manager – no progress to report. 11/5 No updates provided so far awaiting traffic data. 1/6 IJ to chase – CWIP - IS confirmed path resurfacing preparation to adopt? No pathway from village to surgery – NG may be able to assist as now on Highways & Transport committee. 20/7 IJ informed IJ informed all, we have traffic data and are awaiting discussion with Highways about the Amey consultation report and Highways adaptation. LCWIP In North Swindon, the scope would focus on upgrading links between Blunsdon and the Tadpole Garden Village and Abbey Farm developments rather than concentrating on the Tadpole Garden Village development, which was the remit of the original plan. Last reviewed 17/8 Julie

	Furnival from SBC has advised that if we are consulted on houses at the bottom of Blunsdon hill, we must comment and insist on a safe pedestrian link with schools and doctors. CWIP scheme funds are needed to help.
109.2.7	Kingsdown Development: S106 form still to be signed. Current Reserve Matters Plan is not acceptable. 2/2/26 SBC, Tim Thomas and team are still to provide updates. 11/5 Update in April – Reference Reg 19 will be in August C/F 1/6 No reply received IJ wrote to Tim Thomas to confirm, is S106 signed, as there is activity around the development site. 2015 Local Plan, Persimmon and Primegate to fund infrastructure for 1650 houses. This was agreed in principle with Borough & Developers, but document has not been signed. 20/7: A compromise 17% affordable housing model was agreed to be run with the adjustments. This resulted in a shortfall in the residual land value relative to the target benchmark value. The Applicant, it is understood, is offering the 17% affordable housing with the £17.4m s106 package which exceeds the viability based available package. In conclusion the recommended viability driven scheme is sub 17% affordable housing with a S106 budget of £17,403,634. The Applicant considers it important to deliver affordable housing on site so has offered on a without prejudice basis to maintain the 17% affordable housing offer. Last reviewed 17/8 No updates
109.2.8	Ermin Street: - IJ asked Clerk to check we have a maintenance fund from the EMR, this should be used to cover the 15-year maintenance programme. Last reviewed 17/8 Clerk to meet with RFO to plan EMR & meeting to discuss. - IJ confirmed we had agreed to cover 10 years of maintenance of the wildflower maintenance, including watering, cutting and seed collection using the funds from the Ermin Street project. The tender for this should show our costs in two parts: GM and Ermin Street (Oliver) 20/7: Oliver reported that approximately 80% of small trees would not survive due to hot weather. Last reviewed 17/8 IS raised concerns that the larger trees have also died, despite Oliver providing watering service, should we be looking for compensation if they have died? DB to contact Oliver. It was agreed to use GM contractor for the additional watering, 2 lots of 9 hrs labour at £351. IS also confirmed that no cutting of verges had taken place on Ermin Street yet due to non-availability of farmer's flail arm which is larger than GM contractors.
109.2.9	Pavilion: Refurb quotes: Clerk to obtain 3 <u>non-prejudice</u> quotes to give approx. cost of refurb before putting out tender. 20/7: Kelly's currently collating info to send to contractors. Last reviewed 17/8: Clerk has sent out info and now awaiting quotes from contractors. Pavilion lease update required from SBC. Clerk has contacted SBC, but no reply has been received (change of staff?) Last reviewed 17/8: NG advised Clerk to contact Matthew Courtliff, who is responsible for property at SBC.
109.2.10	SIDS Update from SBC on supply of SIDS locations. 20/7: PH to ask Julie F to come to the village. Last reviewed 17/8: Awaiting response from Julie F on proposed sites, the plan being to purchase one device and rotate locations.
109.2.11	Cemetery: Clerk to purchase Notice board for cemetery. Last reviewed 17/8: C/fwd
109.2.12	NEW ACTIONS Grounds Maintenance: IS to ask Lee to quote for an extension and a one-year addition to the contract. Clerk to get quote for jet washing Millenium Gardens. IS to ask Lee to quote on cutting back of bushes at Broadbush that is affecting use of path. DB to ask Lee to quote on cutting back of bushes at REC, photos provided by BFC.

109.2.13	DEFERRRED ACTIONS Pavilion – electrical jobs – on hold • Pavilion Electrical Building Safety Test Certificate. 2/2/26 JT investigated this – few issues arose and on hold. • Pavilion – PAT testing for appliances. 2/2/26 Cllr Tayler liaising with BFC to remove all own goods that do not require PAT testing first. Clerk to ask Cricket Club.
109.2.14	CLOSED ACTIONS FROM THIS MEETING Community Building: • Charger installed, await fixing of rubber and bolt. Last reviewed 17/8: Clerk Chasing Clerk to arrange a Staffing meeting to review RFO contract and 3-month review stage. Last reviewed 17/8 - Complete Clerk to purchase equipment for caretaker & PPE. Last reviewed 17/8: Complete BFC under 7s matches require storage of goals & posts at the MUGA. IJ to speak to BFC at the next BFC meeting regarding spectators' areas. Last reviewed 17/8: Permission granted – Complete Clerk to confirm to IJ how much is left of the Ermin Street funds to do work on reducing traffic on Ermin Street. Clerk confirmed £129k (includes the £30k) 20/7: Clerk to confirm after GM meeting. Last reviewed 17/8 Completed IJ asked Clerk to contact Oliver for an update on costings on services so far, we are working retrospectively so need to be kept informed. 20/7: Clerk to confirm after GM meeting 20/7 Clerk to arrange a GM on site meeting. Last reviewed 17/8 Complete IJ asked Clerk to check if we have received the maintenance schedule from Oliver. 17/8 Received schedule – Complete. High Street: The road mirror at the methodist church has lost its reflective coating and will need replacement and fixed to existing post. Last reviewed 20/7 IJ suggested 18" road mirror to be purchased to replace existing broken one. To be aligned to improve safety of sharp bend outside ex Methodist Church when turning into Pontings Close. IJ confirmed Highways would not object to a replacement mirror. 17/8 Install complete. There is an exposed drain near the sewage pump by The Copse near Burytown Lane, this was historically connected to Thames Water. Clerk to notify TWA. 17/8 Clerk confirmed now replaced. Gate Access controls: 20/7, Banham to return on 4th August to complete. 17/8 Install complete, training has taken place. Users have been set up; caretaker will meet users for 2 weeks onsite to ensure access works correctly.

26/110	PLANNING 1. To receive and note planning decisions by Swindon BC GRANTED - S/HOU/26/0758/HAPA Proposal: First floor extension over existing Playroom to create self-contained annexe. Site Address: Portquin Lodge, Portquin Cottage Broad Bush Blunsdon Swindon GRANTED - S/LDE/26/0727/BURGES First Schedule: Certificate of Lawfulness (Existing) Occupation of dwelling in breach of the agricultural occupancy condition for a period in excess of ten years Second Schedule: Happy Acre, Kingsdown Lane Blunsdon Swindon SN25 5DL 2. To consider and agree comments upon NEW applications deposited from Swindon Borough Council for comment listed: S/HOU/26/0805 - Erection of detached garage. At: Eden Field, Kingsdown Lane Blunsdon Swindon SN25 5DL Comments: BPC have no planning reason to object. S/HOU/26/0917 - Erection of a detached timber garden workshop and storage building. Site Address: Maple Tree Cottage, 17A Turnpike Road, Blunsdon Swindon SN26 7EA Comments: BPC are unable to comment due to plans on SBC website being unreadable. 3. To receive and discuss Planning Correspondence – Roger Smith was the previous Chair at SBC. The new Chair of planning is now Daniel Adams (dadams@swindon.gov.uk) 4. SBC Planning Committee Meetings – To discuss any upcoming applications going to committee. - None
26/111	PROJECTS - To receive updates from working groups for the following sites and operations. To approve any further actions required: (note project works will be discussed at the next finance meeting) <u>1 GROUNDS MAINTENANCE</u> a) Update on Millennium Gardens. Quote received from GM Contractor @ £1200 for complete trim back of gardens, there is alot to be done here, quote approved. IJ requested for Clerk to consider someone to jet wash paving area. b) Update for the Trees at the cemetery. Two quotes were received from GM contractor and Cotswold Trees. Clerk to send IS the Cotswold Trees quote and he will initiate who is doing what works under the delegated authority given to him at the last meeting. Clerk will issue the POs once IS has decided. Clerk shared that complaints had been received regarding Minerva Allotments, a quote from the GM contractor had been received for complete cut back, removing waste, weed control and flailing, this would be done over two separate dates @ £950. Clerk to obtain dates and exact list of what work would be done. IS/Clerk requested that a group meeting should take place to consider if any regular yearly items being raised should be added to the existing module to assist with better

budgets and avoid extra work from the admin side. Some GM activities have been missed over last few months; we need to ensure that we actively address missed items. RFO advised that if we are looking to re-tender then March 2027 would be a good date which would mean extending the contractor. IS will review modules and ask Lee to recost for a further year. Clerk to arrange a meeting with Oliver regarding Ermin Street modules and costings for any additional work.

2 ERMIN STREET – Update for the collection of wildflower seeds & bench project.

GM contractor to set a date for flailing and the collection of wildflower seeds once the equipment is available from the farmer.

3 MUGA - Update on Gate Access

Banham's have finished the install and provided training to the Clerk. Both caretakers have been shown the system. Admin access has been given to DB, IJ, CB, RW, KC, these users have PIN code and QR code access via phone, plus access to main dashboard. MUGA bookers have been set up on the dashboard with booking time access. KC will help access for first week. The School and BFC have been provided one entry number due to multi-day access, all other bookers are to use their lemon booking number as the PIN entry number. The use of the portable WC was discussed and agreed that the booking person should be given the lock number to gain use and access. It will be the user's responsibility to padlock the WC after use. This will be monitored.

4 COMMUNITY BUILDING

- a. To receive an update on the AC caging project.
The slab bases have been completed; the cage materials have arrived and will be manufactured by Jim and then installed on site.
- b. To receive an update on the re-oiling of the porches.
Quotes have been received - members specifically want the contractor to use a scaffolding tower for access and safety reasons. Email delegated authority will decide once scaffolding details have been received.

5 SIDS – Update for onsite meeting with J Furneal.

PH - The meeting was very productive; we have shared information on proposed sites for SID's. We await a response from Julie on the site meeting.

26/112

FINANCE, GOVERNANCE & POLICIES – To discuss & approve the following:

1. All **approved** main current bank account reconciliation as £40,510.17 Appendix A
2. All **approved** Batch 8 payments list for paying plus additional payment of £25 for caretaker expenses - Appendix B
3. All **approved** for the ratified payments for Batch 7, £15416.37 paid at the end of July 2026 – Appendix C
4. All **approved** payments for July £21,463.06
5. All **approved** income for July at £7,121.37 - Appendix D

	6. Budget Comparison reports and anticipated spend for the year were noted. RFO requested that any additional EMR's would be created with regards to S106 funds that have been received/due shortly. The RFO has started work on the next budget and shared that BFC ideally should not be making a loss on any of their facilities. 7. It was not approved for the payment of £100 defib training for residents, IJ is able to provide free training and will look to set up a date. 8. All approved ICCM training in September for Clerk and Deputy £105 plus VAT each The RFO left the meeting at 8.35pm
26/113	CORRESPONDENCE - To note correspondence received & to receive any post-agenda correspondence. To agree on items raised to be added to the next agenda. (To note, decisions cannot be made on matters raised in this section) • Has the PC ever considered a convex mirror at the junction exiting Sams Lane onto the B4019? A convex mirror will not be accepted by Highways. The verge in this area has also been trimmed, allowing better visibility. • Swindon Advert reporter – re public notice proposes removing public land to build A419 bridge, Groundwell Ind Estate. IJ has provided an update direct to Swindon Advertiser on this matter. • LB comment - A resident mother with a pushchair is struggling to get by on the path along Broad Bush because of brambles poking out. Second complaint in a week. IS will speak to Lee regarding quoting to clear this area as there is alot of overgrowth. NG commented that a new software will be brought in to assist in this area of maintenance. • LB comment - Millennium Gardens is in the worst state they have seen. Quotes have been received and the area will be cleared soon. • Concerns over which trees were being removed at cemetery – Clerk has replied to resident. Quotes have been received for removal of 2 trees and cutting back of an additional tree. • Various Social Media complaints regarding a parked motor home causing environmental issues. The motorhome was removed promptly, and we have received apologies from the owner explaining this leakage of waste onto road was an accident. • Complaint regarding the lack of site maintenance at Minerva Court Allotments. Quotes have been received for clearance, cutting and removing of growth and work will commence soon. • Holiday Club – Preschool request to use Pavilion - It was agreed by all that the use of the Pavillion would be good for the children in the summer months holiday clubs at £70 per day. D/Clerk to respond. • Ermin Street parking – residents parking on access road to Thames Water site. BPC do not have any jurisdiction of parking in this area. It would be the responsibility of Thames Water to enforce any parking changes in this area. • LB Comment - Raised concerns of Thames Water drain/access point that runs nr Broadbush, opp Cold Harbour. It was noted this raised access point is not on a walkway or path and is adjacent to a lamp post and bush, noting it is clearly visible. BPC has no jurisdiction for this area. • Low kerb edges – concerns over moveable false edges on Blunsdon Roads. Swindon Borough Council do not allow plastic or rubber dropped kerb wedges to be fitted onto public roads to create low kerb access. These products are not approved for use on the highway and cannot be installed as an alternative to a properly constructed

	vehicle crossing. If you require a low kerb at your property, you must contact Swindon Borough Council to arrange an official dropped kerb application through their Highways team. NG will assist with this issue.
26/114	PARISH MATTERS: To receive and note all other Parish issues raised as items to be added to the next agenda. • The Yoga enquiry for the small hall from Sept is likely to go ahead, the BPC meetings would therefore move to the Main Hall. • LE to contact resident on Front Lane/Back Lane that has bushes that are obstructing visibility for road users. • An update on the email system is required. Clerk to check for correspondence from Parish Online, providing authority to release email addresses to new provider. Clerk to contact Cloud IT if no progress is made. • NG shared information that Rapid Relief Team can help with food packages for people in need. Suggest they liaise with the school to assist and distribute. • Clerk is on leave until 25th August. • Church to consider a defib when doing re-vamp of facility.
26/115	KEY MESSAGES & MAGAZINE CONTENT: To receive and note all suggestions received as key messages. • Update of improvements in village. • Dropped kerbs.
26/116	CLOSE OF BUSINESS & NEXT MEETING There being no further business the Chairman declare the meeting closed at 9.45pm. The next FULL COUNCIL meeting will be on Monday 7th September with the next Finance Meeting to be held on Monday 21st September 2026. Signed by Chairman on Monday 21st September 2026

Appendix A

Date: 04/08/2026	Blunsdon Parish Council Current Year	Page 1
Time: 14:26	Bank Reconciliation Statement as at 31/07/2026 for Cashbook 1 - Current Bank A/c	User: KATE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/07/2026		40,510.17
			40,510.17
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			40,510.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			40,510.17
		Balance per Cash Book is :-	40,510.17
		Difference is :-	0.00

Appendix B

PAGE NO.

Initial by Chairman:.....

Blunsdon Parish Council

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Blunsdon Parish Council Batch Payments 2026-2027						
BATCH 8						
Invoice Date	Beneficiary	Purpose of Expenditure	Invoice No	Amount (Including VAT)	Rialtas Code	Payment Date
Invoices						
06 August 2026	Banham	Installation of Locks at the MUGA	65136	5367.43	4108/340 EMR 327	
28-Jul-26	Bath Land Management	Ongoing Land Management Consultancy and project management services	PC008	2691.87	4119/360 EMR 337	
22 July 2026	Brreeves	Instalation of toilets at the Pavilion and remove compost heap from the allotments	1749	114.45	5020/300 4140/380	
09 August 2026	Brreeves	Reseal of windows in the village hall	1752	375.00	5052/200	
11 August 2026	Dawsons	Tree Watering	580	5500.00	4118/360 EMR 337	
31-Jul-26	Hills	Collection of waste	B40520	190.87	5200/200	
12 August 2026	Kate Egan	Purchase of a replacement ink cartridge		48.01	4055/100	
10 August 2026	SDS Consulting	Structural Engineering works at the Pavilion	7195	1680.00	4140/300 EMR 334	
03-Jul-26	Spot-on	Cleaning Supplies	12277663	46.99		
10 August 2026	Starlink	Broadband for the office	392	48.00	4115/341	
13 July 2026	Swindon Borough Council	Election Costs	280293380	140.00	4175/100	
06 August 2026	Swindon Dial a Ride	Golden Gatherings 05.08.26	13514	65.00	4130/115 EMR 340	
06 August 2026	Yard Squad	Window cleaning village hall	212	150.00	5030/200	
Total Payments				£16,417.62		

Appendix C

PAGE NO.

Initial by Chairman:.....

Blunsdon Parish Council

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Blunsdon Parish Council Batch Payments 2026-2027						
BATCH 7						
Invoice Date	Beneficiary	Purpose of Expenditure	Invoice No	Amount (Including VAT)	Rialtas Code	Payment Date
Invoices						
19-Jul-26	Ab-Fab Loos	Servicing of toilet by MUGA	60318	127.20	4170/340	29-Jul-26
01-Jul-26	All Build	Collection of waste from the Recreation Ground	3602	72.00	4135/370	29-Jul-26 DB
01 July 2026	All Build	Grass Cutting and collection of waste	3604	4203.00	4135/370 4107/370 4107/370 EMR 337	29-Jul-26 DB
17-Jul-26	Christy Lighting Masts Ltd	MUGA Access control switchgear	21755/9/1700	3394.38	4108/340 EMR 327	29-Jul-26 DB
23 July 2026	Claire Boles	July Salary		1327.97	4000/100	29-Jul-26 DB
27 July 2026	Debbie Braiden	Expenses - purchase of soil and sand	Email	12.15	4127/400	29-Jul-26 DB
23 July 2026	Debbie Braiden	July Salary		1924.03	4000/100	29-Jul-26 DB
31 July 2026	Hayley Seagroatt	Cleaning of Village Hall - July	62	570.00	5015/200	29-Jul-26 DB
23 July 2026	Karen Collins	July Wages		695.00	4000/100	29-Jul-26 DB
23 July 2026	Kate Egan	July Salary		666.95	4000/100	29-Jul-26 DB
07 June 2026	PHS Group	Air Freshener in village hall	72159145	96.26	5015/200	29-Jul-26 DB
23 July 2026	Russell Wilson	July Wages		444.80	4000/100	29-Jul-26 DB
23 July 2026	Slatter Cricket & Play	Quarterly Maintenance Linley Road Play Area	CP8493	750.00	5021/325	29-Jul-26
23 July 2026	Wiltshire Pension	July Pension Contributions		1132.63	4003/100	29-Jul-26 DB
Total Payments				15416.37		

Appendix D

TOTAL INCOME FOR THE MONTH OF JULY 2026			
	VAT Refund		4192.37
	MUGA		360.00
	Allotment Income		
	Village Hall Income		2,148.00
	Recreation Field Income		
	Pavilion Income		280.00
	Cemetery		141.00
	Total Income		£7,121.37