

Sutton Benger Parish Council

Minutes of the Annual Meeting of the Parish Council

Held on Wednesday 10 May 2023 in the Sutton Benger Village Hall

Those present were noted as Cllrs N Roynon (Chair), J Campbell, B Carter, L Craig, J Williams, R Gaunt, C Mansfield, D Spencer (*from 19.32*) and L Roslyn, Parish Clerk, 1 member of the public and Ward Cllr H Greenman.

019⁽²³⁾ **Elect a Chair**

It was **resolved to elect** Cllr Neil Roynon as Chair and the Statutory Declaration of Acceptance of Office was duly signed and received.

020⁽²³⁾ **Apologies and Reasons for Absence.**

No apologies were received.

021⁽²³⁾ **Declarations of Interests from members regarding the agenda.**

No declarations of interest were received.

022⁽²³⁾ **Public Forum Session**

No matters raised.

023⁽²³⁾ **Minutes for Approval**

It was **resolved to approve** the minutes of the Parish Council Meeting held on Wednesday 12 April 2023 and they were duly signed by the Chair.

024⁽²³⁾ **Policies, Procedures and Governance Documents**

It was **resolved to note** that no changes had been made to the adopted policies and procedures:

- a) Standing Orders (v2.1)
- b) Financial Regulations (v3.2)
- c) Community Grant Funding Policy (v1.0)
- d) Complaints Procedure (v1.0)
- e) Persistent & Vexatious Complaints Procedure (v1.0)
- f) Privacy Notice (v1.0) and GDPR Consent Form (v1.0)
- g) Publication Scheme (v1.0)
- h) Removable Media Policy (v1.0)

It was **resolved to approve** the changes to the following documents and they were duly adopted:

- i) Internal Financial Control Statement (v1.5)
- j) Asset Register (v1.9)
- k) Risk Schedule (v2.5)

025⁽²³⁾ **Code of Conduct (v2.0) (as adopted by Wiltshire Council)**

It was **resolved to approve** the adoption of the new Code of Conduct for Members.

026⁽²³⁾ **To review members appointed with responsibility to co-ordinate:**

It was **resolved to approve** the appointment of the following Councillor roles:

- a) Finance – Liz Craig & Ben Carter
- b) Personnel – Claire Mansfield & Jan Campbell
- c) Planning Lead – Ruth Gaunt

- d) Neighbourhood Development Plan – Ruth Gaunt & Neil Roynon
- e) Highways and Parish Steward – Daniel Errington & David Spencer
- f) Community Speed Watch/SID – Liz Craig
- g) Rights of Way – Ruth Gaunt & Jan Campbell
- h) Asset Maintenance **new** - Daniel Errington
- i) Allotments – Claire Mansfield
- j) Flooding/Emergency Plan – Neil Roynon
- k) Environment & Sustainability – Neil Roynon
- l) Village Hall (x2 Cllrs) - TBD
- m) Primary School Liaison – Ben Carter
- n) Social Media/Communications – Ben Carter

027⁽²³⁾ **Finance**

- a) It was **resolved to approve** the monthly accounts statement and new invoices totalling £643.00 for online payment.
- b) It was **resolved to approve** expenditure up to £500 from CIL funds for a small tree and plaque to commemorate the King’s Coronation and Cllr J Campbell agreed to arrange it.
- c) It was **resolved to approve** changes to the contract for the frequency of the litter bin collections at the Bus Shelter to weekly until 31 March 2025 – a £273 p/a increase from the S106 funds.

028⁽²³⁾ **Planning**

- a) Cllr R Gaunt gave an update on one new planning application received and it was **resolved to agree** to the following response:

i	PL/2023/03042	12 Chestnut Road, SN15 4RP – Rear First Floor Extension	No Objection
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- b) **Planning Appeal - [PL/2022/01518](#)** - Land North of B4069 – It was agreed that the Council had no further comments to the original Objection to submit on the Appeal (Ref. APP/Y3940/W/23/3314906).

029⁽²³⁾ **Neighbourhood Development Plan**

Cllr R Gaunt reported that the team were still working on their responses to the comments received from the Reg.14 Consultation.

030⁽²³⁾ **Highways, Parish Steward & Speed Indicator Device**

- a) **Highways and Parish Steward** - Cllr D Spencer had nothing to report.
- b) **Seagry Road Traffic Calming** – Cllr C Mansfield reported on the agenda for the LHFIG Meeting on 25 April 2023 which recommended a traffic survey be carried out on Seagry Road. The Clerk advised that she had had confirmation that it would be carried out during term time to ensure that accurate figures were collected.
- c) **Speed Indicator Device** – It was noted that the SID was now in operation to the east of the High Street and Cllr L Craig and the volunteer team were thanked for all their hard work.

031⁽²³⁾ **Rights of Way**

Cllr R Gaunt had no matters to report – the Clerk asked for clarification on the state of the Bridleway at The Shearings, following a complaint.

Chair..... Date.....

032⁽²³⁾ **Allotments**

Cllr C Mansfield reported on the new contractor for grass cutting at the allotments and advised that they had had no more incidents of vandalism since the gate lock was installed.

033⁽²³⁾ **Flooding/Emergency Plan**

- a) Cllr N Roynon had no matters to report.
- b) **Community Emergency Contacts** – It was **resolved to approve** the nominations of Cllrs N Roynon, R Gaunt and J Williams as volunteer contacts for the Wiltshire and Swindon Prepared Local Resilience Forum.

034⁽²³⁾ **Environment & Sustainability**

Cllr J Williams had no matters to report.

035⁽²³⁾ **Village Hall**

Cllr J Campbell reported that the VHMC had had a meeting with residents of Queens Close on the Rugby Club's proposals to install permanent posts for their floodlights and on the Coronation Party held at the Rec.

036⁽²³⁾ **Primary School**

Cllr B Carter had no matters to report.

037⁽²³⁾ **Wiltshire Council**

Ward Cllr H Greenman reported that they were hoping to revive the Rural Parishes Forum from July 2023 and we confirmed our continuing support for it. He reported on the disappointing news that the Planning Inspectorate were still overturning refused planning applications on Appeal, simply due to the shortage of Wiltshire's 5 year housing land supply. He is seeking to challenge Michael Gove MP on the publication of the new HLS figures that were promised in March 2023.

038⁽²³⁾ **Clerk's Report**

The Clerk's Report was given and forms part of these minutes.

039⁽²³⁾ **Date of the Next Meeting**

The date of the next Parish Council Meeting was noted as being on Wednesday 14 June 2023 at 7.15pm in the Village Hall.

Meeting ended 20:52

Chair.....

Date.....