

# Sutton Benger Parish Council

E: [parishclerk@suttonbengerparishcouncil.gov.uk](mailto:parishclerk@suttonbengerparishcouncil.gov.uk) T: 07810-647183

## Minutes of Sutton Benger Parish Council Meeting

held on Wednesday 13<sup>th</sup> August 2025 at 7.15 pm at the Sutton Benger Village Hall

Those present were noted as Councillors Jan Campbell, Adam Carwardine (Chair), Jeremy Haselton, Claire Mansfield, David Thomson plus Sue Hart (Parish Clerk) Cllr Howard Greenman

There was one member of the public.

092.25	<b>Apologies and Reasons for Absence</b> Apologies were received from Cllr Errington (work) / Cllr Gaunt (personal) / Cllr Morse (work) Councillors accepted the councillors' apologies.
093.25	<b>Declarations of Interests from members regarding the agenda</b> (In accordance with S31 of the Localism Act 2011 and the Parish Council's adopted Standing Orders) To receive declarations of any pecuniary or non-pecuniary interests in respect of any item contained in this Agenda. The Clerk updated councillors on feedback she had received from the Society of Local Council Clerks regarding declaring non-pecuniary interests. It was noted that Cllr Carwardine had a non-pecuniary interest in the PCC agenda item (098.25). It was noted that Cllr Mansfield had a non-pecuniary interest in agenda item (099.25) being the Parish Council's representative to the Village Hall Committee.
094.25	<b>Public Forum Session</b> <i>15 minutes will be allowed for questions and comments from members of the public.</i> A member of the All Saints Church Parochial Church Committee updated councillors regarding the renovation and maintenance projects they were currently facing.  The front churchyard wall bordering the High Street pavement is now unstable and at risk of crumbling away in heavy rain which would be a significant disruption to the village. The PCC is investigating the cost of repair which will be higher if the wall is listed. The PCC has established that a spend of £30K plus is the very minimum. She said that despite perception, at the local level the church finances are currently only just about breaking even. They are attempting to build up a reserve and will need to build this up in order to be able apply for matched funding. Church charities tend to only to cover the church itself and not churchyard expenses or the wall.  The PCC therefore asked if consideration could be given to some of the outstanding CIL money being reviewed by councillors to be provided to the church for the wall restoration funds.
095.25	<b>Minutes for Approval</b> Revised draft minutes of the Parish Council meeting held on Wednesday 9 <sup>th</sup> July 2025 had been forwarded to councillors. <b>It was Resolved</b> to accept the revised minutes as a true record, and they were signed by the Chair.
096.25	<b>Finance – Report distributed to Councillors</b>  a) Revised hardware expenditure had been circulated to councillors. Purchase of the clerk's laptop had been slightly higher than anticipated due to a June discount offer no longer being available. On a proposal by Cllr Carwardine, <b>It was Resolved</b> to update the previously agreed expenditure by £146.77. <b>It was also Resolved</b> that a license for a McAfee Virus checker should be purchased when the free trial ran out. The Clerk was still investigating ways of converting documents to PDFs without having to incur the full expense of Adobe Acrobat Pro.

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## b) To note transactions since last report dated 7 July 2025

Last month's Bank Account balances as at date of last meeting - 7 July 25:

7 July 25	Community No.1 Account (Current)	£6,661.68
7 July 25	Community Instant Access Account (Deposit)	£44,109.57
	<b>Total Bank Balances as at 7 July 2025:</b>	<b>£50,771.25</b>

### Payments from Current Account during last month:

15 July	VE80 Proceeds - Donation to Spirit of Normandy Trust	£1,538.23
15 July	Marcus Anstie Windows	£90.00
15 July	Repayment to Cllr Campbell – Linda Roslyn Leaving Gift	£59.98
15 July	Kington Langley Village Hall Room Hire	£23.75
15 July	Craig Gingell (Benger Trails 12m Hosting etc	£191.00
16 July	Donation to PCC All Saints Church – Graveyard Maintenance	£500.00
18 July	Lloyds Bank – service charge	£14.56

### Credits to Deposit Account:

26 Jun	Christian Malford PC – Payment for Adobe	£5.47
9 July	Lloyds Bank – interest	£26.59
14 July	SBAGA – Allotment Annual Lease payment	£120.00

### Transfers Between Accounts:

	Deposit (0605-1779) to Current (0034-4200)	None
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## c) To Resolve on the approval of future payments to be made online:

Online	25.045 Collier-Marsh Accountancy - 2024/5 Internal Audit	£160.00
Online	25.046 Sutton Benger Village Hall Hire - Apr-Jun25	£85.00
Online	25.049 AD Grounds & Landscaping (June 2025)	448.11
Online	25.050 AD Grounds & Landscaping (July 2025)	448.11
Online	REPAYMENT TO CLERK - 25.047 Dell Laptop (£796.41 ex VAT)	955.69
Online	REPAYMENT TO CLERK - 25.048 HP Smart Tank Printer (£249.99 ex VAT) including 2 years Protect Plus	314.99
Online	REPAYMENT TO CLERK - 25.051 iiYama Prolite Monitor (£176.00 ex VAT)	223.14
	NET £1,222.40	
	Total repayment to Clerk (VAT of £271.42 reclaimable)	£1,493.82

10 Aug	<b>Section 106 Payment:</b> 25.052 Marcus Anstie Windows – July 25	£153.00
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Copies of invoices 25-045 to 25-052 plus Payroll records were circulated to councillors. On a proposal by Cllr Haselton, It was **Resolved** to approve the future payments.

## d) To approve the August 25 Financial Report / DT

10 Aug 25	Community No.1 Account (Current)	£3,763.14
10 Aug 25	Community Instant Access Account (Deposit)	£44,256.16
	<b>Bank balances on Monday 11 August 25</b>	<b>£48,019.30</b>

Copies of bank account statements had been circulated to councillors. On a proposal by Cllr Thomson, It was **Resolved** to approve the August 25 Financial Report.

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	<p>e) Copies had been circulated to councillors of an invoice submitted to Christian Malford Parish Council to cover the disposal of Sutton Benger and Christian Malford shared assets used by the previous parish clerk to full ownership by Christian Malford Parish Council. Councillors <b>Ratified</b> the invoice and amount.</p>
097.25	<p><b>Finance - Sutton Benger Parish Council Logo Design - Estimate distributed to Councillors</b> Councillors had considered an estimate submitted for the design of a Parish Council logo and whether other estimates are to be sought. Cllr Thomson had also used AI to produce some logo designs which included local landmarks. <b>It was Resolved</b> that the Parish Council should have an SBPC Logo. As Cllr Thomson said he did not have the skills to produce a final design it was agreed that the logo design would need to be purchased. As this could be done by a local designer, if the cost was £500 or under, it would not be necessary to go out to tender. <b>ACTION:</b> Cllr Carwardine to contact the website designer regarding whether the cost could be reduced. <b>ACTION:</b> Cllr Carwardine to circulate a design brief to councillors.</p>
098.25	<p><b>Finance - All Saints Church Renovation - Church Repairs Status distributed to Councillors</b> Councillors considered a request for CIL funding by All Saints Church to assist with the cost to repair the retaining wall above a footpath along the High Street.  On a proposal by Cllr Mansfield, <b>It was Resolved</b> to add this request to the list of projects to be considered for CIL money allocation.</p>
099.25	<p><b>Finance - Audio-Visual Project for Village Hall - Breakdown of Expenditure distributed to Councillors</b> The Clerk confirmed that the sum of £2,216 was still available to conclude the amount to be contributed to the Village Hall AV Project.  <b>It was Resolved</b> that the sum of £2,216 would be contributed to the Village Hall AV project.</p>
100.25	<p><b>Finance - SBAGA request to erect a shelter and Title Document amendment implications</b> Councillors considered whether to agree in principle to a shelter to be erected on the allotment site given the requirement for the Parish Council to pay legal fees in order to change a clause in the Title Document. The cost of making the change had not yet been established.  <b>It was Resolved</b> to support in principle changing title document to only allow a structure approved by the Parish Council. <b>ACTION:</b> Cllr Haselton and Cllr Carwardine to obtain solicitors' quotes.</p>
101.25	<p><b>Finance - CIL Spend due to Expire in October 2025 - CIL Expenditure to date distributed to Councillors</b> Spreadsheets containing the full history of Community Infrastructure Levy (CIL) money that had accrued over the years, some of which now needs to be spent by the 1<sup>st</sup> October 2025, had been circulated to councillors. It had been initially anticipated that an outstanding sum of £13,380.07 still needed formal allocation at the next Parish Council meeting. However, councillors agreed that projects previously minuted for allocation back in 2023 should now be revisited, therefore a total of £17,873.09 should be considered for allocation by October.  All projects considered must be for final resolution at the September 25 Parish Council meeting.  Councillors had submitted their ideas for suggested projects to the clerk prior to the meeting. The lists had been consolidated and circulated to councillors.  Three funding suggestions allocating one third of the outstanding amounts to each were proposed: for the church wall, to the village hall and with the final third for allocation across other projects. Projects will need to be more clearly specified before resolutions can be made on each one.</p>

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102.25	<p><b>Planning</b></p> <p><b>New Applications:</b> <b>PL/2025/06181 - Land at Rockwell Cottage, Sutton Lane-Removal/variation of conditions</b> - Var of Condition 2 and removal of Condition 7 and 8 of PL/2024/10951 (Deadline for comments: 27Aug25) <b>it was Resolved</b> that councillors would Support the application.</p> <p><b>Planning Updates:</b> Prior notification received for which Parish Council response not requested as follows: <b>PL/2025/05699 - Prior Notification - Excavation or Waste:</b> Address: Sutton Lane Farm, Sutton Lane SN15 4LW Proposal: Construction of a slurry storage lagoon. (For information only – no resolution necessary)</p> <p><b>Wiltshire Council Decisions, Appeals and Enforcement Updates:</b> <b>PL/2025/05136 4 Chestnut Road</b> - Proposed works to trees in a conservation area (Wiltshire Council Decision: No Objection) <b>PL/2025/05699 - Prior Notification - Agricultural Road - Land at Lake Farm</b>, 19 Draycot Cerne SN15 4SQ - Proposal: Proposed Access Track (Wiltshire Council Decision: Prior approval granted) <b>PL/2025/05700 - Prior Notification - Agricultural Road - Land forming part of Lake Farm</b>, 19 Draycot Cerne, Chippenham, SN15 4SQ: Construction of a farm track (Wiltshire Council Decision: Prior approval not required)</p>
103.25	<p><b>All Saint's Church Sutton Benger – Update on Churchyard Status</b></p> <p>The PCC has confirmed that the churchyard is now full and it was necessary to apply to the Ministry of Justice for a Closure Order. The Chair would need to sign the Closure Order to confirm the Parish Council's agreement.</p> <p>On a proposal from Cllr Mansfield, <b>it was Resolved</b> that the Parish Council had no objection to the formal closure of the burial ground and for the PPC to apply to the Ministry of Justice for a Closure Order on the understanding that the whole graveyard is now full.</p>
104.25	<p><b>Complaint received regarding publication of contact details on website within Community Emergency Plan</b></p> <p>A complaint had been received from one of the Flood Wardens saying that a Draft of the Community Emergency Plan had been published on the Parish Council's website without them having given their agreement to their contact information being publicly available. This had resulted in them having been contacted on a business-related issue. In accordance with the Parish Council's Complaints Policy, the Parish Clerk had responded to the complainant and had already removed the document.</p> <p><b>It was Resolved</b> that the Clerk should write to the sender to confirm all action that had been taken and apologizing on behalf of the Parish Council for any personal and professional problems this might have caused.</p> <p>Cllr Carwardine noted that other villagers whose names were in the document had also not been asked for their agreement and suggested that a meeting should be held for all flood wardens in September to follow up producing a final and approved version of the Community Emergency Plan.</p> <p><b>ACTION:</b> Cllr Carwardine to follow up.</p>
105.25	<p><b>Exchange of information and Any Items for Consideration at Next Meeting</b></p> <ul style="list-style-type: none"><li>• The Clerk said she had now been able to revise her working hours and would be working all day on Tuesdays and Thursdays on Parish Council business.</li><li>• It was noted that whilst a project had been agreed some time ago for line painting to be carried out in Seagry Road and the Parish Council had paid their contribution, this had still not been done.</li></ul>

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	<ul style="list-style-type: none"><li>Wiltshire Police had issued a 'Rural Residential Burglary Alert' as a result of a significant increase in burglaries over the past year. The poster will be included in the Parish News and put on the notice boards.</li><li>Unitary Councillor Update: Cllr Greenman raised a significant point regarding calling in Planning Objections to Committee. He said that he had been advised that if there is disagreement with the planning officer on more than 10% of the applications put to committee and then the Planning Committee's decision is subsequently overturned by the Planning Inspectorate then the Local Authority will be put into special measures. This means that planning decisions are taken away from the Local Authority in question. The calculation is made on the municipal year which is from April until March - however Wiltshire Council has already reached 9.5%. 24 have been overturned by the Planning Inspectorate already. Because of shortfall against the 5-year housing supply the Planning Inspectorate is still passing applications to meet this target in spite of the target having been recalculated.</li><li>Cllr Greenman also noted the issue regarding the Stanton St Quintin Recycling Centre queues and said he was looking into this with Highways and Environmental Health. He said that a contributing factor may have been that neighbouring recycling centres were now operating a booking system, and householders may therefore be travelling to Stanton instead as it was still possible to visit it at any time.</li></ul>
106.25	<b>Date of Next Meeting</b> The next Parish Council Meeting will be on Wednesday 10 September 2025.

MEETING FINISHED AT 21:18