

# Sutton Benger Parish Council

E: tempclerk.suttonbengerpc@gmail.com M: 07810-647183

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## Minutes of the Annual Meeting of the Parish Council

held on Wednesday 14<sup>th</sup> May 2025 at 7.15 pm at the Sutton Benger Village Hall

Those present were noted as Councillors Adam Carwardine (Chair), Daniel Errington, Claire Mansfield, Shaun Morse and David Thomson plus Sue Hart (Temporary Clerk)

There was one member of the public.

**Following the Parish Council Elections 2025, and prior to the first business of the meeting, all newly elected councillors present signed and submitted their Declarations of Acceptance of Office.**

001<sup>(25)</sup>

### **Elect a Chair**

Election of Chair and Declaration of Acceptance of Office for 2025 / 2026

It was **Resolved to Elect** Cllr Adam Carwardine as Chair and the Statutory Declaration of Acceptance of Office was duly signed and received.

002<sup>(25)</sup>

### **Elect a Vice-Chair**

Election of Vice-Chair and declaration of Acceptance of Office for 2025 / 2026

It was **Resolved to Elect** Cllr Thomson as Vice-Chair and the Statutory Declaration of Acceptance of Office was duly signed and received.

Councillors expressed their appreciation to Cllr Jan Campbell for all the work she had carried out as Vice-Chair.

003<sup>(25)</sup>

### **Apologies and Reasons for Absence**

Apologies were received from Cllr Campbell (away from village), Cllr Haselton (family commitment) and Cllr Gaunt (personal). Councillors **Resolved to Accept** the councillors' apologies.

004<sup>(25)</sup>

### **Declarations of Interests from members regarding the agenda**

(In accordance with S31 of the Localism Act 2011 and the Parish Council's adopted Standing Orders). No declarations of interest were received from councillors regarding matters on the agenda.

005<sup>(25)</sup>

### **Public Forum Session**

No members of the public wished to speak.

006<sup>(25)</sup>

### **Minutes for Approval**

To approve and sign the minutes of the Parish Council meeting held on Wednesday 9 April 2025

It was **Resolved to Accept** the minutes as a true record, and they were signed by the Chair.

007<sup>(25)</sup>

### **To Review and Approve Policies, Procedures and Governance Documents for 2025/26**

It was **Resolved to Note** that no changes had been made to the following adopted policies and procedures apart from where stated:

- a) Financial Regulations V4.0 (Adopted Sept 24) (no changes proposed)
- b) Standing Orders (to be carried forward for further review)

The Parish Council's Standing Orders were noted as having an adoption date of 2011 and needed revision in line with the current NALC Model Standing Orders which were released in 2022.

**ACTION:** Temporary Clerk to compare the two documents and help to draft a revised version.

- c) Code of Conduct (no changes proposed)

# Sutton Benger Parish Council

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## d) Other Policies and Procedures:

- I. Community Grant Funding Policy (no changes proposed)
- II. Complaints Procedure (no changes proposed)
- III. Persistent & Vexatious Complaints Procedure (no changes proposed)
- IV. Privacy Notice and GDPR Consent Form (no changes proposed)
- V. Publication Scheme (no changes proposed)
- VI. Removal Media Policy (no changes proposed)
- VII. Volunteer Policy (no changes proposed)
- VIII. Website Accessibility Statement (no changes proposed)

Councillors noted that most policies have been brought forward each year without being scrutinized by the council and decided that they would like the opportunity to review each one on a rolling basis throughout the coming year.

**ACTION:** Cllr Thomson to select which policy to be reviewed first.

## e) Internal Financial Control Statement Mar 2025 (V2.2)

It was **Resolved to Approve** the changes to the Internal Financial Control Statement, and they were duly adopted. Councillors questioned the relationship between this document and the Financial Regulations and requested a review of this in more detail.

**ACTION:** Chair to follow up with Vice-Chair and Clerk.

## f) Asset Register Mar 2025 (V2.2)

It was **Resolved to Approve** the changes to the Asset Register, and they were duly adopted. Councillors recommended that Cllr Haselton (not present at the meeting) should review the document in more detail and actioned the Temporary Clerk to ask him to validate it.

**ACTION:** Temporary Clerk to follow up with Cllr Haselton.

## g) Risk Schedule May 2025 (V2.2)

Councillors **Resolved Not to Approve** the Risk Schedule as they noted the document did not reflect an assessment of risk but rather only gave a list of actions. As such it was not an accurate reflection of risk for insurance processes or for the Internal Auditor.

**ACTION:** Cllr Thomson to produce a proposed Risk Assessment before the end of May.

008<sup>(25)</sup>

## Governance

To note the Insurance Policy Renewal for 2025/26 with Clear Councils at £391.50 and to further note the Clerk will carry out a full review of the Insurance needed by the Council during 2025/26.

It was **Resolved to Note** the Insurance Policy Renewal and the further work to be carried out by the Clerk.

**ACTION:** Clerk to carry out a full review of the Insurance needed by the Council for 2025/26.

009<sup>(25)</sup>

## Finance

It was **Resolved to Approve** the monthly accounts statement for May 2025 and new invoices totaling £2,165.00 were approved for online payment.

It was noted that councillors were unable to give due consideration to the monthly accounts statement if it was issued on the same day as the meeting and that in future it was proposed that the monthly accounts statement should be distributed to councillors on the Monday prior to the meeting.

**ACTION:** Clerk to put on agenda for Resolution at the June Parish Council meeting.

It was **Resolved to Approve** the following invoices for payment:

- Clear Councils Insurance for £391.50 received on 25Apr25
- WALC/NALC Subscription 2025/26 for £588.70 received on 1Apr25
- AD Grounds and Landscaping for £448.11 received on 27Apr25
- LWE receipt for £105.60 for VE80 top up ale purchases paid by Cllr Carwardine

# Sutton Benger Parish Council

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- Morrisons receipt for £395.35 for VE80 soft drinks and wine + T4T coffee and tea paid by Cllr Carwardine.

010<sup>(25)</sup>

## Temporary Parish Clerk (Retrospective)

To Ratify the appointment of Sue Hart as Temporary Parish Clerk to Sutton Benger Parish Council with effect from 12 February 2025 as per the terms set out in the Terms of Agreement and signed by the Chair of Sutton Benger Parish Council, Cllr Adam Carwardine, and the Chair of Kington Langley Parish Council, Cllr Alan Lawer dated 10 February 2025.

Councillors **Resolved to Ratify** the appointment.

011<sup>(25)</sup>

## Planning

**PL/2025/03233 22 Whites Way** – Proposed second floor alterations to create master bedroom, partial garage conversion to gym and loft conversion to garage for home office (Deadline for comments: 14May25) It was **Resolved to Support** this planning application.

**PL/2025/03307 Land West of Oakleigh Acres, Draycot Cerne** – Erection of B8 units and associated works (Deadline for comments: 15May25) It was **Resolved to Object** to this planning application.

## Received after Agenda issued (Not for Resolution) PL/2025/04112 Oakwood House, Alms Gardens -

Proposed works to trees in a conservation area (Deadline for comments: 3June25) It was noted that the Sutton Benger Tree Advisor had no problems with this application.

## Planning Updates:

**Appeal APP/Y3940/W/25/3363149** to PL/2024/07903 **Land at Gate Farm** – Erection of two new dwellings and associated ancillary development (Deadline for comments: 14May25)

It was **Resolved to Object** to this planning application. Councillors' opinions were unchanged from their previous position.

## Appeal Decision:

**PL/2024/09058 Removal or variation of a condition – Land at Sutton Lane** – Variation of conditions 2,3,4,5,6,7,8,9 and 11 Appeal Decision to APP/Y3940/W/21/3285458 Residential development of 21 dwellings etc. (Appeal Decision: Approve with conditions)

## Wiltshire Council Decisions, Appeals and Enforcement Updates

### Decisions:

**PL/2024/09058 Removal or variation of conditions – Land at Sutton Lane** – Variation of conditions 2,3,4,5,6,7,8,9 and 11 Appeal Decision to APP/Y3940/W/21/3285458 (**Wiltshire Council Decision:** Approve with conditions)

**PL/2025/01264 5 Church Piece** – Retrospective permission for a gated pedestrian access to rear wall (**Wiltshire Council Decision:** Approve with conditions)

**PL/2025/02170 6 Park Lane** - Proposed works to trees in a conservation area (**Wiltshire Council Decision:** No objection)

**PL/2025/03769 Clock House, Starlings Farm, Chestnut Road** – Cut back Dead Dying or Dangerous Tree (**Wiltshire Council Decision:** Agreed)

012<sup>(25)</sup>

## Chair's Report

- Neighbourhood Development Plan - Cllr Carwardine confirmed that the thank you voucher had now been given to Nichola Hayward for her contribution to the NDP.
- Year End Accounts – Cllr Carwardine had attended a meeting with the Parish Clerk and the Internal Auditor. It was noted that the Parish Council had been vulnerable without the Parish Clerk running the finances since January 2025.
- A Back to Work meeting with the Parish Clerk and Cllr Campbell is being planned and councillors noted that plans should be made for facilitating her return by providing additional support and to consider how best to initially share responsibilities. It was recommended that a second councillor also attend and that the meeting outcomes should be documented.

# Sutton Benger Parish Council

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- **ACTION:** Cllr Campbell to organise meeting with Clerk to include one other councillor.
  - **ACTION:** Cllr Campbell to record the outcomes from the meeting.

013<sup>(25)</sup>

## Clerk's Report and Referred Matters

- The Temporary Clerk noted that a Freedom of Information request had been received regarding a parking dispute at Neville Terrace. There was a statutory 20 days within which to reply which had expired before the Parish Council meeting. Wiltshire Councillor Greenman had spoken to the villagers who had raised the request, and the Temporary Clerk had put together a package of relevant information to be delivered by Cllr Greenman.
- The Temporary Clerk noted that there was a legal requirement for election expenses to be submitted to Wiltshire Council within 28 days of the outcome of the election regardless of whether expenses had been incurred. Cllr. Mansfield said she was willing to take other councillors' completed forms into Wiltshire Council.  
**ACTION:** All councillors to complete their forms and either submit directly or via Cllr Mansfield.

014<sup>(25)</sup>

## VE Celebrations

Cllr Carwardine had circulated two documents to councillors:

1. **Financial summary created by villager, Iain Craig.** This summarised the finances of the whole activity showing grants, expenditure and the cash surplus created for the nominated charities. Cllr Carwardine noted that the project had been run as a 'not for profit' event and the cash surplus had been created through two ticketed events and from selling drinks. From an income of £4,000 it was estimated that a surplus could be generated of approximately £2,000 to be split equally between two charities: SSAFA and the Spirit of Normandy Trust.
2. **Details of the committee members and helpers and their roles.** Cllr. Carwardine asked the Temporary Clerk if the names of all the villagers who had contributed so much to the event over the four dates could be put on the record within the minutes. The names are recorded below.

Councillors recorded their thanks to all contributors for the work that they had put into making the event such a success and acknowledged the support to the VE80 committee by Cllr Carwardine and Cllr Errington.

### **As a Parish Council record and thank you to VE80 Team Members the following names have been added to the minute:**

*Chris Pope – Project Manager: Flag raising events at school and church and organising the presentations to SB school children Thurs 9th, helping on-site all of Saturday. Attending every single event.*

*Rod Williams - Project Manager: Thursday evening SB remembers event, PA and health and safety during Saturday Picnic, liaison with REME museum, helping on-site all of Saturday. Attending every single event.*

*Phil Llewelyn - Project Manager: Friday evening Swing Dance event, helping on-site all day Saturday. Daniel Errington - Project Manager: Saturday Picnic in the Park – organised all the exhibitors, leading on-site all day Saturday (first call from a supplier was 5am for access to the REC).*

*Mark Ellis - Project Manager: Beacon lighting and spitfire firework, Marshalling all day Saturday.*

*Iain Craig: Financial controls, running bar on Thurs eve, Church Liaison, helping on-site all day Saturday. Attending every single event.*

*Adam Carwardine: Recruited team, raised funds, created meeting agendas, set budgets, proposed the programme, managed team leaders to help deliver events. Attended all the events.*

*Jo Watchman – social media and event promotions: Facebook, WhatsApp, Parish News, Web sites etc.*

*Cameron Chapman – teacher at SB School: Liaison with the VE80 committee and organising school visits.*

*Pete Collier-Marsh: Planning and setting up drinks for the events, building the bar, organising staff and running Izettle payment system on-site.*

*Emma Pope: Producing all the food for 80 on Thurs event, organised and sang in Military Wives Choir, helping on-site all day Saturday including being the first aider. Attending every single event.*

# Sutton Benger Parish Council

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*Lucy Williams: Church warden during T4T, serving food during Thursday evening, helping on-site all day Saturday. Attending every single event.*

*Vanessa Carwardine, Lizzie Craig, Becky Grove: Planning and running VE80 branded lunchtime event at the Church 12:30 to 13:30 and Time 4 Tea 14:30 to 16:30. Attending every single event.*

*Anna Strawson: Graphic design and print sourcing.*

*Pete Oldale: Organising and leading the crew to build and remove the marques for the event. The team included many of the people named here. Attending every single event.*

*Richard Bunce: Writing the health and safety plan and creating a showground layout.*

*Suzanne Grindrod: Organising a VE80 themed service on Sunday 11<sup>th</sup> and speaking before flag raising. Many other people willingly gave their time to assist and support across the 4 days of events.*

015<sup>(25)</sup>

## **Annual Parish Meeting 2025**

As the VE80 celebrations coincided with the timing required for the 2025 Annual Parish Meeting, councillors had agreed to incorporate a Parish Council communication event with villagers during the VE80 celebrations. The Parish Council marquee had been set up and looked after by Cllr Morse, Cllr Gaunt and Cllr Thomson. It had received a very positive response with 26 comments and some useful suggestions. Cllr Thomson had written a report of the outcome as a record and circulated it to councillors. It was suggested that there should be a meeting to follow up the suggestions and to review with Wiltshire Councillor Greenman. There should also be an update on Facebook to note that the Parish Council had acknowledged villagers' comments.

Councillors expressed their thanks to Councillors Morse, Gaunt and Thomson.

**ACTION:** Chair to facilitate an informal session to decide which suggestions can be followed up.

**ACTION:** Cllr Haselton to put a 'we've heard you' update on Facebook noting the suggestions. (Cllr Carwardine to follow up with Cllr Haselton who was not at the meeting.)

Councillors also asked for a way of recording and following up actions at all Parish Council meetings, in order to ensure they were done and that the Parish Council received updates. It was suggested that a separate document recording the actions for tracking purposes would be helpful.

**ACTION:** Temporary Clerk to produce a Matters Arising document from the meeting.

**ACTION:** Clerk to put a separate Matters Arising agenda item into the June meeting or include in the Clerk's Report.

016<sup>(25)</sup>

## **Speeding along Chestnut Road**

To review ongoing speeding issues despite the 20-mph speed limit and to consider possible follow up. (See Agenda Item 020.25 below)

017<sup>(25)</sup>

## **Parish Council Working Groups**

To consider the need to establish working groups to cover HR (including councillors' training), Finance and Planning.

**It was Resolved** to review this subject outside the meeting and how the areas of Human Resources, Finance and Planning may need to have more monitoring in place in the future.

**ACTION:** Chair to follow up.

018<sup>(25)</sup>

## **Village Hall**

Cllr Mansfield said that the new Village Hall Committee is now in place and there will be more to report after their next meeting.

019<sup>(25)</sup>

## **Village School**

No update received.

020<sup>(25)</sup>

## **Traffic Calming / LHFIF / Speed Indicator Device**

- Cllr Carwardine had circulated 3 SID analysis reports to councillors.
- There has been on average 24% more traffic because of Lyneham Banks reopening. 91,000

# Sutton Benger Parish Council

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vehicles passed the Wellesley Pub in April. 30,000 were breaking the speed limit.

- It had been planned to request the Parish Council's approval of the submission of an application to operate a CommunitySpeedWatch system from AutoSpeedWatch within the parish. However, more work needs to be done before submitting this application. Cllr Carwardine noted that is still not supported by Wiltshire Police and he had written to the Chief Constable again.

**ACTION:** Clerk to add to the June agenda for councillors' approval.

- Cllr Carwardine was starting to record letters from villagers raising issues about speeding through the village and noted that one had been received relating to the disregard for the 20-mph limit in Chestnut Road.

**ACTION:** Chair to continue recording villagers' concerns and to follow up with Wiltshire Police and the LHFIG.

- The Stanton St Quintin Waste Disposal Site traffic queuing hazard was under review by Wiltshire Councillor Greenman and would be followed up once Wiltshire Council had put in place an administration after the 2025 Election changes.

**ACTION:** Chair to review with Cllr Greenman.

- Pedestrian Crossing on the High Street. A reply had been received from the LHFIG saying that a traffic survey would need to go through the LHFIG approved process and would be subject to a 30% contribution from the Parish Council (likely to be about £750). Cllr Greenman said he would talk to Savills as St Modwens may be prepared to put money into traffic calming.

**ACTION:** Clerk to add to the June agenda for resolution to follow up requesting a survey.

- Cllr Carwardine noted that Sergeant Jamie Ball had advised him that Wiltshire Police did not support the use of parking vehicles on the High Street with the intent to slow down traffic.

021<sup>(25)</sup>

## Flooding / Emergency Plan

Cllr Morse had confirmed his agreement to pick up the Flood Warden councillor responsibilities and the Temporary Clerk had provided him with some Wiltshire Council and associated distribution list details. However, it had not been possible to organise any handover with the previous Flood Warden, who has now left the village, so the Chair and Cllr Morse would work together to restart the process including following up the previous Emergency Plan.

**ACTION:** Chair and Cllr Morse to follow up requirements to carry out the Flood Warden role.

022<sup>(25)</sup>

## Allotments

Villager Deana Harding, the SBAGA Secretary, has now received 3 quotes for an allotment shelter and has asked to come to the June Parish Council meeting to update councillors with a view to asking for a Parish Council contribution.

**ACTION:** Clerk to add to the June Agenda.

023<sup>(25)</sup>

## Highways and Parish Steward

Cllr Errington said the parish stewards had been 'turned off' for May so no work would be carried out during the month. Resurfacing the lane into Draycot Cerne was still in the plan for July. There were no updates on resolving the flooding issues in the dip on the B4069 by Lake Farm.

**ACTION:** Cllr Errington to follow up how best to resolve the dip's flooding issues with the Parish Steward and the Lake Farm farmer.

024<sup>(25)</sup>

## Rights of Way

No update received.

025<sup>(25)</sup>

## Wiltshire Council

Councillors welcomed Wiltshire Councillor Greenman following his re-election to office. Cllr Greenman said that Wiltshire Council was currently forming an administration following the election. A lot of councillors had lost their seats. Out of the 98 seats, 43 were LibDem, 37 Conservatives, 10 Independent and 1 Labour. As there was no clear majority no agreement had yet been reached on individual councillors' responsibilities and who would be chairing the various committees.

# Sutton Benger Parish Council

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Cllr Greenman said he continued to prioritise following up the Gypsy and Traveller Plan and the Wiltshire housing allocation as well as discussions on the development of the southern part of Chippenham.

026<sup>(25)</sup>

## **Correspondence**

No correspondence had been received other than that noted in individual minutes.

027<sup>(25)</sup>

## **Exchange of information and Any Items for Consideration at Next Meeting**

To note any updates from councillors and to receive requests for items to be added to the agenda of the next meeting. There were no updates.

028<sup>(25)</sup>

## **Date of Next Meeting**

To note the date of the next Parish Council Meeting as **Wednesday 11<sup>th</sup> June 2025**.

**MEETING FINISHED AT 21:10**