

# Sutton Benger Parish Council

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## Minutes of the Parish Council Meeting

held on Wednesday 11<sup>th</sup> June 2025 at 7.15 pm at the Sutton Benger Village Hall

Those present were noted as Councillors Jan Campbell, Adam Carwardine (Chair), Daniel Errington, Ruth Gaunt, Claire Mansfield, Shaun Morse, David Spencer, David Thomson plus Linda Roslyn (Parish Clerk) (Part), Sue Hart (Temporary Clerk) and Wiltshire Councillor Howard Greenman.

There were no members of the public.

**Following the Parish Council Elections 2025, the newly elected councillors who had not yet signed their Declarations of Acceptance of Office signed their Declarations\*.**

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| 037 <sup>(25)</sup> | <b>Apologies and Reasons for Absence</b><br>Apologies were received from Cllr Haselton (family commitment). Councillors accepted the councillor's apologies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 038 <sup>(25)</sup> | <b>Declarations of Interests from members regarding the agenda</b><br>(In accordance with S31 of the Localism Act 2011 and the Parish Council's adopted Standing Orders)<br>To receive declarations of any pecuniary or non-pecuniary interests in respect of any item contained in this Agenda. Cllr Sean Morse declared a pecuniary interest in any discussions regarding The Bell House Hotel.<br><br>It was noted that Cllr Mansfield is a member of the Village Hall Committee and that Cllrs Carwardine and Errington had been members of the VE80 Committee.                                                                                                                                                                                      |
| 039 <sup>(25)</sup> | <b>Public Forum Session</b><br><i>There were no questions or comments from members of the public.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 040 <sup>(25)</sup> | <b>Minutes for Approval</b><br>To approve and sign the minutes of the Annual Meeting of the Parish Council held on Wednesday 14 <sup>th</sup> May 2025. On a proposal by Cllr Thomson, and <b>Resolved</b> unanimously, the minutes were accepted as a true record, and they were signed by the Chair.<br><br>To approve and sign the minutes of the Extraordinary Meeting of the Parish Council held on Tuesday 27 <sup>th</sup> May 2025. The Temporary Clerk noted that the name of the person noted as being able to help with the Parish Council website should be changed to Craig Gingell. On a proposal by Cllr Thomson, and <b>Resolved</b> unanimously, the revised minutes were accepted as a true record, and they were signed by the Chair. |
| 041 <sup>(25)</sup> | <b>Internal Audit – Parish Clerk</b><br>To consider and approve the 2024-25 Internal Audit Report. The AGAR Internal Audit Report had been <b>Received and Noted</b> as being satisfactorily completed and signed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 042 <sup>(25)</sup> | <b>Annual Governance and Accountability Return (AGAR) 2024-25 – Parish Clerk</b><br>a) Annual Governance Statement<br>I. The 2024/25 Annual Governance Statement had been received and noted by councillors.<br>II. To was <b>Resolved to Approve</b> the Annual Governance Statement and it was signed by the Chair and the Parish Clerk.<br>b) Accounting Statements.<br>I. To 2024/25 Accounting Statements had been received and noted by councillors.<br>II. It was <b>Resolved to Approve</b> 2024/25 Accounting Statements.                                                                                                                                                                                                                       |

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|                                                                                                                                                                                                                                                                                                                                               | <p>III. The Accounting Statements were signed and dated by the Chair.</p> <p>c) The <b>Period for the Exercise of Public Rights</b> was agreed as being from <b>Mon 15<sup>th</sup> June 2025 until Friday 25<sup>th</sup> July 2025</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 043 <sup>(25)</sup>                                                                                                                                                                                                                                                                                                                           | <p><b>Finance – Parish Clerk</b></p> <p>The June 2025 Monthly Accounts Statement had been circulated to councillors. On a proposal by Cllr Gaunt, seconded by Cllr Errington and <b>Resolved</b> unanimously, the June 2025 monthly accounts and invoices totalling £4,660.74 were approved for payment.</p> <ol style="list-style-type: none"> <li>1. VE80 Takings - The balance of the cash deposits paid into the Community Account from the VE80 Event were noted as £3,076.91. The Parish Clerk noted that there was an invoice unaccounted for, at £400.00 (for the Swing Band) and Cllr A Carwardine agreed to check whether it had been paid. The final balance in the budget to be distributed will then be advised by the Parish Clerk.</li> <li>2. The proposed distribution of shared assets (v1.1) held with Christian Malford Parish Council plus other office equipment were resolved as follows: <ul style="list-style-type: none"> <li>• On a proposal by Cllr Carwardine, seconded by Cllr Campbell it was <b>Resolved</b> unanimously, that the Parish Clerk, Linda Roslyn, would keep the laptop and monitor, which would be removed from the Asset Register.</li> <li>• It was <b>Resolved</b> that Cllr Carwardine would review the dispersion of the printer and the mobile phone with the Chair of Christian Malford Parish Council.</li> <li>• Linda Roslyn confirmed that all the Council's documents were held in a Microsoft OneDrive Cloud Storage Account.</li> </ul> </li> </ol> |
| <p>Linda Roslyn, who had resigned as clerk to Sutton Benger Parish Council, will be leaving the post at the end of June. Cllr Jan Campbell, on behalf of the Parish Council said the Parish Council thanked her for her dedication, commitment and professionalism over 11 years and presented her with a gift as a mark of their esteem.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Linda Roslyn left the meeting.</b></p>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 044 <sup>(25)</sup>                                                                                                                                                                                                                                                                                                                           | <p><b>Planning</b></p> <p>To receive an update from Cllr Gaunt and to consider the response to the following:</p> <p><b>PL/2025/04250 50 High Street</b> - Change of use of small lean-to office space into local café. Existing non-original lean-to door to be replaced with new bespoke part glazed stable door (Will exceed deadline for comments: 10Jun25)<br/>It was <b>Resolved to Support</b> this planning application.</p> <p><b>PL/2025/04397 (LBC) 50 High Street</b> - Change of use of small lean-to office space into local café. Existing non-original lean-to door to be replaced with new bespoke part glazed stable door (Will exceed deadline for comments: 10Jun25)<br/>It was <b>Resolved to Support</b> this planning application.</p> <p><b>PL/2025/04584 The Cedars, 8 Seagry Road</b> - Notification of proposed works to trees in a conservation area (Deadline for comments: 12Jun25)<br/>Councillors had <b>No Objection</b> this planning application.</p> <p><b>PL/2025/04651 (Listed as) East Starlings, 25 High Street</b> - Notification of proposed works to trees in a conservation area (Deadline for comments: 19Jun25)<br/>Councillors had <b>No Objection</b> this planning application.</p> <p><b>Noted (not on agenda): PL/2025/04112 Oakwood House, Alms Gardens - Proposed works to trees in a conservation area</b> - (Deadline for comments: 3Jun25)<br/>Councillors had <b>No Objection</b> this planning application.</p>                                       |

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|                                            | <b>Planning Updates:</b><br><b>PL/2025/02554 and PL/2025/02788 (LBC) 47 The Bell House Hotel, High Street Sutton Benger -</b><br>Proposed partial demolition of existing hotel to form new dwelling along with erection of 3 new dwellings - Status: Withdrawn by applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 045 <sup>(25)</sup>                        | <b>Chair's Report</b> – There were no updates from the Chair not covered by other items on the agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 046 <sup>(25)</sup>                        | <b>Parish Clerk Recruitment</b><br>It was noted that no applications had been received to date and the closing date for applications was Friday 13 June.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 047 <sup>(25)</sup>                        | <b>Clerk's Report</b> – The clerk had no updates to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 048 <sup>(25)</sup>                        | <b>VE80 Celebrations</b> – There were some final actions to be carried out on the VE80 finances. Once completed it was anticipated that the resulting profits would be donated equally to two charities with a military focus in keeping with the VE80 celebrations. Those proposed and for resolution at the July meeting were SSAFA (Social care, Advice and Housing for the Armed Forces community) and The Spirit of Normandy Trust (which provides welfare for remaining veterans and their dependents in liaison with SSAFA).                                                                                                                                                                                                                                                                                                 |
| 049 <sup>(25)</sup>                        | <b>Village Asset - The Bell House site</b><br>Councillors considered the benefits of actively following up the retention of The Bell House building as a village resource. It was noted that if the Bell House building was formally recorded as an asset to the community, then it would give the community a right to bid if the site was up for sale and would make it more difficult to demolish.<br>Councillors <b>Resolved</b> to start the process to apply for the building to become an Asset of Community Value.<br>More research would be done to establish the implications of doing so before submitting the forms.<br><b>ACTION:</b> Cllr Gaunt agreed to look into this further.                                                                                                                                     |
| 050 <sup>(25)</sup>                        | <b>Community Engagement</b><br>Work needed to be done to make the Parish Council's website more current but following the resignation of the clerk there are no longer skills within the Parish Council to do so. Two people were noted within the village that might be able to help at least with the assessment of possible future options.<br><b>ACTION:</b> Temporary Clerk to follow up future website possibilities with local website designers including villagers Craig Gingell and Anna Strawson.<br><b>ACTION:</b> Temporary Clerk to establish the legal requirement for a Parish Council having a website. Facebook was currently not actively used, and, in his absence, the Clerk was asked to follow up with Cllr Haselton his success in accessing and being able to post on the PC and community Facebook pages. |
| <b>Cllr Gaunt left the meeting – 20:45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 051 <sup>(25)</sup>                        | <b>Village Hall</b><br>The most recent Village Hall minutes had been circulated to councillors.<br><b>ACTION:</b> The Clerk was asked to follow up whether the Village Hall needed to withdraw their current application and resubmit it for a higher amount.<br><br>This year the Village Hall will spend their £2,000 but may not apply again next year.<br>They were currently looking at submitting a planning application for a permanent gazebo.                                                                                                                                                                                                                                                                                                                                                                              |
| 052 <sup>(25)</sup>                        | <b>Village School</b><br>In Cllr Campbell's absence there was nothing to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| 053 <sup>(25)</sup> | <p><b>Traffic Calming / LHFIG / Speed Indicator Device</b></p> <ul style="list-style-type: none"> <li>• Cllr Carwardine had circulated a monthly report on traffic calming to councillors. He had noted that the outbound traffic volume towards Draycot Cerne was 97,584 vehicle movements which, if it became a monthly average, would result in nearly 1.2 million vehicle movements per annum. Traffic volumes had increased dramatically since the reopening of Lyneham Banks.</li> <li>• <b>Community Speedwatch:</b> The Community Speedwatch team activities have now ended.</li> <li>• <b>AutoSpeedWatch:</b><br/>Councillors <b>Resolved to Support</b> the submission of a Privacy Impact Assessment to operate a CommunitySpeedWatch system from AutoSpeedWatch within the parish.</li> <li>• <b>Pedestrian Crossing on the High Street:</b> The LHFIG had advised that the first step to establish whether a pedestrian crossing could be implemented would be for the Parish Council to request a traffic survey via the LHFIG which would be subject to an approximate 30% (£750) cost to the Parish Council.<br/>Councillors <b>Resolved to Support</b> the expenditure of £750 on the traffic survey.</li> <li>• <b>Stanton Recycling Centre Traffic Queuing Issue Update:</b> There had been an accident directly outside the recycling centre during May with a car which had been leaving the queue in the centre of the road to go into the site being struck side on by another vehicle which had been overtaking the queue of stationary traffic. Cllr Greenman will let the Chair know when someone has been appointed at Wiltshire Council with responsibility for recycling sites.</li> </ul> |
| 054 <sup>(25)</sup> | <p><b>Flooding / Emergency Plan</b></p> <p>Cllr Morse has now moved the flood equipment from the maintenance shed to the new shed plus erected some racking. He has also made a list of what is in there. It was thought that there may be a fund that the previous councillor, Cllr. Prewett, might have asked for. The original budget was £500.</p> <p><b>ACTION:</b> Cllr Morse to confirm next actions to re-establish the role, team and any requirement for further equipment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 055 <sup>(25)</sup> | <p><b>Highways and Parish Steward</b></p> <p>There had been no parish stewards in North Wiltshire in May as they had been re-allocated by Wiltshire Council to other tasks. The parish steward would be back in the village the following week. Cllr Errington would ask them to prioritise cutting back vegetation. A tractor would need to do the verges.</p> <p>The seasonal flooding by Chauffeurs' Cottage was still outstanding. The culvert should be investigated further to establish whether there might be a pipe broken under the road.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 056 <sup>(25)</sup> | <p><b>Rights of Way – No update.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 057 <sup>(25)</sup> | <p><b>Wiltshire Council</b></p> <p>Wiltshire Councillor Greenman said that the next Parish Forum would be held on Wednesday 25<sup>th</sup> June, hosted by Kington Langley Parish Council at the Kington Langley Village Hall.</p> <p>With reference to planning applications that get called-in to the Wiltshire Planning Committee, Cllr Greenman said that if more than 10% of planning applications rejected by the Wiltshire Planning Committee are then overturned by the Planning Inspectorate on appeal then the Council can be put into 'special measures'. This will remove the powers to assess planning applications in Wiltshire if it continues to lose appeals, therefore very careful consideration is now having to be given to what applications merit being called in and the implications of an appeal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 058 <sup>(25)</sup> | <p><b>Correspondence</b></p> <p>Received: An e-mail relating to the use of the Neville Terrace gossip area by dog owners to access the field behind it over a broken gate. It was agreed that this was not a Parish Council matter but that the temporary clerk would follow up with Cllr Campbell who was already aware of the situation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| 059 <sup>(25)</sup> | <b>Exchange of information and Any Items for Consideration at Next Meeting</b><br>There were no updates from councillors.                                                                                                                                                                                                                              |
| 060 <sup>(25)</sup> | <b>Date of Next Meeting</b><br>The next meeting of the Parish Council to which councillors would be summoned to attend was an <b>Extraordinary Meeting on Thursday 27<sup>th</sup> June 2025</b> to resolve on the appointment of a new Clerk.<br>The date of the next Parish Council Meeting was noted as <b>Wednesday 9<sup>th</sup> July 2025</b> . |

**MEETING FINISHED AT 21:36.**