

Sutton Benger Parish Council

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Minutes of Sutton Benger Parish Council Meeting

held on Wednesday 9th July 2025 at 7.15 pm at the Sutton Benger Village Hall

Present: Cllr Carwardine (Chair), Cllr Campbell, Cllr Gaunt, Cllr Mansfield, Cllr Morse, Cllr Spencer and Sue Hart (Parish Clerk)

There were no members of the public.

069.25	Apologies and Reasons for Absence Apologies were received from Cllr Haselton (personal) Cllr Thomson (holiday) Cllr Errington (personal) Councillors accepted the councillors’ apologies.																					
070.25	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) To receive declarations of any pecuniary or non-pecuniary interests in respect of any item contained in this Agenda. Councillor Morse declared an interest in the agenda item regarding the Bellhouse (Agenda item 080.25). It was noted that Cllr Mansfield is the Parish Council’s liaison representative for the Village Hall Committee (Agenda item 081.25) and that Cllr Carwardine had been part of the VE80 committee (Agenda Item 074.25(f)).																					
071.25	Public Forum Session <i>15 minutes will be allowed for questions and comments from members of the public.</i>																					
072.25	Minutes for Approval To approve and sign the minutes of the Parish Council meeting held on Wednesday 12 th June 2025. It was Resolved to accept the minutes as a true record, and they were signed by the Chair. To approve and sign the minutes of the Extraordinary Meeting of the Parish Council held on Thursday 26 th June 2025. It was Resolved to accept the minutes as a true record, and they were signed by the Chair.																					
073.25	Parish Council Governance 2025-26 Copies of a new Grants and Donations policy had been circulated to councillors. On a proposal by Cllr Carwardine, seconded by Cllr Gaunt It was Resolved to Adopt the new Grants and Donations policy for 2025/26.																					
074.25	Finance – Report distributed to Councillors a) To note transactions since last report dated 11 June 2025 Payments from Current Account during last month: <table><tr><td>13 June</td><td>Kington Langley Temporary Clerk Consultancy - June</td><td>£575.58</td></tr><tr><td>13 June</td><td>Grounds Maintenance</td><td>£2,000.00</td></tr><tr><td>13 June</td><td>Linda Roslyn Travel Expenses</td><td>£85.05</td></tr><tr><td>13 June</td><td>Wiltshire Association of Local Councils Subscription</td><td>£36.00</td></tr><tr><td>13 June</td><td>AD Grounds and Landscaping</td><td>£448.11</td></tr><tr><td>16 June</td><td>Marcus Anstie Windows</td><td>£103.00</td></tr><tr><td>16 June</td><td>Big Brunch Band</td><td>£400.00</td></tr></table>	13 June	Kington Langley Temporary Clerk Consultancy - June	£575.58	13 June	Grounds Maintenance	£2,000.00	13 June	Linda Roslyn Travel Expenses	£85.05	13 June	Wiltshire Association of Local Councils Subscription	£36.00	13 June	AD Grounds and Landscaping	£448.11	16 June	Marcus Anstie Windows	£103.00	16 June	Big Brunch Band	£400.00
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	Debits from Current Account:		
	17 June	Lloyds Bank – service charge	£4.25
	Credits to Deposit Account:		
	9 June	Lloyds Bank – interest	£33.44
	26 June	Christian Malford PC - Payment for Adobe software	£5.47
	Transfers Between Accounts:		
	16 June	Deposit (0605-1779) to Current (0034-4200)	£3,000.00
	23 June	Deposit (0605-1779) to Current (0034-4200)	£3,500.00
	b) To approve future payments to be made online:		
	Online	25.041 Kington Langley Village Hall (Clerk Handover meeting)	£23.75
	Online	25.042 Benger Trails 12-month hosting Apr25-26 / SSL certificate / Domain name renewal	£191.00
	Online	25.043 Parish Clerk Leaving Gift repayment to Cllr Campbell	£59.98
	Online	Section 106 Payment: 25.044 Marcus Anstie Windows - Jun25	£90.00
	To ratify payments previously made:		
	Online	25.039 VE day Big Brunch Band	£400.00
	Online	Section 106 Payment: 25.040 Marcus Anstie Windows - May25	£103.00
	c) To approve the July 25 Financial Report		
	7 July 25	Community No.1 Account (Current)	£6,661.68
	7 July 25	Community Instant Access Account (Deposit)	£44,109.57
		Bank balances as at Monday 7 July 25	£50,771.25
	It was Resolved to Approve the invoices for payment and the July 2025 Financial Report.		
	d) To Resolve on an action plan to manage the expenditure of the Community Infrastructure Levy due to expire in October 2025		
	It was noted that the CIL for Arms Farm 18/01661/REM was expiring on 1 Oct 25 and the total monies outstanding for consideration less projects approved was £13,379.50.		
	ACTION: All councillors to consider proposals for dispersal of the outstanding amount for the August Parish Council meeting.		
	e) To Resolve on a Community Grant Application from the PCC for All Saints Church for £500 to assist with graveyard maintenance		
	It was Resolved to Approve a Community Grant for £500 to the PCC for All Saints Church.		
	f) To Resolve on the donation of cash surpluses from the May 2025 VE80 event		
	On a proposal by Cllr Mansfield, it was Resolved to Approve the donation of £1,528.45 to the Social Care, Advice and Housing for the Arms Forces Community (SSAFA) charity and the donation of £1,528.45 to the Spirit of Normandy Trust.		
	g) To Resolve on adding Sue Hart, as Responsible Financial Officer, to the approved signatories for the Parish Council Community Account (Current) and Commercial Instant Access Account (Deposit)		
	On a proposal by Cllr Carwardine, seconded by Cllr Gaunt, it was Resolved to Approve the addition of Sue Hart to the approved signatories for the two Parish Council bank accounts. Councillors Carwardine and Gaunt signed the Authorisation Form.		
075.25	Parish Council Hardware & Software Acquisition		
	Options had been circulated to councillors for replacement hardware and software for the administration of Parish Council business following the departure of the previous clerk.		

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	<p>On a proposal by Cllr Morse, seconded by Cllr Campbell, it was Resolved to Approve expenditure up to a limit of £1,100 excluding VAT on hardware and software.</p>
076.25	<p>Planning To receive an update from Cllr Gaunt and to consider the response to the following:</p> <p>PL/2025/05301 The Old Dairy, Draycot Park Farm – Extension of Block ‘A’ to provide cover to the existing concrete yard (Deadline for comments 22Jul25) Councillors Resolved on No Objection to this planning application.</p> <p>PL/2025/05136 4 Chestnut Road - Consent under Tree Preservation Orders - Past deadline for comments (4Jul25) Information only. Councillors had no objection to this planning application.</p> <p>PL/2025/05022 3 The Wheelwrights - Notification of proposed works to trees in a conservation area. Past deadline for comments (1Jul25) Information only. Councillors had no objection to this planning application.</p> <p>Two prior notifications had been received for which Parish Council responses had not been requested by Planning as follows: PL/2025/05699 - Prior Notification - Agricultural Road Address: Land at Lake Farm, 19 Draycot Cerne, Chippenham, Wiltshire, England, SN15 4SQ Proposal: Proposed Access Track Application Ref: PL/2025/05700 - Prior Notification - Agricultural Road Address: Land forming part of Lake Farm, 19 Draycot Cerne, Chippenham, SN15 4SQ Proposal: Construction of a farm track ACTION: Clerk to obtain more information from the Planning Officer.</p> <p>Planning Updates: None</p> <p>Wiltshire Council Decisions, Appeals and Enforcement Updates: PL/2025/04651 East Starlings, 25 High Street - Proposed works to trees in a conservation area (Wiltshire Council Decision: No Objection) PL/2025/04584 The Cedars, Seagry Road - Proposed works to trees in a conservation area (Wiltshire Council Decision: No Objection) PL/2025/04112 Oakwood House, Alms Gardens - Proposed works to trees in a conservation area (Wiltshire Council Decision: No Objection) 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 (Wiltshire Council Decision: Approve with conditions) PL/2025/02911 Coach House, Seagry Road Proposed first floor extension (Wiltshire Council Decision: Approve with conditions) PL/2025/02544 Appletrees, 6 High Street - Extension and alterations to dwelling (Wiltshire Council Decision: Approve with conditions) PL/2024/08214 Land East of Church View Modification of Planning obligation: Proposed amendment to Section S106 agreement to facilitate option of delivery as 100% affordable to include either/or clause of 50% affordable at nil subsidy or 100% affordable with subsidy (resubmission of PL/2024/07090) - NOTED from Wiltshire Council Weekly Lists</p>
077.25	<p>Chair's Report - To receive any update from Chair Cllr Carwardine said that he was in the process of finalizing with the Chair of Christian Malford Parish Council the way in which any shared assets relating to the previous clerk's use of hardware and software would be disposed of.</p>

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078.25	<p>Clerk's Report - To receive any update from Clerk plus review of any Matters Arising</p> <ul style="list-style-type: none"> The Clerk said that following recent youth incidents, the Rise Trust had expressed their willingness to be involved however it was unclear what form their involvement would take. Cllr Gaunt agreed to look into this further. <p>ACTION: Cllr Gaunt to establish whether any follow up should be made with The Rise Trust.</p> <ul style="list-style-type: none"> Council Administration - The Clerk noted that all councillors were being copied in on responses to e-mails sent to all councillors, whether the reply was of relevance to everyone or not. It was agreed that in future only the councillors with a direct interest in responses would be copied in. Council Administration - The Clerk asked if councillors could let her know if they were out of the village for more than a few days even if the absences didn't coincide with Parish Council meetings, just in case she needed to get hold of them. <p>ACTION: All councillors</p> <p>The Clerk had distributed to councillors the tracking list of all outstanding Matters Arising from previous meetings. Nothing of relevance to the current meeting needed review but she would continue to track any outstanding actions and keep the document current.</p> <p>The Clerk noted that Cllr Haselton had been unable to attend the meeting but had circulated an update to councillors:</p> <ul style="list-style-type: none"> All contract work was being completed to the Parish Council's requirements. Some general tidy up work to flower beds was needed in Cowley Way when it rains again, and the soil is softer. Cllr Haselton, Cllr Gaunt and the Clerk had met residents of Neville Terrace and Cllr Haselton is currently trying to establish with the landowner of the field through which a path has been created if this is something he is aware of and whether he is happy for access to the field to continue via the gate/fence. Cllr Haselton has offered to put an update in the Parish News once the position is clearer even though this is not a Parish Council matter.
079.25	<p>Community Engagement Parish Council Website</p> <p>The Clerk had followed up with a Kington Langley university student, who had set up his own website business and had designed the Kington Langley Parish Council website, whether he would be able to review the existing SBPC website with a view to setting up e-mails and teaching two councillors how to administer the site rather than starting again from scratch. It was agreed that the Clerk plus Cllr Carwardine should be trained in the first instance.</p> <p>On a proposal from Cllr Campbell, it was Resolved that the Clerk should follow up with the student the feasibility of keeping the existing website and putting together a training programme.</p> <p>Community / Parish Council Facebook</p> <p>In Cllr Haselton's absence, a resolution on how to manage Facebook was postponed.</p> <p>ACTION: Clerk to put on the agenda for the next full Parish Council meeting.</p> <p>It was Resolved that Cllr Campbell would take over submitting the Parish Council News with inputs from Planning, Finance, and Cllr Carwardine's Speedwatch updates.</p>
080.25	<p>Village Asset - The Bell House site</p> <p>It was noted that Wiltshire Councillor Greenman had previously advised that the process of setting up an Asset of Community Value could be a difficult exercise, especially considering the costs involved in turning such an asset back into a viable business.</p> <p>As Cllr Morse had been involved with the potential sale of the property, he was asked in an advisory capacity only, to investigate what the community could do that would be of value in preserving the Bellhouse building itself.</p> <p>ACTION: Cllr Morse to follow up.</p>
081.25	<p>Village Hall</p> <p>Cllr Mansfield reported that there was now an ISO Container for the tractor and that the hedge</p>

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	<p>cutting and strimming equipment was also kept in it.</p> <p>She said the Audio-Visual equipment cost was likely to be about £2.5K as they would also need a good quality screen and that the Village Hall would need support for its funding. There had been differing feedback on how much money was still available for this project.</p> <p>ACTION: Clerk to establish what fund remained and to update Cllr Mansfield.</p> <p>The Village Hall was intending to apply for pre-planning advice on a permanent gazebo. It was likely to cost more than £40K for a wooden structure plus extending the paving and fencing but would be a significant asset for weatherproofing outside events. The Village Hall would be unable to do it without support from the Community Infrastructure Levy money from the Land at Sutton Lane Planning Application.</p> <p>ACTION: Clerk to establish exactly when and how much funding was were available and to update Cllr Mansfield on the outcome so that she could report back to the Village Hall Committee.</p>
082.25	<p>Village School</p> <p>There was no update this month.</p>
083.25	<p>Traffic Calming / LHFIF / Speed Indicator Device</p> <ul style="list-style-type: none"> • Traffic Calming – the Community Speedwatch team had disbanded as there were no mobile camera volunteers, and no one has come forward to supervise and coordinate the village Speedwatch programme. • AutoSpeedWatch – the police are currently still not changing their minds about the use of the data in following up offenders. They are also unable to resource any support. • Pedestrian Crossing on the High Street. The LHFIF had updated Cllr Carwardine regarding doing a survey, however their next meeting is not until October so there will be no further action until then. • Speed Indicator Device – Cllr Carwardine had circulated his monthly report to councillors.
084.25	<p>Flooding / Emergency Plan</p> <p>Cllr Morse was investigating the cost of flood level markers at either end of the area of seasonal flooding of the River Avon between Sutton Benger and Christian Malford.</p> <p>Money has been approved to spend on additional equipment, but he needed to establish how much was available and what equipment is needed.</p> <p>The Environment Agency may follow up providing an alarm warning system for the village.</p>
085.25	<p>Highways and Parish Steward</p> <p>Cllr Errington was unable to attend the meeting but had circulated a comprehensive report to councillors:</p> <ul style="list-style-type: none"> • A request for missing and damaged highway bend markers. • More pothole filling along Sutton Lane. • The planned commencement on 18th July of full resurfacing work along the road into Draycot Cerne • A substantial list of preliminary costings for St Modwen / Indurent Park finance to assist traffic calming measures • An update on Parish Steward activities due to start again in July.
086.25	<p>Rights of Way (No update for July)</p>
087.25	<p>Allotments / SBAGA</p> <p>It was noted that the SBAGA lease agreement has expired.</p> <p>ACTION: Clerk to draft new lease agreement.</p> <p>The allotment issue of a shelter needs more legal investigation to resolve whether the Title Transfer WT247027 Restrictive Covenant 12.4.5 “Not to erect or permit the erection of any structures on the property” can be addressed and what the legal cost implications are.</p>

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	<p>ACTION: Cllr Haselton / Clerk to investigate further.</p> <p>The fence on the allotment has been affected by building work as the contractors have dug a trench resulting in the fence now leaning.</p> <p>ACTION: Cllr Haselton to follow up remedial costs.</p>
088.25	<p>Wiltshire Council</p> <p>Wiltshire Councillor Greenman had submitted his apologies hence there was no update this month.</p>
089.25	<p>Correspondence Received:</p> <ul style="list-style-type: none">• The Wiltshire Office Ranger with the National Trust had contacted the Clerk with a request for having a dog waste bin installed at Sutton Lane Meadows to address the issue of dog walkers not picking up after their dogs. However, councillors decided that this was not an issue for the Parish Council to address.• The Clerk had received an e-mail regarding dangerous parking at the Wellesley. This has been an issue in the past, but the publicans have found this a difficult problem to address. The Police Local Neighbourhood team have said that if any dangerous parking is noted, photographs should be taken and sent to them directly.
090.25	<p>Exchange of information and Any Items for Consideration at Next Meeting</p> <p>No updates were noted.</p>
091.25	<p>Date of Next Meeting</p> <p>It was Resolved that the date of the next Parish Council Meeting will be Wednesday 13 August.</p> <p>This will be a shorter meeting to cover any agenda items relating to Finance and Planning that could not wait until the full September meeting.</p>

MEETING FINISHED AT 20:49