

Sutton Benger Parish Council

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T: 07810-647183

MINUTES OF MEETING OF SUTTON BENDER PARISH COUNCIL HELD ON WEDNESDAY 11th FEBRUARY 2026 AT SUTTON BENDER VILLAGE HALL COMMENCING AT 7:15 PM

Present: Councillors Jan Campbell, Iain Craig, Claire Mansfield, Shaun Morse, Cllr Thomson (Vice-Chair), Cllr Watchman plus Sue Hart (Parish Clerk) and Wiltshire Councillor Greenman

There were no members of the public present.

204.25	<p>Apologies for absence Apologies for absence were received from Parish Council members Cllr Carwardine (holiday), Cllr Gaunt (holiday), Cllr Haselton (personal circumstances) and Cllr Errington (business)</p> <p>On a proposal from Cllr Thomson carried unanimously, IT WAS RESOLVED to accept the councillors' apologies.</p> <p>In the Chair's absence, councillors approved the Vice-Chair Cllr Thomson chairing the meeting.</p> <p>Councillors agreed that the agenda would be reordered so that Agenda Item 212.25 would be handled before Agenda Item 211.25.</p>
205.25	<p>Declarations of Interest: 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.</p> <p>It was noted that Cllr Mansfield is the Parish Council representative to the Village Hall and Cllr Campbell is the Parish Council representative to the Village School.</p>
206.25	<p>Public Forum Session – There were no members of the public at the meeting.</p>
207.25	<p>Minutes – To approve minutes of the Parish Council meeting held on 14th January 2026 Revised draft minutes had been circulated to councillors.</p> <p>On a proposal from Cllr Watchman and seconded by Cllr Morse, IT WAS RESOLVED to accept the revised minutes as a true record, and they were signed by the Vice-Chair.</p>
208.25	<p>Planning Applications New Applications for Consideration: PL/2026/00360 – Gate Stable - Notification of proposed works to trees in a conservation area. (Deadline for comments: 11 February 2026) Councillors had no objection to this application.</p> <p>PL/2026/00818 Elmete, High Street - Notification of proposed works to trees in a conservation area. (Notification had arrived after publication of agenda with a deadline for comments before the next PC meeting) Councillors had no objection to this application.</p> <p>Planning Updates Appeals and Enforcement Updates: ENF/2025/01050 Land at Seagry Hill – Update on SBPC request for enforcement action at 'Walkers Rest' regarding building non-conformance to original application. The Clerk noted that she had received an update from Planning Enforcement saying that they had not yet been able to trace the owner to follow up enforcement, but this was ongoing. (This will now be monitored under Matters Arising)</p>

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	<p>Frampton Farm Travellers' Site – Update on current pitches status. The Clerk noted that she had received an update from Planning Enforcement saying that there were no outstanding enforcement actions. Cllr Greenman asked the Clerk to send him this update and he would follow up with the Enforcement Officer (This will now be monitored under Matters Arising) ACTION: Clerk (See Minute 220.225 below)</p> <p>Wiltshire Council Decisions: PL/2025/05301 The Old Dairy, Draycot Park Farm - Extension of Block 'A' to provide cover to the existing concrete yard (Wiltshire Council Decision: Approve) PL/2025/08571 Land at Arms Gardens - Erection of up to 9 dwellings & associated works (Permission in Principle) (Wiltshire Council Decision: Refuse)</p>																																																								
209.25	<p>Governance – Risk Assessment Councillors had been circulated copies of a new Risk Assessment and Matrix in preparation for the end of year accounts. On a proposal from Cllr Thomson and seconded by Cllr Morse, IT WAS RESOLVED to accept the new Risk Assessment and Matrix.</p>																																																								
210.25	<p>Finance - Report distributed to councillors</p> <p>a) To note transactions since last report dated 9 January 2026</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">31 Dec 25</td> <td style="width: 65%;">Community No.1 Account (Current)</td> <td style="width: 20%; text-align: right;">£1,320.97</td> </tr> <tr> <td>9 Jan 26</td> <td>Community Instant Access Account (Deposit)</td> <td style="text-align: right;">£66,129.40</td> </tr> <tr> <td colspan="2" style="text-align: right;">Bank balances on Monday 9 Jan 26</td> <td style="text-align: right;">£67,450.37</td> </tr> </table> <p>Note: Copies of Bank Statements forwarded to Finance Councillors</p> <p>Payments from Current Account during last month (not including officer's payments):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 60%;"></th> <th style="width: 15%; text-align: right;">Amount</th> <th style="width: 15%; text-align: right;">Minute</th> </tr> </thead> <tbody> <tr> <td>19 Jan</td> <td>25-080 Chair's expenses: Gifts / XMAS PC buffet (Claimed as £89.26– Remainder see February payments below)</td> <td style="text-align: right;">£51.00</td> <td style="text-align: right;">191.25</td> </tr> <tr> <td>19 Jan</td> <td>25-081 Chair – reimbursement for flood storage shed padlock</td> <td style="text-align: right;">£9.25</td> <td style="text-align: right;">191.25</td> </tr> <tr> <td>19 Jan</td> <td>25-077 Kington Langley Village Hall: Committee Room booking on 6Jan26 for Finance group meeting</td> <td style="text-align: right;">£11.30</td> <td style="text-align: right;">191.25</td> </tr> <tr> <td>19 Jan</td> <td>Section 106 Payment: 25-079 Marcus Anstie Windows– Dec 25</td> <td style="text-align: right;">£90.00</td> <td style="text-align: right;">191.25</td> </tr> <tr> <td>19 Jan</td> <td>25-082 PCC Sutton Benger: Donation reimbursement for meeting in church</td> <td style="text-align: right;">£21.00</td> <td style="text-align: right;">191.25</td> </tr> <tr> <td>19 Jan</td> <td>25-078 SB Village Hall: Hall Hire Oct-Dec25</td> <td style="text-align: right;">£51.00</td> <td style="text-align: right;">191.25</td> </tr> <tr> <td>19 Jan</td> <td>Lloyds Bank Service Charge</td> <td style="text-align: right;">4.25</td> <td style="text-align: right;">191.25</td> </tr> <tr> <td>21 Jan</td> <td>Cheque 001116 Royal British Legion Poppy wreath</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">176.25</td> </tr> </tbody> </table> <p>Credits to Current Account:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">19 Jan</td> <td style="width: 65%;">Deposit (0605-1779) to Current (0034-4200)</td> <td style="width: 20%; text-align: right;">£1,000.00</td> </tr> </table> <p>Credits to Deposit Account:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">9 Jan</td> <td style="width: 65%;">Lloyds Bank – Interest</td> <td style="width: 20%; text-align: right;">£26.03</td> </tr> </table> <p>Transfers Between Accounts:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">19 Jan</td> <td style="width: 65%;">Deposit (0605-1779) to Current (0034-4200)</td> <td style="width: 20%; text-align: right;">£1,000.00</td> </tr> </table> <p>b) To Resolve on the approval of future payments to be made online:</p>			31 Dec 25	Community No.1 Account (Current)	£1,320.97	9 Jan 26	Community Instant Access Account (Deposit)	£66,129.40	Bank balances on Monday 9 Jan 26		£67,450.37			Amount	Minute	19 Jan	25-080 Chair's expenses: Gifts / XMAS PC buffet (Claimed as £89.26– Remainder see February payments below)	£51.00	191.25	19 Jan	25-081 Chair – reimbursement for flood storage shed padlock	£9.25	191.25	19 Jan	25-077 Kington Langley Village Hall: Committee Room booking on 6Jan26 for Finance group meeting	£11.30	191.25	19 Jan	Section 106 Payment: 25-079 Marcus Anstie Windows– Dec 25	£90.00	191.25	19 Jan	25-082 PCC Sutton Benger: Donation reimbursement for meeting in church	£21.00	191.25	19 Jan	25-078 SB Village Hall: Hall Hire Oct-Dec25	£51.00	191.25	19 Jan	Lloyds Bank Service Charge	4.25	191.25	21 Jan	Cheque 001116 Royal British Legion Poppy wreath	25.00	176.25	19 Jan	Deposit (0605-1779) to Current (0034-4200)	£1,000.00	9 Jan	Lloyds Bank – Interest	£26.03	19 Jan	Deposit (0605-1779) to Current (0034-4200)	£1,000.00
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	Online	25-080 Chair's expenses: Gifts / XMAS PC buffet (Remainder)	£38.26
	Online	25-084 SID Extended Warranty – Year 2	£238.80
	Online	25-085 Benger Trails SB Christmas Trail Quiz - Prize token	£10.00
	Online	Section 106 Payment: 25-083 Marcus Anstie Windows– Jan 26	£140.00
<p>Note: Copies of invoices 25-083 to 25-085 attached plus Payroll records were forwarded to Finance Councillors.</p>			
<p>c) To approve the February 26 Financial Report</p>			
	31 Jan 26	Community No.1 Account (Current)	£981.94
	31 Jan 26	Community Instant Access Account (Deposit)	£65,129.40
	Bank balances on Monday 9 Feb 26		£66,111.34
<p>On a proposal by Cllr Thomson seconded by Cllr Craig IT WAS RESOLVED to approve forthcoming payments and the February 2026 Finance Report including the staff salary and PAYE and other payments detailed therein.</p>			
<p>d) On a proposal by Cllr Campbell seconded by Cllr Mansfield IT WAS RESOLVED to approve a sum of £329.27 for Wiltshire Council to supply and install a depth gauge to be installed between the Avon Bridge and Sutton Benger village (from CIL funds).</p>			
<p>Cllr Campbell had requested that a change could be made to the way the 2025/26 Parish Council's budget is reported to allocate and track Benger Trails and Rights of Way separately. On a proposal by Cllr Craig seconded by Cllr Mansfield IT WAS RESOLVED to approve the change.</p>			
212.25	<p>(Reordered) Village Hall Section 106 Expenditure on Leisure Equipment Councillors considered the outstanding Section 106 agreement for Village Hall Leisure Facilities and on a proposal from Cllr Thomson and carried unanimously IT WAS RESOLVED to allocate the remaining £2,216 towards the purchase of a projector and screen for the Village Hall.</p> <p>IT WAS NOTED that the expenditure of £1,670.60 from Community Infrastructure levy money under CIL LA2016/234 Tranche 1 of 1 - Received 20/3/17 for Serenity Audio equipment in December 2025 would be in addition to the Section 106 agreement for VH Leisure Facilities (WCS/104034)</p> <p>IT WAS NOTED the current status of the Village Hall Audio Visual Equipment project and, on a proposal from Cllr Thomson and carried unanimously, IT WAS RESOLVED that the remaining costs may be considered from CIL Tranche 3 of LA2019/190 (reference previous Minute 113.25) should it be required in order to cover the completion of the project (see Minute 211.25 below).</p>		
211.25	<p>Community Infrastructure Levy (CIL) and Section 106 Funds held by the Parish Council - Clerk Community Infrastructure Levy (CIL) Status: Councillors received an update from the Clerk on the current status of funds held from Community Infrastructure Levies including Tranche 3 of LA2019/190 (reference previous Minute 113.25) which had an imminent deadline and then considered which grant applications would be applicable for funding.</p> <p>IT WAS NOTED that the sum of £6,000 was about to be spent from CIL.8 LA2019/190 Tranche 2 and CIL.9 Tranche 3 for the Village Hall Central Heating agreement (reference previous Minute 113.25)</p> <p>IT WAS NOTED that £2,000 for an Auto Speed Watch Camera previously ear-marked from CIL.9 LA2019/190 Tranche 3 (reference previous Minute 113.25) would not be spent in the near future and should be re-allocated to a future CIL fund. It was also noted that £1,100 previously allocated for allotment legal fees would no longer be required (reference previous Minute 113.25).</p>		

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	<p>On a proposal from Cllr Thomson seconded by Cllr Mansfield, IT WAS RESOLVED that a grant for £250 would be made to the B4069er's Skittles Team from CIL.9 LA2019/190 Tranche 3 for the provision of skittles balls.</p> <p>On a proposal from Cllr Craig seconded by Cllr Mansfield, IT WAS RESOLVED that a grant for £8,000 would be made to Sutton Benger Primary School to be allocated from the remainder of the CIL.9 LA2019/190 Tranche 3 and from CIL 10 and CIL 11 (part) LA2021/250 (Land at Gate Farm) for the provision of an outdoor classroom.</p> <p>IT WAS NOTED that requests for grants had been received from Draycot Cerne Chapel for both works to the chapel and for churchyard maintenance. The chapel works will be considered in line with the new Community Infrastructure Levy (CIL) and Section 106 (S106) Policy and Project scoring matrix at a future meeting when more data is available on what works are required. The churchyard maintenance donation will be considered at the start of the next financial year in April.</p> <p>Section 106 Status: The Clerk is still waiting for confirmation from the Wiltshire Council Section 106 team that the legal agreement for the release of funds for the Village Hall Public Covered Open Space project has been completed. IT WAS NOTED that the Village Hall have put forward a proposal for outdoor gym equipment instead of upgrading the MUGA as the cost of the MUGA works would be beyond the amount available from this agreement.</p> <p>The Village Hall has also submitted to the Parish Council three quotes for benches and will be getting three quotes for any other contracts associated with the Public Covered Open Space project. These will be reviewed by the Parish Council once the amount remaining from the Section 106 Agreement is understood.</p>
<p>213.25</p>	<p>Chair's Report – Vice-Chair in absence of Chair Cllr Thomson noted that he would be attending the next Chippenham Community Forum in February however Cllr Greenman noted that this meeting will be postponed to March due to new Wiltshire Council diary clashes. (See Minute 220.25 below)</p>
<p>214.25</p>	<p>Clerk's Report and Matters Arising from previous meetings The Clerk reported that:</p> <ul style="list-style-type: none"> • The January Local Highway and Footway Improvement Group (LHFIG) has approved a survey regarding a pedestrian crossing on the High Street, but no date has yet been given. • In the Chair's absence, the Clerk had attended a meeting with Perry Payne from Wiltshire and Swindon Road Safety Partnership, and Sgt Jamie Ball, Neighbourhood Policing Sergeant for Wiltshire Police regarding speeding through the village and the impact of future developments. • The 20 mph school lights which have been flashing 24/7 in spite of being reported in January have still not been fixed and Perry Payne agreed to escalate this to the Wiltshire Council Head of Highways Asset Management. • She would be submitting a request to the LHFIG for consideration of the 30 mph limit being extended beyond the new Charles Church development towards Christian Malford (see Minute 218.25 below) • She had submitted a list of infrastructure projects to Wiltshire Council and the Charles Church developers as input to the meeting with Wiltshire Cllr Greenman and the developers which she had taken from the Parish Council's 3 year plan drawn up last year. • Cllr Gaunt has noted that the flooding in Sutton Lane is within the Langley Burrell parish and the Parish Council agreed that a letter should be written to the Parish Council drawing their attention to this. • The Great British Spring Clean dates are 13-19 March this year and councillors agreed that if the previous volunteer would be willing to organise it, this should be carried out again this year and a note put into the Parish News.

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	<p>The Clerk reported the status of outstanding Matters Arising (still for ongoing action /monitoring):</p> <ul style="list-style-type: none"> • Seagry Road signage This wasn't completed following the 2023 request and the SLOW signs and markings have not been repainted. This is now back on the Wiltshire Council Highways list. Ongoing. • New Parish Council Governance Document for 2025/26 (Minute 136.25) An action remains on the clerk to ensure that councillors without gov.uk e-mail addresses are compliant before the end of March 2026. Ongoing. • Sutton Benger Brook – Review of flooding across Seagry Road and future prevention (Minute 117.25) Cllr Greenman pointed out this had been an issue as long ago as 2010 when he had been involved in arranging for work to be carried out to channel the water away from the road. Concerns were raised about what impact the new Charles Church development might have on the brook. ACTION: Clerk to follow up the legal situation regarding maintaining banks with the Environment Agency. ACTION: Clerk to follow up with farmer Phil Greenhill what he knows about who owns the neighbouring land. ACTION: Cllr Morse to follow up with farmer Richard Francome. Ongoing. • Highways and Parish Steward (Minute 023.25) Flooding issues in the dip on the B4069 by Lake Farm opposite Chauffeurs Cottage have been reviewed by Cllrs Carwardine and Gaunt with the Lake Farm farmer. ACTION: Clerk to confirm what has been agreed. Ongoing. • Traffic Calming / LHFIG / Speed Indicator Device (Minute 020.25) The Stanton St Quintin Waste Disposal Site traffic still causes a queuing hazard with no clear resolution yet in place. Cllr Greenman noted that the 2 sites that had been scheduled for closure in the summer would not now be closed this year but there is still a need for another Waste Disposal Site. Ongoing. • Annual Parish Meeting (APM) 2025 (Minute 015.25) Plans are still to be put in place on how to follow up suggestions from the 2025 informal APM. Ongoing. • To Review and Approve Policies, Procedures and Governance Documents for 2025/26 (Minute 007.25) Each policy to be reviewed on a rolling basis throughout the year. ACTION: Clerk with Cllr Thomson. Ongoing. <p>Asset Register Mar 2025 (V2.2) The Asset Register is still to be reviewed and validated before the end of the financial year as it will be required for submission as part of the end of year accounts.</p> <p>Internal Financial Control Statement Mar 2025 (V2.2) The relationship between this document and the Financial Regulations will be reviewed as part of the completion of the end of year accounts.</p>
215.25	<p>Parish Council Website – Jo Watchman</p> <p>Cllr Watchman said that the current website had been created at least a decade ago. It needed to be upgraded as soon as possible and should include enabling access by users on mobile devices. She agreed to take on the project to write the brief, establish costs and manage its replacement. On a proposal by Cllr Thomson, seconded by Cllr Morse, IT WAS RESOLVED that Cllr Watchman should take on responsibility for this project.</p>
216.25	<p>Community Engagement / Communications – Cllr Watchman</p> <p>Cllr Watchman said it had been a good first month for raising the level of communication from the Parish Council and noted that this was reflected in the numbers of villagers who had submitted comments regarding the Gate Farm planning application which wouldn't have happened without an active campaign.</p> <p>She would start drafting a village communication about the role of the Parish Council in the community and how the Parish Council manages the precept as well as the other grants under its remit. As part of this she also agreed to draft an approach to communicating the 2026/27 Precept to villagers.</p> <p>She has been unable to access the Parish Council Facebook page and will follow up obtaining Admin rights.</p>
217.25	<p>Community Emergency Plan – Cllr Morse</p> <p>Cllr Morse reported that he had attended a Village Hall meeting on 28 January and updated the Village Hall Committee on the status of the Community Emergency Plan. The Village Hall would be willing to become the Community Emergency Hub provided they established what would be involved.</p>

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	<p>Discussion had taken place regarding an emergency generator versus battery back up should village mains power go off. They asked for more information regarding what would be required of the hall and any individual volunteers in an emergency.</p> <p>It was noted that it was unclear who was defined as the “Community Emergency Volunteer” (CEV) and who, if anyone, would be the Wiltshire Council contact. ACTION: Clerk / Cllr Morse to follow up.</p>
218.25	<p>Traffic Calming / LHFIG / Speed Indicator Device Extension of 30 mph limit East of village: Concerns have been raised regarding speeding vehicles on the B4069 between the Avon bridge and Sutton Benger coming from Christian Malford with speeds having been recorded of over 100 mph. Charles Church will be starting construction on the new housing estate (known as Land off the High Street) and once houses were occupied this will mean slow traffic coming out of the estate onto the road. On a proposal by Cllr Thomson, seconded by Cllr Craig, IT WAS RESOLVED that the Clerk will submit a request to the LHFIG for an extension to the 30 mph speed limit past the entrance to the new housing development to be implemented as soon as possible before construction work starts.</p> <p>Community Speedwatch team: The Community Speedwatch team has now not been active for some time. Sgt Jamie Ball has said that he would be willing to send out PCSOs to support any sessions if it was reinstated even if they weren’t very regular. It was suggested that the Annual Parish Meeting should be an opportunity to suggest village activities that people might be prepared to volunteer for, and a Community Speedwatch team could be added to the list.</p> <p>Speed Indicator Device: The Clerk noted that she had received the SID monthly update and statistics in Cllr Carwardine’s absence from Pete Oldale. The maximum speed from SID1 at the east end of the High Street was 108 mph on 16 Jan at 15:00 by a vehicle travelling into the village from the Christian Malford direction.</p>
219.25	<p>Village Updates – Clerk No significant updates were raised from councillors relating to their areas of responsibility.</p>
220.25	<p>Wiltshire Council - To receive a report from Wiltshire Councillor Greenman if available..</p> <ul style="list-style-type: none"> • Cllr Greenman reported that he had just been notified that there would be a full Wiltshire Council budget setting meeting starting on Tuesday 24 Feb and likely to run through Wednesday 25th. As result the Chippenham Community Area Forum will be cancelled and rescheduled for March. • Following the agenda item on Enforcement above, he had already e-mailed the Enforcement Officer regarding Walkers Rest and Frampton Farm. • He confirmed that he had called into Committee the Gate Farm planning application. • He has had a preliminary meeting with representatives from the Charles Church Land off the High Street development so is now in the loop regarding any follow up.
221.25	<p>Correspondence sent / received. No communications had been received.</p>
222.25	<p>Exchange of information and Any Items for Consideration at Next Meeting No updates from councillors were received.</p>

The next meeting of the Parish Council will be held on **Wednesday 11th March 2026 at 7:15 pm at Sutton Benger Village Hall, Chestnut Road.**

MEETING CLOSED AT 21:35