

Sutton Benger Parish Council

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T: 07810-647183

MINUTES OF THE MEETING OF SUTTON BENGERS PARISH COUNCIL HELD ON WEDNESDAY 11th MARCH 2026 AT SUTTON BENGERS VILLAGE HALL

Present: Councillors Jan Campbell, Adam Carwardine, Iain Craig, Ruth Gaunt (Part), Jeremy Haselton, Claire Mansfield, Cllr Thomson, Cllr Watchman (Part) plus Sue Hart (Parish Clerk) and Wiltshire Councillor Greenman (Part)

There was one member of the public present.

223.25	<p>Apologies for absence Apologies had been received from Cllr Errington (holiday) and Cllr Morse (family matters). On a proposal from Cllr Thomson carried unanimously, IT WAS RESOLVED to accept the councillors' apologies.</p> <p>The Clerk had also received notification that both Cllr Watchman and Wiltshire Council Greenman would be arriving after the start of the meeting.</p>
224.25	<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>The Clerk said that as Cllr Campbell was the Parish Council's representative to the Village School and Cllr Mansfield was the Parish Council's representative for the Village Hall, it would be possible for them to be granted formal dispensations to speak and potentially vote on matters for these two organisations. Cllr Thomson proposed that the two councillors should be granted formal dispensations. For formal resolution at the next PC meeting.</p>
225.25	<p>Public Forum Session A member of the public expressed their concerns regarding the planning application for the erection of a large unit on a site West of Oakleigh Acres. Their concerns related to the fact that the large number of trucks entering and exiting the B4122 from the Chippenham Pit Stop was already making the single lane B4122 very busy. The additional traffic caused by another site right next to this locality, and just along from the frequently queuing traffic into the Stanton St Quintin recycling site on the other side, would make this road even more hazardous.</p>
226.25	<p>Minutes – To approve minutes of the Parish Council meeting held on 11th February 2026 Draft minutes had been circulated to councillors.</p> <p>On a proposal from Cllr Thomson and seconded by Cllr Craig, IT WAS RESOLVED to accept the minutes as a true record, and they were signed by the Chair.</p>
	<p>Cllr Watchman joined the meeting</p>
227.25	<p>Planning Applications To receive an update from Cllr Gaunt and to consider the response to the following: New Applications for Consideration: PL/2025/03307 Land West of Oakleigh Acres, Draycot Cerne - (Revision) Erection of B8 Unit and associated works (Deadline for comments: 17 March 26) The Clerk noted that she had established with the Planning Officer that Planning had made a mapping error and the location of this site was within Kington Langley parish. On a proposal from Cllr Carwardine and seconded by Cllr Campbell, IT WAS RESOLVED to Object to this application.</p>

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	<p>The main reasons for objection were lack of evidence to demonstrate CP34 strategic economic needs, and serious concerns about road safety due to additional HGVs given its proximity to the recycling centre and the Chippenham Pit Stop.</p> <p>Planning Updates Appeals and Enforcement Updates: ENF/2025/01050 Land at Seagry Hill Update – Enforcement still haven’t been able to track down the owner of this site. The Enforcement Order is still ongoing.</p> <p>ENF/2026/00160 Frampton Farm Travellers’ Site – Confirmation has been received from Planning that only 15 pitches have authorisation and an Enforcement Order has been raised.</p> <p>PL/2025/09825 Land at Gate Farm – The last decision date as recorded on the portal is 18 March so although the 5 Feb 26 consultation deadline is passed there has been no decision as yet.</p> <p>Wiltshire Council Decisions: PL/2026/00360 – Gate Stable - Notification of proposed works to trees in a conservation area. (Wiltshire Council Decision: No Objection) PL/2025/09775 Sutton Benger Village Hall - Construction of an oak-framed gazebo (Wiltshire Council Decision: Approve with conditions)</p>																																														
<p>228.25</p>	<p>Governance – Compliance with Government Assertion 10 requirements - Clerk The Clerk said that the Parish Council needs to confirm to the internal auditor, prior to the end of year External Audit, compliance to new government standards introduced this financial year.</p> <p>There were two points outstanding, one of which is that it is best practice for all councillors to have .gov.uk e-mail addresses to keep their personal and parish council communication completely separate. Both the Clerk and the Chair already have compliant e-mail addresses. The Parish Council already has up-to-date IT Strategy and related policies.</p> <p>The website is only partially compliant, but details of any non-compliances are clearly documented on the current site. Cllr Watchman is doing a full review of the need to replace the website with an up-to-date version (ref Minute 234.25 below).</p>																																														
<p>229.25</p>	<p>Finance - Report distributed to councillors a) To note transactions since last report dated 31 January 2026</p> <p>Payments from Current Account during last month (not including officer’s payments):</p> <table border="1" data-bbox="319 1451 1422 1792"> <thead> <tr> <th></th> <th></th> <th>Amount</th> <th>Minute</th> </tr> </thead> <tbody> <tr> <td>17 Feb</td> <td>25-080 Chair’s expenses: Gifts / XMAS PC buffet (Remainder)</td> <td>£38.26</td> <td>210.25</td> </tr> <tr> <td>17 Feb</td> <td>25-084 SID Extended Warranty – Year 2</td> <td>£238.80</td> <td>210.25</td> </tr> <tr> <td>17 Feb</td> <td>25-085 Benger Trails SB Christmas Trail Quiz - Prize token</td> <td>£10.00</td> <td>210.25</td> </tr> <tr> <td>17 Feb</td> <td>Section 106:25-083 Marcus Anstie Windows– Jan26</td> <td>£140.00</td> <td>210.25</td> </tr> <tr> <td>17 Feb</td> <td>Lloyds Bank Service charge</td> <td>£4.25</td> <td>210.25</td> </tr> <tr> <td>18 Feb</td> <td>Section 106: 25-087 Village Hall AV Project - AV Parts Master</td> <td>£2,698.94</td> <td>211.25</td> </tr> <tr> <td>23 Feb</td> <td>CIL 8/9 Payment: 25-086 Village Hall Central Heating</td> <td>£7,723.28</td> <td>113.25</td> </tr> <tr> <td>23 Feb</td> <td>CIL 9 Payment: 25-088 Skittling Team Balls / Trophy</td> <td>£250.00</td> <td>211.25</td> </tr> <tr> <td>2 Mar</td> <td>CIL 9 Payment: 25-089 JMA Groundworks Allotment shelter</td> <td>£950.00</td> <td>211.25</td> </tr> </tbody> </table> <p>Credits to Current Account:</p> <table border="1" data-bbox="319 1861 1422 1966"> <tbody> <tr> <td>17 Feb</td> <td>Deposit (0605-1779) to Current (0034-4200)</td> <td>£15,000.00</td> </tr> <tr> <td>26 Feb</td> <td>Village Hall: Repayment of grant overspend for AV Project (£33.11) and CH Project (436.07)</td> <td>£469.18</td> </tr> </tbody> </table>			Amount	Minute	17 Feb	25-080 Chair’s expenses: Gifts / XMAS PC buffet (Remainder)	£38.26	210.25	17 Feb	25-084 SID Extended Warranty – Year 2	£238.80	210.25	17 Feb	25-085 Benger Trails SB Christmas Trail Quiz - Prize token	£10.00	210.25	17 Feb	Section 106: 25-083 Marcus Anstie Windows– Jan26	£140.00	210.25	17 Feb	Lloyds Bank Service charge	£4.25	210.25	18 Feb	Section 106: 25-087 Village Hall AV Project - AV Parts Master	£2,698.94	211.25	23 Feb	CIL 8/9 Payment: 25-086 Village Hall Central Heating	£7,723.28	113.25	23 Feb	CIL 9 Payment: 25-088 Skittling Team Balls / Trophy	£250.00	211.25	2 Mar	CIL 9 Payment: 25-089 JMA Groundworks Allotment shelter	£950.00	211.25	17 Feb	Deposit (0605-1779) to Current (0034-4200)	£15,000.00	26 Feb	Village Hall: Repayment of grant overspend for AV Project (£33.11) and CH Project (436.07)	£469.18
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	<p>The Clerk noted that after paying the above she had submitted the 2025/26 VAT claim for £2,383.45.</p> <p>Credits to Deposit Account:</p> <table border="1" data-bbox="320 376 1423 412"> <tr> <td>9 Feb</td> <td>Lloyds Bank – Interest</td> <td>£29.59</td> </tr> </table> <p>Transfers Between Accounts:</p> <table border="1" data-bbox="320 477 1423 512"> <tr> <td>17 Feb</td> <td>Deposit (0605-1779) to Current (0034-4200)</td> <td>£15,000.00</td> </tr> </table> <p>b) To Resolve on the approval of future payments to be made online:</p> <table border="1" data-bbox="320 584 1423 620"> <tr> <td>Online</td> <td>25-091 SB Village Hall Hire – Jan-Mar26</td> <td>£51.00</td> </tr> </table> <table border="1" data-bbox="320 660 1423 696"> <tr> <td>Online</td> <td>Section 106 Payment: 25-090 Marcus Anstie Windows– Mar 26</td> <td>£90.00</td> </tr> </table> <p>Note: Copies of invoices 25-090 to 25-091 attached plus Payroll records had been forwarded to Finance Councillors.</p> <p>c) For auditing purposes, the Clerk had circulated a list to the councillors responsible for Finances, payments recorded from the bank accounts for the first quarter of 2025/26 for which she had been unable to find any corresponding minute.</p> <p>On a proposal by Cllr Gaunt seconded by Cllr Thomson IT WAS RESOLVED to retrospectively approve these payments.</p> <p>d) To approve the March 26 Financial Report</p> <table border="1" data-bbox="320 1133 1423 1234"> <tr> <td>31 Jan 26</td> <td>Community No.1 Account (Current)</td> <td>£2,575.06</td> </tr> <tr> <td>31 Jan 26</td> <td>Community Instant Access Account (Deposit)</td> <td>£50,628.17</td> </tr> <tr> <td></td> <td>Bank balances on Monday 9 Feb 26</td> <td>£53,203.23</td> </tr> </table> <p>Note: Copies of Bank Statements had been forwarded to Councillors.</p> <p>On a proposal by Cllr Carwardine seconded by Cllr Gaunt IT WAS RESOLVED to approve forthcoming payments and the March 2026 Finance Report including the staff salary and PAYE and other payments detailed therein.</p> <p>e) To note the current status of the end of financial year 2025/26 budget</p> <p>The Clerk said there were still unknowns that would affect the end of year finances, including whether the whether VAT refund would be received before the end of March, and whether the payment will come through from Wiltshire Council before year end for the Sutton Lane S106 agreement. This would have a major impact on the ear-marked reserves and possibly the likely external auditor payment.</p>	9 Feb	Lloyds Bank – Interest	£29.59	17 Feb	Deposit (0605-1779) to Current (0034-4200)	£15,000.00	Online	25-091 SB Village Hall Hire – Jan-Mar26	£51.00	Online	Section 106 Payment: 25-090 Marcus Anstie Windows– Mar 26	£90.00	31 Jan 26	Community No.1 Account (Current)	£2,575.06	31 Jan 26	Community Instant Access Account (Deposit)	£50,628.17		Bank balances on Monday 9 Feb 26	£53,203.23
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	<p>Cllr Greenman joined the meeting.</p>																					
<p>230.25</p>	<p>Community Infrastructure Levy (CIL) and Section 106 Funds held by the Parish Council - Clerk</p> <p>Two payments still need to be made from the expiring CIL money held over from LA2019/190 Land at Arms Farm. The Clerk had received an e-mail from Wiltshire Council saying they would be invoicing for the depth gauge along the B4069. Cllr Campbell confirmed the school would be having a meeting that Friday to review the Outdoor Classroom proposals and finalise costs so she was expecting the final status the following week.</p>																					

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	<p>Councillors noted that there may still be CIL money due from an additional house being built on a plot at Arms Gardens. ACTION: Clerk to follow up with Wiltshire Council.</p> <p>The Clerk said that she understood that the application for 90 houses on Land at Gate Farm was already subject to a Section 106 agreement. The Parish Council had not been consulted. The S106 agreement should be available for review on the Portal if the application does get called into the Wiltshire Council Planning Committee.</p> <p>The Resolution on the agenda for the Parish Council’s agreement to the Section 106 Side Agreement for Land at Sutton Lane could not be passed as the money has not been received in time for the meeting. ACTION: Clerk to carry forward to the next meeting.</p> <p>The Chair said that the Parish Council need to follow up the initial work carried out on the 3-Year Financial plan at the end of last year. The next step would be to develop those ideas into programmes plus come up with additional ideas. He hoped they would be ready for presentation and villagers’ feedback at May Annual Parish Meeting.</p>
<p>231.25</p>	<p>Chair’s Report</p> <p>Prior to giving his Report, Cllr Carwardine said that he would like to thank Cllr Mansfield for all her work on the many projects all taking place at once at the Village Hall and presented her with a gift of a plant.</p> <p>The Chair gave an update on the Planning Forum he had attended at Wiltshire Council County Hall with Cllr Thomson and the Clerk the evening before. The main focus of the meeting was that the Wiltshire Local Plan had failed and many of the implications were discussed by Parish Council representatives in attendance. Wiltshire Council do have to address how to comply with the government’s significantly raised housing supply numbers. There was new feedback from the government on Neighbourhood Development Plans and those councils only part way through their NDP submissions were possibly going to have to rework their drafts.</p>
<p>232.25</p>	<p>Clerk’s Report and Matters Arising from previous meetings</p> <p>To receive a report from the Clerk. The Clerk noted that</p> <ul style="list-style-type: none"> • Chippenham Community Area Forum will now be on Wed 25 March. Cllr Thomson, Cllr Watchman and the Clerk planned to attend. • She had reported the flooding in Sutton Lane that fell within the Langley Burrell parish to their Parish Clerk who has confirmed receipt. There was Highways work planned in the area for May but she was not sure whether this would resolve this issue. • The UK dates for the Great British Spring Clean are 13-19 March 26 however the Sutton Benger organiser is away and has agreed to do it on 11 April instead. The Village Hall is booked if needed until 11:30 am after which the rugby club have their booking. • The 20 mph flashing lights at the east end of the village that were on 24/7 since after Christmas were finally sorted with help from an intervention by Perry Payne of the Wiltshire and Swindon Road Safety Partnership. • She noted that she had received detailed feedback from Highways regarding the High Street wall collapse next to the Church, but that this was not a Parish Council issue. • She said there had never been a resolution regarding replacing the tree in the raised bed at the entrance to Manor Farm Drive which was cut down by Wiltshire Council but councillors agreed there was nothing more to be followed up. • An action raised by Cllr Mansfield and still outstanding related to a fence on the allotment which had been affected by building work and was now leaning (Minute 087.25). <p>ACTION: Cllr Haselton said he would check whether this was still an issue.</p> <p>To consider the status of any outstanding Matters Arising:</p>

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	<p>Traffic Calming / LHFIG / Speed Indicator Device (Minute 158.25) Seagry Road signage - The SLOW signs and markings have not been repainted but the Clerk has received confirmation they are in Highways plan but with no schedule as yet.</p> <p>Sutton Benger Brook – Review of flooding across Seagry Road and future prevention (Minute 117.25) The Clerk said that the Environment Agency confirms that Riparian landowners are generally responsible for maintaining river banks and beds on private property, including managing erosion and vegetation, to ensure free flow of water. ACTION: Cllr. Carwardine said he would follow up with Cllr Morse the possibility of getting a digger to dig out the sides of Sutton Benger Brook.</p> <p>Highways and Parish Steward (Minute 023.25) Flooding issues in the dip on the B4069 by Lake Farm opposite Chauffeurs Cottage were resolved with the Parish Steward and the Lake Farm farmer. There is no further action at this time.</p> <p>Stanton St Quintin Waste Disposal Site (Minute 020.25) The Stanton St Quintin Waste Disposal Site traffic still causes a queuing hazard with no clear resolution yet in place. Wiltshire Councillor Greenman noted that the only progress was a Lower Compton recycling site rolling contract for 3 years and at Purton for one 1 year. A booking system has been suggested to reduce queuing on the B4122 but nothing has been implemented so far.</p> <p>Annual Parish Meeting 2025 (Minute 015.25) Plans are still to be put in place on how to follow up suggestions from the 2025 informal APM. This will be picked up as part of the APM plans for this year.</p> <p>To Review and Approve Policies, Procedures and Governance Documents for 2025/26 (Minute 007.25) Policies and Procedures are being reviewed on a rolling basis by the Clerk and Cllr Thomson – the next to be reviewed are the Standing Orders.</p> <p>Update to Asset Register March 2025 (V2.2) – The Clerk will be reviewing and validating this as part of the year end finances.</p>
233.25	<p>Annual Parish Meeting – Cllr Carwardine / Cllr Watchman The provisional booking made for the 2026 Annual Parish Meeting at the Village Hall for Thursday 21st May can now be confirmed. Discussion took place regarding the format of the meeting and points raised included:</p> <ul style="list-style-type: none"> • The need to communicate more on progress regarding flooding and the Community Emergency Plan. • A Register for Volunteers to put their names forward for community-related tasks was proposed – even including small but essential village tasks like winding the church clock. • The Parish Council should communicate more about the many projects that it has funded from ear-marked reserves during 2025/26. • A theme could be that the Parish Council does have reserves specifically ear-marked for community capital projects – village organisations should be encouraged to apply. • There were two distinct areas of the community that would be targeted to attend – the organisations/user groups who can use the event as a forum for communicating what they do and for villagers to come to meet other villagers and to learn more about what the village does. <p>The Clerk pointed out that the formal part of the Annual Parish meeting only needs be a short update from the Chair on the Parish Council’s activities during the year and to introduce all the organisations attending on the evening after which the meeting should be closed. This needs to take no more than 15 minutes.</p>
234.25	<p>Parish Council Website – Cllr Watchman</p>

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	<p>It was agreed that following the Clerk's update (reference Minute 228.25 above) as there were implications regarding both e-mails and website compliance, Cllr Watchman and the Clerk would have a meeting to agree on how best to incorporate everything that needed to be covered.</p> <p>ACTION: Clerk and Cllr Watchman to follow up.</p>
235.25	<p>Community Engagement / Communications – Cllr Watchman</p> <p>Cllr Watchman was putting together a communication to villagers that was going to be inserted in the next Village News. She was pleased to report that she had obtained Admin rights to the Parish Council Facebook page from the previous clerk so she would now be able to add that to the ways of communicating with villagers.</p>
236.25	<p>Community Emergency Plan</p> <p>Cllr Morse was unable to attend the meeting and had not supplied any updates on the work to the Community Emergency Plan or his meeting with the Village Hall Committee.</p> <p>ACTION: Cllr Carwardine to contact Cllr Morse to receive updates.</p> <p>Wiltshire Cllr Greenman strongly advised attendance at each Operational Flood Working Group - North who were active and an excellent point of contact.</p> <p>ACTION: Clerk to establish the date of their next meeting.</p>
237.25	<p>Land at Sutton Lane – Footpath to village – Cllr Carwardine / Cllr Mansfield</p> <p>Hills Homes had contacted the Parish Council regarding their requirement by Highways to modify their planned installation of a footpath from their new development towards Chestnut Road. Discussions have taken place with Cllr Carwardine and Cllr Gaunt and this is now being followed up directly with the Village Hall Committee.</p>
238.25	<p>Traffic Calming / LHFIG / Speed Indicator Device</p> <p>Cllr Carwardine confirmed that a request for an extension to the 30 mph limit from Sutton Benger towards Christian Malford (Minute 218.25) had been submitted to the Local highway and footway improvement group (LHFIG) for inclusion at their next meeting on 31st March.</p>
	<p>Cllr Gaunt left the meeting</p>
239.25	<p>Allotments, Grounds Maintenance and Dog Bins – Cllr Haselton</p> <p>Allotments: Cllr Haselton confirmed that the Allotment Shelter has now built and has already been paid for out of CIL funds.</p> <p>Ground Maintenance: The contractor is just about to start the spring work. The contractor has noted that hedge cutting around allotments does take more time than originally anticipated.</p> <p>Dog Bins: The Park Management Company have agreed to one being put on The Park but they want an agreement in place regarding who will take responsibility for maintaining and emptying it. The Clerk has still heard no more from Wiltshire Council Streetscene, despite chasing, regarding permission to attach a bin at the entrance to French Gardens. If installed it could mean this would stop dog waste from being put into the bin at the bus stop.</p>
240.25	<p>Village Hall – Cllr Mansfield</p> <p>It was noted that projects were completed on the Audio-Visual equipment and the projector and screen was bought and paid for from Section 106 funds. The Central Heating project had been completed at half term - funded from CIL Funds.</p> <p>Both the Parish Council and the Village Hall are waiting for the Land at Sutton Lane Section 106 legal approval to finally come through before work can start on the Village Hall Public Open Space Project. Groundworks need to be finished before the structure can be measured and built so the hold-up is starting to impact work starting in the spring.</p>

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	<p>In addition, the new kitchen is now installed and in use.</p> <p>Cllr Mansfield also noted that there is now a clothes bank bin next to the Village Hall rubbish bins provided and serviced by Wiltshire Air Ambulance to help raise funds for the charity.</p>
241.25	Village Updates – Clerk There were no updates this month.
242.25	Wiltshire Council Wiltshire Councillor Greenman noted that the Wiltshire Council Local Plan had failed and Wiltshire Council had been given a choice of either withdrawing the Local Plan from examination or they could request that the Inspectors draft a final report (which would recommend non-adoption anyway). Wiltshire Council were likely to choose the former option. The failure of the Local Plan is a significant setback in the long-term planning framework for housing and development and could give developers more freedom to put forward planning applications. Cllr Greenman confirmed a decision had not yet been reached regarding the application for 90 houses at Land at Gate Farm but that it would be called in if the Planning Officer recommended approval. However, he noted the fact that, as the Wiltshire Local Plan had failed, the principle of “tilted balance” could be brought to bear. <i>Addendum from Clerk: “Tilted balance” is a National Planning Policy Framework (NPPF) planning principle which strongly favours granting planning permission when a local authority lacks a 5-year housing land supply or has out-of-date local plans. It “tilts” the decision-making process toward approval unless adverse impacts significantly and demonstrably outweigh the benefits.</i>
243.25	Correspondence sent / received: None
244.25	Exchange of information and Any Items for Consideration at Next Meeting: None

The next meeting of the Parish Council will be held on **Wednesday 8th April 2026 at 7:15 pm at Sutton Benger Village Hall, Chestnut Road.**

MEETING CLOSED AT 21:34