

Sutton Benger Parish Council

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Minutes of Sutton Benger Parish Council Meeting

held on Wednesday 12th November 2025 at 7.15 pm at the Sutton Benger Village Hall

Those present were noted as Councillors Adam Carwardine, David Thomson (Vice-Chair), Jan Campbell, Jeremy Haselton, plus Sue Hart (Parish Clerk)

There was one member of the public present.

145.25	Apologies and Reasons for Absence Apologies were received from Cllr Errington and Cllr Morse (family commitments), and Cllr Mansfield (sickness). Wiltshire Councillor Howard Greenman also gave his apologies. Councillors accepted the councillors' apologies.
146.25	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. Cllr Haselton declared a personal and pecuniary interest in the planning application regarding Land at Arms Gardens, stayed in the room, but did not contribute to the discussions and did not vote.
147.25	Public Forum Session A villager noted that the building erected known as Walkers Rest, Seagry Hill had not conformed to the application submitted and at the time the owner was required to take it down. However, this has never been enforced, and the building is still there. The Clerk said this has now been noted and she had submitted a Request to Planning Enforcement (ENF/2025/01040) but had not yet had a reply. Reference the planning application for further houses to be built at Arms Gardens, a villager noted that circumstances haven't changed since the original application at which time the reasons were objecting were clearly stated. The site is also outside the settlement boundary. Other temporary issues should also be taken into account even though they were not a planning consideration – namely that the Arms Gardens road is very narrow and deliveries of building supplies, plus finding parking spaces for all the contractors working on the site, would have a significant impact on existing residents.
148.25	Minutes – To approve minutes of the Parish Council meeting held on 8th October 2025 Draft minutes had been circulated to councillors. One change was noted to Minute 143.25 Cllr Ball should read PC Ball. On a proposal from Cllr Carwardine, IT WAS RESOLVED to accept the revised minutes as a true record, and they were signed by the Chair.
149.25	Governance – Councillors' Code of Conduct The Clerk had circulated the Parish Council's Code of Conduct as approved at the last Annual Meeting of the Parish Council on 10 May 25, in order that councillors could sign their up-to-date agreement. Those councillors present signed their commitment to the Sutton Benger Parish Council's Code of Conduct.

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150.25	Finance – Report distributed to Councillors			
	a) To note transactions since last report dated 6 October 2025			
	30 Sep 25	Community No.1 Account (Current)		£1,785.76
	30 Sep 25	Community Instant Access Account (Deposit)		£64,680.25
		Bank balances on Monday 6 October 25		£66,466.01
	Copies of Bank Statements had been forwarded to Finance Councillors.			
	Payments from Current Account during last month (not including officers' payments):			
				Minute
	2 Oct	FPO	CIL9 Payment: 25-057 Blue Kite Academy – Donation for cost of museum visit / educational materials	£830.07 113.25
	9 Oct	FPO	S106: 25-065 Marcus Anstie Windows – Sept 25	103.00 132.25b
	9 Oct	FPO	25-062 Sutton Benger Village Hall Hire – Jul/Aug/Sept	£44.63 132.25b
	9 Oct	FPO	CIL9 Payment: 25-060 AJS Graphics – SBPC Logo	£500.00 113.25
	9 Oct	FPO	25-057 Kington Langley VH Hire for Website Training	£21.00 132.25b
	9 Oct	FPO	25-059 PFK-Littlejohn External Auditor (AGAR)	£252.00 132.25b
	9 Oct	FPO	25-061 Geosphere Parish Online – Annual Renewal	£96.00 132.25b
	9 Oct	FPO	25-064 AD Grounds & Landscaping (Sept 2025)	448.11 132.25b
	9 Oct	FPO	25-058 BC Website Design – Website training	£50.00 132.25b
	10 Oct	FPO	25-063 Invoices to end Oct 25 from Fasthosts Internet	£118.80 132.25b
	20 Oct	PAY	Lloyds Bank service charges	£4.75 150.25c
	Credits to Current Account:			
	2 Oct		Lloyds Bank – Incorrect advice compensation	£75.00
	24 Oct		Lloyds Bank – Complaint compensation	£50.00
	Credits to Deposit Account:			
	9 Oct		Lloyds Bank – Interest	£29.90
	Transfers Between Accounts:			
	7 Oct		Deposit (0605-1779) to Current (0034-4200)	£2,000.00
	b) To approve a one-time overtime payment to the Clerk for additional hours spent on the Parish Council's year-to-date finance position			
	On a proposal by Cllr Carwardine IT WAS RESOLVED to approve a one-time payment of 8 hours overtime to be paid to the clerk.			
	c) To Resolve on the approval of future payments to be made online:			
	Online		25-068 Sue Hart for purchase of 3 x Economy Dispenser bags for refilling village dog poo bins	£100.74
	Online		25-069 Peter Odale for defibrillator invoice from Turtle Engineering	£54.97
	Online		25-070 Wiltshire Council Election 2025 invoice for administration of parish election	£500.00
	Online		25-071 Craig Gingell for Benger Trails SSL certificate / domain name	£65.00
	Online		25-073 AD Grounds & Landscaping (Oct 2025)	697.25
	Online		Section 106 Payment: 25.072 Marcus Anstie Windows – Oct 25	£140.00

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Copies of invoices 25-066 to 25-073 attached plus Payroll records had been forwarded to the Finance Councillors.

On a proposal by Cllr Gaunt, **IT WAS RESOLVED** to approve the future payments to be made online including the staff salary and PAYE.

The Clerk noted that following recalculations of VE80 incomes and expenditures to align with the Lloyds Bank statements the final surplus from the event for distribution to the two named charities as listed in Minute 074.25f had proved to be less than originally stated at the 11 June 25 Parish Council meeting. The revised calculations have been reviewed with the Chair. The first donation to the Spirit of Normandy Trust charity has already been made therefore the proposed donation to the second charity, the Social Care, Advice and Housing for Armed Forced Community (SSAFA) to complete distribution of the profits is £1,124.46.

Copies of the revised VE80 Project calculations had been forwarded to all councillors and councillors **RATIFIED** the revised lower payment of **£1,124.46**.

d) To approve the November 25 Financial Report

31 Oct 25	Community No.1 Account (Current)	£667.80
31 Oct 25	Community Instant Access Account (Deposit)	£62,710.15
	Bank balances on Monday 10 November 25	£67,133.81

On a proposal by Cllr Campbell **IT WAS RESOLVED** to approve the November 2025/26 Finance Report.

e) Half year budget update

Copies of the half-year budget (at 7 months) had been circulated to all councillors.

The main changes the Clerk had made to the previous way of recording the budget were:

1. Showing all the receipts expected during the year.
2. Separating out the CIL and Section 106 payments from the Cost of Democracy.
3. Clarifying the VE80 event finances.
4. Recording the general reserves projected at year end differentiating between what had to be financed from the precept and what is in the ear-marked reserves (CIL/S106).

She noted that some budgets were rather generous and could be significantly reduced in order to address improving the year end reserves and recommended that it was better to budget for specific costs the Parish Council is obliged to spend and then put in place a broader contingency figure on top which can be deployed as required to cover any unexpected expenditure.

On a proposal by Cllr Carwardine **IT WAS RESOLVED** to approve the Sutton Benger Parish Council Financial Year 2025/26 Budget Report covering the period from April – October 2025.

f) To agree on the approach for the allocation of CIL and S106 funds as part of a 3-year Financial Plan

Councillors supported the need for the Parish Council to put in place a 3-year Financial Plan. Cllr Thomson agreed to become part of the Finance Working Group and the Clerk agreed to set up a meeting for the Finance Working Group with the Kington Langley Parish Council RFO who could provide useful feedback from his experiences of implementing a 3-year Financial Plan for KLPC.

It was noted that Cllr Campbell's request for the sum of £1,000 for the RISE Trust should be included in any discussions regarding the allocation of CIL money.

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151.25	<p>Planning To receive an update from Cllr Gaunt and to consider the response to the following:</p> <p>PL/2025/08235 Holly House, 76 High Street – Proposed works to trees in conservation area. (Passed deadline for comments 5Nov25) For information.</p> <p>PL/2025/08048 Paddock End, Barrett Lane – Proposed works to trees in conservation area. (Passed deadline for comments 30Oct25) For information.</p> <p>PL/2025/08148 Unit 3 Indurent Park, Land S of Junction 17 of M4 – Variation of Cond 1 (Approved Plans) & Cond 2 (appearance, landscaping, layout & scale Units 3 & 5) (Deadline for comments: 27Nov25) On a proposal from Cllr Carwardine and agreed unanimously, IT WAS RESOLVED not to comment.</p> <p>PL/2025/08571 Land at Arms Gardens – Erection of up to 9 dwellings & associated works (Deadline for comments 12Nov25 with an extension agreed to 13Nov) On a proposal by Cllr Campbell and agreed unanimously, IT WAS RESOLVED to Object to this application based on the reasons given in the Parish Council’s objection to the original site’s application.</p> <p>PL/2025/08775 Land at Rockwell Cottage, 8 Sutton Lane – Erection of single dwelling (Deadline for comments 19Nov25) On a proposal by Cllr Gaunt and agreed unanimously, IT WAS RESOLVED not to comment.</p> <p>PL/2025/08375 Lake Farm, 19 Draycot Cerne – Prior Notification: Building – Steel framed agricultural building (Information only)</p> <p>Planning Updates: Lime Down Solar Farm Acceptance of Development Consent Order This application has now entered the Pre-Examination Period and the Parish Council and individuals have until 9 January 26 to Register and make representations. Details were circulated to councillors. ACTION: Clerk to add to December agenda to consider how the Parish Council wishes to respond.</p> <p>Wiltshire Council Decisions, Appeals and Enforcement Updates: ENF/2025/01040 Land at Seagry Hill. The Parish Council had submitted a request for enforcement action at Walkers Rest regarding building non-conformance to the original application. ACTION: Clerk to monitor response.</p> <p>It was noted that there had been enforcement action regarding the number of sites at Frampton Farm and the Clerk was asked to investigate the status. ACTION: Clerk to establish the current position.</p> <p>PL/2025/07295 Rosemoor Lodge, Sutton Lane – Convert existing integral garage into habitable room. (Wiltshire Council Decision: Approve with Conditions)</p> <p>PL/2025/07475 The Old Schoolhouse, Seagry Road – Notification of proposed works to trees in a conservation area. (Wiltshire Council Decision: No Objection)</p> <p>PL/2025/07694 11 Manor Farm Drive – Notification of proposed works to trees in a conservation area. (Wiltshire Council Decision: No Objection)</p>
152.25	<p>Chair's Report Cllr Carwardine said that he had laid the poppy wreath on behalf of Sutton Benger Parish Council on Remembrance Sunday at All Saints Church. A very successful Halloween Trail had been organized at the French Gardens. On a proposal from Cllr Gaunt and agreed unanimously, IT WAS RESOLVED that the Chair should send a thank you to the organisers, Mark Ellis and the Benger Woods Team. ACTION: Cllr Carwardine</p>

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153.25	<p>Clerk's Report and Matters Arising</p> <p>Clerk's Report: The Clerk said she had received a telephone call from an elderly villager wishing to make a future donation to the community. The Chair and Clerk would be visiting him that week to find out more about his ideas.</p> <p>Matters Arising: The Clerk noted that the Matters Arising list was getting longer but there was never time at the meeting to review all the outstanding actions. She agreed to send all councillors the full list to agree what was still outstanding.</p> <p>ACTION: Clerk to send outstanding Matters Arising lists from previous meetings to all councillors.</p>
154.25	<p>Implementation of New Parish Logo</p> <p>The Chair had circulated a Brand Specification and Logo Use Policy to all councillors. On a proposal from Cllr Gaunt and agreed unanimously, IT WAS RESOLVED to adopt the Brand Specification and Logo Policy.</p>
155.25	<p>Village Dog Bins</p> <p>Cllr Haselton had done a survey of the dog bins around the village. He reported that there was still dog waste in the bus stop bin. There are two at the rec which are emptied by the village hall. There were also bins outside the school, by the old Post Office and in Chestnut Road. However, there is nothing on the west side of the village. There needs to be a bin at the French Gardens and there is a potentially suitable lamp post at the corner by the High Street. Cllr Haselton would contact Wiltshire Council to establish how the bins are emptied and how to go about adding more.</p> <p>On a proposal from Cllr Haselton and agreed unanimously, IT WAS RESOLVED that purchasing and installing two more dog bins should be followed up.</p>
156.25	<p>Vacancies for Parish Councillor</p> <p>The Clerk had received a letter from Wiltshire Council confirming that the vacancy arising from Cllr Spencer's resignation can now be filled by co-option.</p> <p>On a proposal from Cllr Carwardine and agreed unanimously, IT WAS RESOLVED that a campaign should be started to actively encourage villagers to put their names forward to become Parish Councillors.</p> <p>There was a Recruitment Flyer on file which the Clerk was asked to update and reformat and produce copies for councillors to give to people they know. A cut down version should also be added to the Parish News as an insert. Copies should also be left at the Village Hall.</p> <p>ACTION: Clerk to produce and distribute a new Recruitment Flyer.</p>
20:34 Cllr Gaunt left the meeting.	
157.25	<p>Flooding / Emergency Plan</p> <p>Cllr Carwardine said there a Flood Warden's meeting was planned for the following Saturday morning and he would check whether the Community Emergency Plan could get finalised. He thought it would be useful to create a cut-down version of the Community Emergency Plan as a flyer to distribute to all villagers.</p> <p>The Clerk gave an update on the Sutton Benger Brook flooding issue. She had now heard from the Operations Manager for Greenbelt who said they were not aware of any attenuation basins on site. They said there were underground storage tanks with flow control before the water enters the meadow areas, so their presumption was that the plans changed and they were installed instead of the basins.</p>

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	<p>The Clerk had sent an e-mail to the LHFIG asking for more clarification regarding proposals for installing depth gauges on the B4069 west of the River Avon bridge referred to in their Notes Tracker and whether more depth gauges closer to Sutton Benger might be added. She had not yet received a reply.</p> <p>ACTION: Clerk to monitor.</p>
158.25	<p>Traffic Calming / LHFIG / Speed Indicator Device</p> <p>The Clerk had received a request from a villager asking for the status on traffic calming and signage on Seagry Road which had been originally discussed and agreed by the LHFIG and Highways in 2023. The signage still hasn't been updated, and the SLOW signs and markings have not been repainted. She had e-mailed both Highways and the LHFIG but had not yet received a reply.</p> <p>ACTION: Clerk to monitor.</p> <p>Cllr Carwardine had circulated to councillors traffic calming notes for October. He had been trying to obtain an update on the Chippenham Police's presentation at the recent Chippenham Community Area Parish Forum regarding their planned ANPR camera to the west of Chippenham. The Clerk had spoken to the Police Sergeant who has suggested a meeting to review how installing an ANPR camera can be followed up within the village.</p> <p>ACTION: Clerk to organize the meeting.</p>
159.25	<p>Highways and Parish Steward</p> <p>Cllr Errington had circulated his monthly update to councillors.</p> <p>The full resurfacing work of the lane into Draycot Cerne was underway and said that thanks should be recorded from both Sutton Benger Parish Council and the Draycot Cerne residents to Cllr's Greenman and Thomas.</p> <p>ACTION: Clerk to write to Highways and also to thank Wiltshire Cllr Greenman for chasing the works.</p> <p>The Clerk had received an e-mail regarding overgrown weeds causing problems on Cowley Way. The request coincided with the Parish Steward's visit and thanks to Cllr Errington was included in his day's work.</p>
160.25	<p>Rights of Way – There was no update.</p>
161.25	<p>Village Hall</p> <p>Cllr Mansfield had circulated her monthly report to councillors.</p> <p>The main update was that the Village Hall Committee had held a public consultation to receive feedback from villagers regarding the proposals for the Covered Public Open Space project as an extension to the village hall. The meeting had gone very well and overwhelming support was received for the proposed project. As a result of feedback they have decided to change the orientation of the structure in order to improve access, give a more pleasant outlook and look better architecturally. They are hoping to submit an application to Planning around the first week of December.</p> <p>Cllr Carwardine noted how much work goes unrecognized by villagers who spend their own time on projects associated with the village (for example the work that was going into planning this project). He suggested that the Annual Parish Meeting might be an opportunity to recognize individuals' contribution.</p> <p>ACTION: Clerk for inclusion in further Annual Parish Meeting plans.</p>
162.25	<p>Village School</p> <p>Cllr Campbell gave councillors a comprehensive update on the current challenges and activities being carried out by the village school.</p>

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163.25	Allotments / SBAGA The Clerk had updated the original lease agreement between the Sutton Benger Allotment Gardens Association (SBAGA) and SBPC which had not been updated since they were first drawn up in 2011. The new term will run retrospectively for 10 years from 1 April 2023, and the annual rental had been increased from £120 in 2011 to £200 to take effect from 1 April 2026. On a proposal from Cllr Thomson and agreed unanimously, IT WAS RESOLVED to update the Lease Agreement with the amendments as noted and the Chair, Cllr Carwardine signed the new lease agreement on behalf of the Parish Council. ACTION: Cllr Haselton to arrange for the Lease Agreement to be signed by the Chair of SBAGA.
164.25	Parish Council Meeting dates for 2026 On a proposal by Cllr Carwardine IT WAS RESOLVED to confirm the 2026 Parish Council meeting dates as: Wednesday 14 January Wednesday 11 February Wednesday 11 March Wednesday 8 April Wednesday 13 May - Annual Meeting of the Parish Council Late May (currently Thursday 21 May) - Annual Parish Meeting (provisional) Wednesday 10 June Wednesday 8 July Wednesday 12 August (Summer meeting) Wednesday 9 September Wednesday 14 October Wednesday 11 November Wednesday 9 December ACTION: Clerk to put on the December agenda further discussion on the format and date of the 2026 Annual Parish Meeting.
165.25	Wiltshire Council – No Report
166.25	Correspondence Received: Email from villager regarding overgrown weeds at Cowley Way – already followed up via Parish Steward (see Minute 159.25 above).
167.25	Exchange of information and Any Items for Consideration at Next Meeting There were no updates from councillors.
168.25	Date of Next Meeting The next Parish Council Meeting will be held on Wednesday 10th December 2025.

MEETING FINISHED AT: 21:22