

Sutton Benger Parish Council

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MINUTES OF THE MEETING OF SUTTON BENDER PARISH COUNCIL

HELD ON WEDNESDAY 8th OCTOBER 2025 AT SUTTON BENDER VILLAGE HALL

Those present were noted as Councillors David Thomson (Vice-Chair), Jan Campbell, Daniel Errington, Jeremy Haselton, Ruth Gaunt, Shaun Morse plus Sue Hart (Parish Clerk)

There were no members of the public.

128.25	<p>Apologies and Reasons for Absence Apologies were received from the Chair, Cllr Carwardine and Cllr Mansfield (both on holiday) and Wiltshire Councillor Howard Greenman. Councillors accepted the councillors' apologies.</p> <p>In Cllr Carwardine's absence, the Vice-Chair, Cllr Thomson chaired the meeting.</p>									
129.25	<p>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. No declarations of interest were received from councillors regarding matters on the agenda.</p>									
130.25	<p>Public Forum Session There were no members of the public in attendance.</p>									
131.25	<p>Minutes for Approval To approve and sign the minutes of the Parish Council meeting held on Wednesday 10th September 2025. Two changes were noted:</p> <p>Minute 126.25: The Director of Education for the Bristol diocese should read Liz Townend not Jan Townend.</p> <p>Minute 121.25 Paragraph 2: Replace "He asked Cllr Greenman how best to approach Wiltshire Council to advised of the localized complexities and ensure the revised date doesn't change. Cllr Greenman asked Cllr Errington to contact Highways directly, copying him in on the e-mail" with "He asked Cllr Greenman how best to approach Wiltshire Council so that they could be advised of the localized complexities and ensure the revised date doesn't change. Cllr Greenman asked Cllr Errington to contact Highways directly, copying him in on the e-mail."</p> <p>On a proposal by Cllr Gaunt, seconded by Cllr Errington, it was Resolved to accept the revised minutes as a true record, and they were signed by the Chair.</p>									
132.25	<p>Finance – Report distributed to Councillors</p> <p>a) To note transactions since last report dated 8 September 2025</p> <p>Bank Account balances prior to last meeting – 8 September 25:</p> <table border="1"><tr><td>31 Aug 25</td><td>Community No.1 Account (Current)</td><td>£489.95</td></tr><tr><td>5 Sep 25</td><td>Community Instant Access Account (Deposit)</td><td>£58,369.60</td></tr><tr><td colspan="2">Bank balances on Monday 8 September 25</td><td>£58,859.55</td></tr></table> <p>Note: Copies of Bank Statements had been sent to councillors</p>	31 Aug 25	Community No.1 Account (Current)	£489.95	5 Sep 25	Community Instant Access Account (Deposit)	£58,369.60	Bank balances on Monday 8 September 25		£58,859.55
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Payments from Current Account during last month:

				Approval
12 Sep	DD	Annual ICO Subscription	£47.00	
16 Sep	PAY	Service Charges	£4.25	- -
22 Sep	FPO	NOT FOR MINUTES Clerk Salary / McAfee Repayment	£500.39	112.25b
22 Sep	FPO	Marcus Anstie Windows	£77.00	112.25b
22 Sep	FPO	Fasthosts Internet	£127.44	112.25b
22 Sep	FPO	AD Grounds & Landscaping (June & July 2025)	£448.11	112.25b
22 Sep	FPO	CIL Payment: PCC of Christian Malford – Parish News Donation	£500.00	112.25d

Credits to Deposit Account:

9 Sep	Lloyds Bank – Interest	£25.84
22Sep25	Precept 121503 12.9.15 Sept 2025	£9,284.01

Transfers Between Accounts:

9 Sept	Deposit (0605-1779) to Current (0034-4200)	£1,000.00
22 Sept	Deposit (0605-1779) to Current (0034-4200)	£2,000.00

b) To Resolve on the approval of future payments to be made online:

Online	25-057 Hire of Kington Langley Village Hall Cttee Room for Website Training – Cllr Carwardine / Clerk	£21.00
Online	25-058 BC Website Design – Preparation and Delivery of website training	£50.00
Online	25-059 PFK-Littlejohn External Auditor (AGAR)	£252.00
Online	25-060 AJS Graphics – SBPC Logo	£500.00
Online	25-061 Parish Online – Annual Renewal	£96.00
Online	25-062 Sutton Benger Village Hall Hire – Jul/Aug/Sept	£44.63
Online	25-063 Outstanding invoices to end Oct 25 from Fasthosts Internet (e-mail confirmation).	£118.80

NOTE: The Fasthosts payment method has been changed from the previous clerk's now cancelled debit card taken monthly to the Community No 1 Account Direct Debit annual in advance. The Clerk was waiting for annual payment amount to be advised.

Online	25-064 AD Grounds & Landscaping (Sept 2025)	448.11
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Online	Section 106 Payment: 25.065 Marcus Anstie Windows – Sep 25	£103.00
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To Note:

Online	Payment to HMRC to cover final PAYE payments for Linda Roslyn for 2025 Months 1 - 3	e-mailed to Councillors
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Note: Copies of invoices 25-057 to 25-065 plus Payroll records had been forwarded to 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.

c) To approve the October 25 Financial Report

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

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	<p>On a proposal by Cllr Gaunt, IT WAS RESOLVED to approve the October 25/26 Finance Report.</p> <p>d) To review the half-year financial position (circulated to councillors) The Clerk had made available to councillors the first draft of the 1H25 budget plus a newly formatted Receipts and Payments Summary for 2025-26. It had not been straightforward to establish the history of the finance payments made during the first quarter in order to produce the half year position and more work needs to be done. This will be carried forward to the November Parish Council meeting.</p> <p>e) To note the receipt of the Notice of Completion of Audit from external auditors PFK-Littlejohn and external auditors conclusions (circulated to councillors) Conclusions were as recorded below: The External Auditor's limited assurance opinion 2024/25 noted: "Section 1, Assertions 1 & 2 had been incorrectly completed, as the smaller authority failed to maintain accounting records and prepare bank reconciliations on a timely basis during the period. This is consistent with the Internal Auditor's response to Internal Control Objectives A, B, I & J." The External Auditor also noted: "Information received from the smaller authority indicates that the balance of a loan owed to the smaller authority has not been included in Section 2, Box 9 in both the current and prior year. The figure in Box 9 for 2024/25 should be restated in 2025/26 AGAR to include the balance owing on the loan as at 31 March 2025."</p>
133.25	<p>Planning To receive an update from Cllr Gaunt and to consider the response to the following:</p> <p>PL/2025/07295 Rosemoor Lodge, Sutton Lane – Convert existing integral garage into habitable room. (Deadline for comments 16Oct25) Councillors RESOLVED to Support this application.</p> <p>PL/2025/07264 5 Bell Piece – Consent under tree preservation orders. (Deadline for comments 14Oct25) PL/2025/07335 3 Manor Farm Drive – Notification of proposed works to trees in a conservation area. (Deadline for comments 14Oct25) PL/2025/07475 The Old Schoolhouse, Seagry Road – Notification of proposed works to trees in a conservation area. (Deadline for comments 15Oct25) PL/2025/07694 11 Manor Farm Drive – Notification of proposed works to trees in a conservation area. (Deadline for comments 23Oct25) Councillors had NO OBJECTION to these four applications.</p> <p>Planning Updates: The Clerk had received a Notice of Community Consultation for Land at Gate Farm October 25 which is for an outline planning application for up to 90 homes. It is not known whether Wiltshire Council's Planning Department have been involved in any Pre-Planning Assessments. All villagers have been sent a leaflet to complete either an online or a paper questionnaire and the intention is that a planning application will be submitted in late Autumn.</p> <p>Councillors agreed that this should be reviewed with Wiltshire Councillor Greenman regarding what options might be available for the Parish Council, also considering the establishment of any future Section 106 Agreements should the application be granted. It was also agreed that the developer and agent should be invited to present to a Parish Council meeting and ideally hold a public meeting so that villagers could provide more detailed input.</p> <p>ACTION: Clerk to follow up with Wiltshire Councillor Greenman and report to the next meeting.</p> <p>Wiltshire Council Decisions, Appeals and Enforcement Updates: PL/2025/06222 Sutton Lane Farm, Sutton Lane - Prior Notification - Construction of slurry storage lagoon (Wiltshire Council Decision: Prior Approval Refused)</p>

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134.25	<p>Chair's Report - To receive any update from the Vice-Chair There were no updates.</p>
135.25	<p>Clerk's Report In Cllr Mansfield's absence the Village Hall Update was not on the agenda, but Cllr Mansfield had asked for councillors to be aware that there will be a public consultation for the covered outdoor space on the 10th November.</p> <p>In Cllr Carwardine's absence the Traffic Calming / LHFIFG / Speed Indicator Device update was not on the agenda. Cllr Carwardine had however circulated his monthly report to councillors, noting that there had been slightly lower top speeds during the month except for the SID monitoring vehicles arriving and leaving the village towards Christian Malford. No police speed check information has been received between May and September. The request for a LHFIFG speed survey on the High Street should be on the October LHFIFG agenda.</p> <p>Cllr Campbell wanted it to be noted at this point that she had followed up the PCC activities regarding engagement with teenagers but questioned whether the conversations with children so far who were willing to talk were the ones that needed to be reached. She thought it may be better to approach the RISE Trust in Spring for a series of workshops and asked if the RISE Trust and CIL money spend could be put on the November agenda. ACTION: Clerk to add the RISE Trust to the CIL money spend item on the November agenda.</p> <p>All outstanding Matters Arising will be brought forward to the November agenda.</p>
136.25	<p>New Parish Council Governance Document for 2025/26 A draft of a new Information Technology policy which was a complete revision to be in line with the 2025/26 AGAR "Assertion 10" had been circulated to councillors (Assertion 10 being the additional sign-offs required by a Parish Council to confirm compliance with the elevated security now required by Local Authorities) On a proposal by Cllr Gaunt, seconded by Cllr Campbell, IT WAS RESOLVED to adopt the new Information Technology Policy for 2025/26.</p> <p>The second part of Assertion 10 is that all councillors will require separate e-mail addresses for Parish Council business. Cllr Gaunt asked if it would be possible to have a group session before the November meeting to all get their new e-mails working. ACTION: Clerk to organise an e-mail update session for councillors who had not already started using their .gov.uk e-mail address.</p>
137.25	<p>Sutton Benger Parish Council Logo Councillors had received the proposed final logos and agreed a final design. They also concluded that the main logo should be a square and the media ones a circle but would wait until Cllr Carwardine returned to follow through implementation of the final design. On a proposal by Cllr Errington, councillors RESOLVED on a final SBPC logo.</p>
138.25	<p>Flooding / Emergency Plan Cllr Morse said that it would be useful to review the Avon bridge flooding with the Chair of Christian Malford. It was noted that landowners and the Environment Agency no longer dredge or clear ditches. Depth markers should be bought and installed: one by Christian Malford and one by Sutton Benger. It would be helpful to contact the landowner of the field by the river for their further involvement. ACTION: Cllr Morse to contact the Christian Malford Parish Council Chair. ACTION: Cllr Morse to follow up contacting the field landowner. A meeting with the flood wardens regarding the Community Emergency Plan is still to take place. ACTION: Cllr Morse to organise a meeting and finalise the Community Emergency Plan.</p>

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139.25	Highways and Parish Steward Cllr Errington said that the parish steward had visited the village the day before and had cut back the hedgeway into Sutton Lane. He had spent the rest of the day clearing drains and had put a ticket in to get the B4069 jetted by Chauffeurs Cottage to find out whether the drain has collapsed.
140.25	Rights of Way Cllr Gaunt reported it was possible to get free stile kits. ACTION: Cllr Gaunt to follow up.
141.25	Wiltshire Council There was no report from County Councillor Greenman.
142.25	Correspondence No correspondence had been received.
143.25	Exchange of information and Any Items for Consideration at Next Meeting Cllr Haselton had attended the most recent Chippenham Community Area Parish Forum. Main points were: A presentation from the Bobby Van Trust and the need to raise awareness for what they can do to help improve villagers' security. There was an ongoing need for donations and he suggested adding the request for donation to the Finance agenda for consideration. ACTION: Clerk to add to November agenda. The Police hold awareness sessions at the Bell Car Park but this should be communicated more widely to villagers. A very large increase in burglaries around North Wraxall had been the subject of a long debate with Police Sergeant Jamie Ball and the councillors attending whose villages were most impacted agreed to jointly contribute to an ANPR camera to be installed in the locality. PC Ball said that if there were regular offenders police will pick that up, but clarification is still needed on what data the police were committing to taking from local speed monitoring and what they would do with it. ACTION: Clerk to check minutes when published and follow up if necessary with the reporting Clerk / Neighbourhood Policing Team. The next Chippenham Community Area Parish Forum is on Wednesday 26 th November.
144.25	Date of Next Meeting The next Parish Council Meeting will be on Wednesday 12th November 2025.

MEETING FINISHED AT 20:43