

Sutton Benger Parish Council

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MINUTES OF THE MEETING OF SUTTON BENDER PARISH COUNCIL HELD ON WEDNESDAY 10th SEPTEMBER AT SUTTON BENDER VILLAGE HALL

Present: Councillors Adam Carwardine (Chair), Ruth Gaunt, Claire Mansfield, Shaun Morse, David Thomson, David Spencer, plus Sue Hart (Parish Clerk) and Ward Councillor Howard Greenman.

There were two members of the public.

107.25	Apologies and Reasons for Absence Apologies were received from Cllr Haselton and Cllr Campbell (both on holiday) Councillors accepted the councillors' apologies. Councillors agreed to proposals by the Chair that the meeting agenda order should be amended to bring forward agenda items 117.25 and 120.25 as Cllr Morse would need to leave early for family reasons. Agenda item 121.25 should also be brought forward as Cllr. Errington would also need to leave early for work reasons.									
108.25	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. No declarations of interest were received from councillors regarding matters on the agenda. It was noted that Cllr Mansfield is the Parish Council's representative to the Village Hall Committee.									
109.25	Public Forum Session There were no questions or comments from members of the public.									
110.25	Public Forum Session (Continued) Councillors received a presentation from representatives of the Village Hall Committee on their plans for future projects and were given a detailed breakdown of the likely project costs for each one. Discussion centered around two major projects: <ul style="list-style-type: none">• The Covered Public Open Space Project – for which outline design and estimated costs had already been obtained, and• The repurposing of the Multi Use Games Area (MUGA) to make it more suitable for today's community sports requirements. The need for refurbishment of the boiler and central heating system was also considered as it would need to be done soon to avoid any risk of breakdown during the coming winter.									
111.25	Minutes for Approval To approve and sign the minutes of the Parish Council meeting held on Wednesday 13 th August 2025. It was Resolved to accept the minutes as a true record, and they were signed by the Chair.									
112.25	Finance Copies of the Finance Report and associated documents had been distributed to Councillors a) To note transactions since last report dated 13 August 2025 Bank Account balances prior to last meeting – 11 Aug 25: <table border="1"><tr><td>10 Aug 25</td><td>Community No.1 Account (Current)</td><td>£3,763.14</td></tr><tr><td>10 Aug 25</td><td>Community Instant Access Account (Deposit)</td><td>£44,256.16</td></tr><tr><td colspan="2">Bank balances on Monday 11 August 25</td><td>£48,019.30</td></tr></table>	10 Aug 25	Community No.1 Account (Current)	£3,763.14	10 Aug 25	Community Instant Access Account (Deposit)	£44,256.16	Bank balances on Monday 11 August 25		£48,019.30
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Payments from Current Account during last month:		
18 August	Marcus Anstie Windows	£153.00
18 August	Not for Minutes: Sue Hart Clerk Salary / hardware repayments	£1974.22
18 August	AD Grounds & Landscaping (June & July 2025)	£896.22
18 August	Sutton Benger Village Hall Room Hire	£85.00
18 August	Collier-March Accountancy (Audit)	£160.00
18 August	Lloyds Bank – service charge	£4.75
Credits to Deposit Account:		
11 Aug	Lloyds Bank – Interest	£28.00
26 Jun	Christian Malford PC – Hardware balances	£84.30
5 Sep	Community Infrastructure Levy – Tranche 1 Sutton Lane	14,001.14
Transfers Between Accounts:		
	Deposit (0605-1779) to Current (0034-4200)	None
b) To Resolve on the approval of future payments to be made online:		
Online	25-054 AD Grounds & Landscaping (Aug 25)	£448.11
Online	25-055 Sue Hart Repay: McAfee Virus Protection Subscription	£19.99
Online	25-056 Fasthosts payment for 6 x .gov e-mail addresses	£127.44
Online	Section 106 Payment: 25.053 Marcus Anstie Windows – Aug 25	£77.00
On a proposal by Cllr Carwardine, IT WAS RESOLVED to approve the future payments to be made online including the staff salary and PAYE.		
c) To approve the September 25 Financial Report		
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
On a proposal by Cllr Carwardine, IT WAS RESOLVED to approve the September 25/26 Finance Report.		
d) To Resolve on a request for an annual donation to be given to the PCC Christian Malford to support the ongoing costs to run the Parish News		
It was Resolved to approve a donation of £500 to the PCC plus an ongoing annual donation.		
Cllr Errington noted a financial update which was not on the agenda. As part of their VE80 education back in May the Village School visited the REME museum in a coach. Due to a misunderstanding, the school had received an unanticipated bill for £336. Following discussion councillors suggested that the school should submit a grant application for the expense. ACTION: Cllr Errington to inform the school. <i>[Post-meeting note from Clerk: This may be covered by a Grant Application Resolved on in March which is under review before any further action needs to be taken by the school.]</i>		
113.25	Allocation of Projects to Community Infrastructure Levy (CIL) Expenditure due to expire in October 2025	
	The Clerk noted that the following day she had a Teams meeting scheduled with the Wiltshire Council officers in the Section 106 team who were responsible for allocating the Section 106 money from the new agreement resulting from the Land at Sutton Lane Development.	

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The agreement specifically covers 'Play' related projects at Village Hall which therefore means that the Community Infrastructure Levy money in the agenda item under discussion should be considered for other projects.

The CIL money allocated to Sutton Benger Parish Council from Planning Application 18/01661/REM (Arms Farm) was due to expire on 1st October 2025 by which time the remaining money should be have been spent or clearly identified and associated with upcoming projects, otherwise Wiltshire Council could request its return.

The Clerk noted that two projects previously identified and minuted as allocated to these CIL monies were not going to be spent on the projects for which they had been identified, namely:

- NDP Consultant costs (Min.005.23c) for £3,500.00
- Kings Coronation Tree (Min.027.23b) for £500

Following a proposal by Cllr Carwardine, **it was Resolved** to remove these items from the ring-fenced budget and reallocate them to the total sum available to be spent from the Arms Farm CIL money.

The total sum allocated to Sutton Benger Parish Council had been **£18,510.94** of which part payment towards a steel storage shed plus a grant to the Over 60's Club had already been spent, leaving a total of **£17,873.09** to be allocated to specific named and costed projects which were noted as follows:

Previously ring-fenced and minuted: Emergency Flood Equipment (Min118.24d) - to be spent before Winter 2025	£493.02
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Grant to SB-PCC All Saints Church towards Church Wall Fund	£6,000.00
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Following a proposal by Cllr Gaunt, seconded by Cllr Morse **it was Resolved** to allocate £6,000 to the Church Wall Fund effective immediately.

Village Hall Cental Heating Refurbishment Project - quotes already received - to be carried out at half term Oct 25	£6,000.00
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Following a proposal by Cllr Carwardine, seconded by Cllr Errington **it was Resolved** to allocate £6,000 to the refurbishment of the Village Hall central heating payable on receipt of invoices.

Auto Speed Watch Camera - to be purchased in Autumn 2025	£2,000.00
Legal Costs to update Allotments Title Deed - Solicitor being appointed	£1,100.00
SBAGA Grant - Purchase of Allotment Shelter - quotes already obtained - to be erected as soon as the Title Deed is changed	£950.00
Design Costs & production of SBPC Logo - already designed - to be paid Oct 2025	£500.00
Village School Grant for Educational Materials - to be allocated Oct 2025	£494.07
- to include payment for pupils' visit to REME Museum - awaiting Grant Application from Village Hall (for Resolution at October PC meeting	£336.00

Following a proposal by Cllr Gaunt, seconded by Cllr Morse **it was Resolved** to allocate £5,380.07 to the remaining projects listed above.

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	Reference Minute 107.25 above, Agenda Items 117.25 and 120.25 were covered as follows:
117.25	<p>Sutton Benger Brook – Review of flooding across Seagry Road and future prevention</p> <p>Cllr Morse noted that the ditch could be dredged, and this was likely to cost in the region of £250 including fuel to do properly.</p> <p>The overgrown grass areas near the brook would need to be cleared to find the attenuation ditches although it was noted that a cyclical programme was in place to clear specific parts of the green areas as a time in order to minimize the disturbance to wildlife.</p> <p>ACTION: Clerk to follow up with Green Belt.</p> <p>Once the attenuation ditches could be found and inspected remedial action required could be established.</p> <p>Sutton Benger Brook needs to be cleared but it was unclear who would own the banks.</p> <p>ACTION: Clerk to follow up the principle via the Environment Agency.</p> <p>Cllr Morse said he would be able to clear the brook and / or support a residents’ team to do so.</p>
120.25	<p>Flooding / Emergency Plan</p> <p>Cllr Morse said he would be organizing a group to get together to familiarize themselves with what’s in the flood equipment shed.</p> <p>He would also be following up the Draft Community Emergency Plan.</p>
	Following these agenda items Cllr Morse left the meeting.
	Reference Minute 107.25 above, Agenda Item 121.25 was covered as follows:
121.25	<p>Highways and Parish Steward</p> <p>Cllr Errington reported that the planned resurfacing work due to have taken place during July at Draycot Cerne had been postponed until 7-11November. The rescheduling impacted small businesses in the hamlet as they had already made alternative plans for their customers who would have been unable to get into Draycot Cerne during the day for the July week due to the works being on a single-track access road.</p> <p>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.</p> <p>ACTION: Cllr Errington to follow up with Highways.</p>
	Following this agenda item Cllr Errington left the meeting.
114.25	<p>Planning</p> <p>To receive an update from Cllr Gaunt and to consider the response to the following:</p> <p>PL/2023/10642 Land East of Church View, SN15 4RR - Approval of reserved matters following Outline approved under appeal ref APP/Y3940/W/22/3292118 for erection of 19 dwellings and associated infrastructure (details of appearance, scale, layout & landscaping) (Deadline for comments 23Sep25)</p> <p>On a proposal from Cllr Thomson, IT WAS RESOLVED not to comment given the Parish Council’s previous objection to the application.</p> <p>Planning Update: Councillors discussed a possible Planning Enforcement breach at a site near the telephone exchange on Seagry Hill known as Walkers Rest. It had not proved possible to find any original enforcement records on the Planning Portal.</p> <p>On a proposal from Cllr Gaunt it was Resolved that the issue should be followed up.</p> <p>ACTION: Clerk to follow up with Enforcement copying Cllr Greenman in on the e-mail.</p>

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	<p>Frampton Farm - number of pitches on the site. Again, It had not proved possible to find any original enforcement records on the Planning Portal. ACTION: Clerk to follow up with Enforcement copying Cllr Greenman in on the e-mail.</p> <p>Wiltshire Council Decisions, Appeals and Enforcement Updates: PL/2025/04250 50 High Street - Change of use of small lean-to office space into local café. Existing non-original lean-to door to be replaced with new bespoke part glazed stable door (Wiltshire Council Decision: Approved with Conditions) PL/2025/04397 (LBC) 50 High Street - Change of use of small lean-to office space into local café. Existing non-original lean-to door to be replaced with new bespoke part glazed stable door (Wiltshire Council Decision: Approved with Conditions)</p>
<p>115.25</p>	<p>Chair's Report Cllr Carwardine took the opportunity to review the suggested designs for the logo which had been circulated to councillors. After much discussion on the merits of each a final concept was chosen with a list of suggested design changes to be put forward for final design. ACTION: Cllr Carwardine to contact the designer plus put together ideas on how the logo was going to be used. ACTION: Clerk to add to the agenda for the next meeting for Resolution on the final design.</p>
<p>116.25</p>	<p>Clerk's Report</p> <ul style="list-style-type: none"> • The Clerk updated councillors on the new AGAR 'Assertion 10' Annual Governance Statement requiring data compliance for the 2025/26 external audit. The main changes were that: <ul style="list-style-type: none"> • The Parish Council would need to adopt an Information Technology Policy • All councillors will need to have .gov.uk e-mail addresses used exclusively for Parish Council business and not use personal e-mail addresses • She had finally received feedback from the Wiltshire Council Rights of Way team regarding the informal path that had been created across the field accessed via Neville Close. She had been told that if the landowner objected, he could raise a landowner's deposit under Section 31(6) of the Highways Act 1980, which protects a landowner's land from public rights of way claims by acknowledging any existing rights while declaring no intent to dedicate new ones. However, it was not expected that the landowner would want to put any formal objections in place. • It was agreed that given the length of the agenda the review of outstanding matters arising from previous meetings would be carried forward to the next meeting.
<p>118.25</p>	<p>Village Hall Cllr Mansfield reported that the Beer and Sausage event had proved disappointing with lower attendance and hence an impact on fund raising. It had turned out to have been held on a weekend when the Rugby Club were away which had made quite a difference, and it was hoped that the clash of dates would be avoided in future years.</p>
<p>119.25</p>	<p>Traffic Calming / LHFIFG / Speed Indicator Device Cllr Carwardine had circulated to councillors his monthly update on traffic calming, AutoSpeedWatch and the SID results. Traffic Calming: He had not heard any more regarding the LHFIFG speed survey on the High Street but was still hoping to get it on the agenda for the October LHFIFG meeting. The Sutton Benger Speedwatch team had stopped and despite another appeal in the Parish News, no volunteers have come forward. AutoSpeedWatch: He had written to MP Roz Savage to ask for her assistance in changing police policy on AutoSpeedWatch solutions plus attending her forum at Kington Langley Village Hall. She had written to the Police Commissioner, but the answer gave much the same adherence to policy. He was no longer expecting a reply from the Chief Constable's office</p>

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	<p>Speed Indicator Device: He noted that SID-1 by Sutton Lane recorded 16% of vehicles speeding when they could see the display versus 34% when they couldn't. SID-2 by the Wellesley had recorded 3,115 vehicles going westward and 2,499 going east every day. SID-3 in Seagry Road was picking up a vehicle regularly being driven at 60 mph. Following the web update training session, he had now been able to upload the SID reports to the SBPC website.</p>
122.25	<p>Rights of Way A member of the Village Hall Committee had given Cllr Gaunt a 'wish list' of items it would be useful to hold to assist with maintenance. The list did have things on it that could be used to help clear the Rights of Way. However, the question was raised regarding whether any actions taken by councillors using the equipment would be covered by Village Hall insurance.</p>
123.25	<p>Community Emergency Plan Covered by Minute 120.25 above.</p>
124.25	<p>Wiltshire Council Wiltshire Councillor Greenman said that the Gypsy and Traveller Accommodation Assessment (GTAA) was unlikely to be looked at until 2027 which could mean sites would get established with no controls. He said a meeting had been held and there were a number of sites that would be looked at.</p> <p>He encouraged councillors to attend the next Chippenham Community Area Parish Forum to be held at Kington St Michael Village Hall on Wednesday 24th September.</p>
125.25	<p>Correspondence</p> <ul style="list-style-type: none"> An e-mail had been received from a villager saying that bonfires and burning waste had been carried out at weekends in the woodland at The Park. It was pointed out that this was part of the regular clearing carried out as part of the maintenance programme and unlikely to continue. ACTION: Clerk to inform the villager. An e-mail had been received from a villager concerned about broken steps on the hill to the slide in the play area. She had moved the rotten wood but thought it needed urgent attention. The Clerk had contacted the Recreation Ground person responsible for the area and the steps had been cordoned off. She had also updated the villager.
126.25	<p>Exchange of information and Any Items for Consideration at Next Meeting Cllr Gaunt noted that the RISE Trust Community Charity possible contribution to the village still needed to be followed up. The Church PCC have already started a programme of engaging with local teenagers including interviewing teenage villagers and it was suggested that Cllr Campbell, who had raised the original suggestion, should meet with the PCC. The Director of Education for the Bristol diocese was Liz Townend.</p> <p>Cllr Thomson said he has been appointed as an independent member of the Standards Committee of Wiltshire Council. Councillors congratulated him on his appointment.</p> <p>Cllr Spencer said that he wished to resign from the Parish Council due to increasing workload pressures as a farmer. He said he had enjoyed his time on the Parish Council. The Chair moved a Vote of Thanks to Cllr Spencer for the years he had spent as a councillor.</p>
127.25	<p>Date of Next Meeting The next Parish Council Meeting will be on Wednesday 8 October 2025. Cllr Carwardine said that he would be on holiday on the date of the next meeting therefore it was agreed that the Vice-Chair, Cllr Thomson, would chair the meeting.</p>

MEETING FINISHED AT 21:28.