

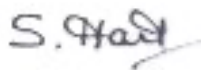
# Sutton Benger Parish Council

E: [parishclerk@suttonbengerparishcouncil.gov.uk](mailto:parishclerk@suttonbengerparishcouncil.gov.uk)

T: 07810-647183

To: Members of the Council

You are summoned to attend the **ANNUAL MEETING OF SUTTON BENDER PARISH COUNCIL** to be held at the **Village Hall, Sutton Benger** on **Wednesday 13<sup>th</sup> May 2026** commencing at **7.15 pm**



**Signed: Sue Hart MBA FRSA MCMI, Clerk to Sutton Benger Parish Council**

Parish Council meetings are open, and members of the public and press are welcome to attend. Such entitlement does not include the right to speak except during the Public Forum, where any registered local government elector within the Parish is entitled to speak once on issues affecting the Parish. Any questions asked shall not require a response or debate. The Council may wish to consider a matter in more detail at a later date before making a full response. (Please see the Council's Standing Orders for further information – available on the website or on request from the Parish Clerk).

## AGENDA

001.26	<b>Election of Chair and Declaration of Acceptance of Office for 2026 / 2027 (For Resolution)</b>
002.26	<b>Election of Vice-Chair and declaration of Acceptance of Office for 2026 / 2027 (For Resolution)</b>
003.26	<b>Apologies for absence</b> To note and agree any apologies received from Parish Council members.
004.26	<b>Review of Code of Conduct &amp; Updates to Register of Members Interests</b> a) To approve the Parish Council's Code of Conduct for the year 2026/27 (no changes proposed) <b>(For Resolution)</b> (Copies circulated to councillors) b) Councillors to confirm currency of their online 'Register of Members Interests'
005.26	<b>Declarations of Interest</b> - 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 Campbell has a standing dispensation regarding the Village School and Cllr Mansfield has a standing dispensation regarding the Village Hall.
006.26	<b>Public Forum Session</b> <i>15 minutes will be allowed for questions and comments from members of the public.</i>
007.26	<b>Minutes</b> – To approve minutes of the meeting of the Parish Council held on 8 <sup>th</sup> April 2026 <b>(For Resolution)</b>
008.26	<b>Annual Review of all Parish Council Governance Documents for 2026/27 (For Resolution)</b> <b>To Resolve</b> on revised policies for 2026/27: a) Standing Orders b) Volunteers Policy (Copies of both policies distributed to councillors)  To confirm currency of all other policies for 2026-27: a) IT Policy (adopted Oct 25 – no changes proposed) b) Financial Regulations (adopted Sept 24 - no changes proposed) c) Complaints Procedure (adopted Oct 16 – review proposed for 2026-27) d) E-Mail policy (adopted Jul 25 – no changes proposed) e) Persistent & Vexatious Complaints Procedure (adopted Oct 16 – review proposed for 2026-27) f) Privacy Policy (adopted May 18 – review proposed for 2026-27) g) Removable Media Policy (adopted May 18 – review proposed for 2026-27) h) Grants and Donations Policy (adopted Jul 25 - no changes proposed)

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	Website Accessibility Statement (noted as adopted Oct 20 – to be superceded with the introduction of new website)
009.26	<b>Annual Governance and Accountability Return (AGAR) 2025-26</b> To note the draft AGAR as submitted to the Internal Auditor. (Copies distributed to councillors)
010.26	<b>Asset Register – 2025-26</b> To approve the current Asset Register for 2026-27 (Copies distributed to Councillors) <b>(For Resolution)</b>
011.26	<b>Finance – Report distributed to Members - RFO</b> a) To note transactions since the last report dated 6 <sup>th</sup> April 26 b) To approve future payments to be made online. c) To approve taking out an extended warranty agreement with Elan-City UK for the second Speed Indicator Device for the sum of £199 ex VAT <b>(For Resolution)</b> d) To approve the May 26 Financial Report <b>(For Resolution)</b> e) Following the resignation of Cllr Daniel Errington, to approve the addition of Cllr Iain Craig to authorised signatories for the Lloyds Bank online accounts <b>(For Resolution)</b>
012.26	<b>Parish Council Insurance Renewal (For Resolution)</b> To consider proposals for the Parish Council’s insurance provider for the period commencing 1 <sup>st</sup> June 2026 <b>(For Resolution)</b>
013.26	<b>Section 106 Side Agreement for Land at Sutton Lane – Agreement between Sutton Benger Parish Council and Sutton Benger Village Hall Committee for the VH Public Open Space Project</b> On receipt of the sum of £73,708.45 Section 106 funds from Wiltshire Council, <b>To Resolve</b> on the immediate transfer of the sum of £20,000 to SB Village Hall to cover the first down payments to start work on the Public Open Space project. <b>To Resolve</b> on the transfer of the sum of £5,000 to SB Village Hall to be held as a Project fund for ongoing costs of the project. A report of all payments made from this fund to be submitted to SBPC each month in time to be reported at the Parish Council meeting, with original copies of invoices submitted to the Clerk. <b>To Resolve</b> that any larger requests for payments to suppliers from the ring-fenced Section 106 funds to be held by the Parish Council may be paid by the Parish Council immediately on receipt and ratified at the next Parish Council meeting. <b>To Resolve</b> that a joint agreement be drawn up between SBPC and SBVH covering the above until the completion of the project.
014.26	<b>Planning Applications – Cllr Gaunt</b>  <b>New Applications for Consideration:</b> <b>PL/2026/01477 17 Whites Way, Sutton Benger SN15 4TX</b> – Proposed single storey side extension (Deadline for Comments: 8 May 26 – Extension granted) <b>PL/2026/02798 Land at Seagry Hill, Sutton Benger SN15 4SA</b> – Permission in principle for one dwelling (self-build) (Deadline for Comments: 22 May 26) <b>PL/2026/02827 – Rowans, 58 High Street</b> - Notification of proposed works to trees in a conservation area (Deadline for comments 27May26)  <b>Planning Updates / Wiltshire Council Decisions, Appeals and Enforcement Updates</b>
015.26	<b>Chair’s Report</b>
016.26	<b>Clerk’s Report and Matters Arising from 8<sup>th</sup> April 2026 Meeting</b> To receive a report from the Clerk. To consider the status of any outstanding Matters Arising.

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<b>017.26</b>	<b>Annual Parish Meeting 2026 Update – Chair</b> <ul style="list-style-type: none"><li>To note the current status of plans for the Annual Parish Meeting to be held on Thursday 21<sup>st</sup> May including communications to villagers.</li><li>To review the status of any individual tasks being followed up by councillors.</li><li>To consider a Village Volunteering initiative for introduction at the APM <b>(For Resolution)</b> (Copies of Discussion Paper circulated to councillors)</li></ul>
<b>018.26</b>	<b>Flood Warden update / Community Emergency Plan – Cllr Carwardine</b>
<b>019.26</b>	<b>Wiltshire Council</b> - To receive a report from Wiltshire Councillor Greenman if available.
<b>020.26</b>	<b>Correspondence sent / received – Clerk</b>
<b>021.26</b>	<b>Exchange of information and any Items for Consideration at next Meeting</b> To note any updates from councillors and to receive requests for items to be added to the agenda for the next meeting.

The next event will be the **Sutton Benger Annual Parish Meeting** to be held on **Thursday 21<sup>st</sup> May 2026** at **Sutton Benger Village Hall, Chestnut Road** starting at **7:00 pm**.

The next monthly meeting of the Parish Council will be held on **Wednesday 10<sup>th</sup> June 2026 at 7:15 pm** at **Sutton Benger Village Hall, Chestnut Road**.