

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

MINUTES OF THE ANNUAL MEETING OF SUTTON BENDER PARISH COUNCIL HELD ON WEDNESDAY 13th MAY 2026 AT SUTTON BENDER VILLAGE HALL COMMENCING AT 7:15 PM

Present: Councillors Jan Campbell, Adam Carwardine, Iain Craig, Ruth Gaunt, Claire Mansfield, David Thomson (Vice-Chair), Jo Watchman plus Sue Hart (Parish Clerk)

There were two members of the public present.

001.26	<p>Election of Chair and Declaration of Acceptance of Office for 2026 / 2027 (For Resolution) On a proposal from Cllr Thomson, seconded by Cllr Mansfield and carried unanimously, Cllr Carwardine was elected as Chair for the year 2026/27. Cllr Carwardine signed his Declaration of Acceptance of Office.</p>
002.26	<p>Election of Vice-Chair and declaration of Acceptance of Office for 2026 / 2027 (For Resolution) On a proposal from Cllr Gaunt, seconded by Cllr Campbell and carried unanimously, Cllr Thomson was elected as Vice-Chair for the year 2026/27. Cllr Thomson signed his Declaration of Acceptance of Office.</p>
003.26	<p>Apologies for absence Apologies had been received from Cllr Craig (holiday) On a proposal from Cllr Carwardine and carried unanimously, IT WAS RESOLVED to accept the councillor's apologies.</p>
004.26	<p>Review of Code of Conduct & Updates to Register of Members Interests a) To approve the Parish Council's Code of Conduct for the year 2026/27 (no resolution was passed as no changes were proposed) b) Councillors to confirm currency of their online 'Register of Members Interests' ACTION: Clerk to provide councillors with the current access codes for them to check their entry in the Wiltshire Council online register.</p>
005.26	<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. Cllr Campbell has a standing dispensation regarding the Village School and Cllr Mansfield has a standing dispensation regarding the Village Hall.</p>
006.26	<p>Public Forum Session <i>15 minutes will be allowed for questions and comments from members of the public.</i> Two villagers asked to update councillors on a Permission in Principle application for one self-build 3-bedroom dwelling on land at Seagry Hill. This was to be a gift of a portion of land as a wedding present to the villagers on a big rural plot (approximately 0.2 hectares) already owned by one of the villagers' relatives and immediately adjoining other residential developments.</p>
007.26	<p>Minutes – To approve minutes of the meeting of the Parish Council held on 8th April 2026 (For Resolution) Draft minutes had been circulated to councillors. Cllr Mansfield had requested a small update to Minute 260.25 (a) Village Updates – Village Hall, to change the wording from “the Village Hall will need all the Section 106 money for the Covered Open Space project so there will be no money spare for an outdoor gym to “the Village Hall will need all the Section 106 money for the Covered Open Space project so it is unlikely there will be spare funds for an outdoor gym ...”</p>

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

	<p>On a proposal from Cllr Carwardine and carried unanimously, IT WAS RESOLVED to accept the revised minutes as a true record, and they were signed by the Chair.</p>
008.26	<p>Annual Review of all Parish Council Governance Documents for 2026/27 (For Resolution) To Resolve on revised policies for 2026/27:</p> <ul style="list-style-type: none"> a) Standing Orders b) Volunteers Policy <p>(Copies of both policies had been distributed to councillors)</p> <p>On a proposal from Cllr Carwardine, seconded by Cllr Gaunt, and carried unanimously, IT WAS RESOLVED to adopt the 2026-27 Standing Orders. Councillors thanked Cllr Thomson for this very comprehensive piece of work.</p> <p>On a proposal from Cllr Carwardine and seconded by Cllr Watchman, IT WAS RESOLVED to adopt the revised Parish Council Volunteer Policy to include a Volunteer Agreement Form policy. Councillors thanked the team including villager Pete Oldale for their work on putting this together.</p> <p>The currency of all other policies for 2026-27 was considered and it was noted that several would require review over the coming year:</p> <ul style="list-style-type: none"> a) IT Policy (adopted Oct 25 – no changes proposed) Change .gov.uk ones b) Social Media Policy – JO suggested new one (Jo to follow-up) c) Financial Regulations (adopted Sept 24 - no changes proposed) d) Complaints Procedure (adopted Oct 16 – review proposed for 2026-27) e) E-Mail policy (adopted Jul 25 – no changes proposed) f) Persistent & Vexatious Complaints Procedure (adopted Oct 16 – review proposed for 2026-27) g) Privacy Policy (adopted May 18 – review proposed for 2026-27) h) Removable Media Policy (adopted May 18 – review proposed for 2026-27) i) Grants and Donations Policy (adopted Jul 25 - no changes proposed) <p>Website Accessibility Statement (noted as adopted Oct 20 – to be superceded with the introduction of new website) This would not be required once the new website was established. ACTION: Clerk and Cllr Thomson to put together a monthly plan to review each policy.</p>
009.26	<p>Annual Governance and Accountability Return (AGAR) 2025-26 (Copies distributed to councillors) Councillors noted that the draft AGAR for 2025-26 has now been submitted to the Internal Auditor.</p>
010.26	<p>Asset Register – 2025-26 The Clerk noted that she had fully reformatted and revised the previous Asset Register as the total asset calculation needed to be submitted as part of the AGAR. She thought that there were items on the register that can be written off and for which she will draw up resolutions at a future meeting. On a proposal from Cllr Thomson, seconded by Cllr Gaunt and carried unanimously, IT WAS RESOLVED to adopt the 2025-26 Asset Register. The Clerk also noted that the dates cover the AGAR period 2025-26 but will also cover the 2026-27 financial year.</p>
012.26	<p>This item was brought forward in order to pass a resolution on the future insurance provider prior to resolving on future payments to be made online. Parish Council Insurance Renewal Three potential insurers had been reviewed by the RFO the third being a lot higher than the current insurer. The current insurer, Clear Council's renewal quote is for £406.91. The RFO's recommendation was acceptance of the quote from Zurich (Community First Wiltshire) and selecting their reduced 3-year fixed price offer of £324.28.</p>

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

	On a proposal from Cllr Mansfield, seconded by Cllr Campbell, IT WAS RESOLVED that Zurich be selected as the Parish Council insurer and to approve the payment of £324.28.																																																																								
011.26	<p>Finance – Report distributed to Councillors - RFO</p> <p>a) To note transactions since last report dated 6 April 2026</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">6 Apr 26</td> <td style="width: 70%;">Community No.1 Account (Current)</td> <td style="width: 15%; text-align: right;">£1,595.68</td> </tr> <tr> <td>6 Apr 26</td> <td>Community Instant Access Account (Deposit)</td> <td style="text-align: right;">£44,648.92</td> </tr> <tr> <td colspan="2" style="text-align: right;">Bank balances on Monday 6 April 26</td> <td style="text-align: right;">£46,244.60</td> </tr> </table> <p>Payments from Current Account during last month (not including officer's payments):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 70%;"></th> <th style="width: 10%; text-align: right;">Amount</th> <th style="width: 5%; text-align: right;">Minute</th> </tr> </thead> <tbody> <tr> <td>13 Apr</td> <td>Cllr Carwardine - Travel</td> <td style="text-align: right;">£16.20</td> <td style="text-align: right;">250.25</td> </tr> <tr> <td>13 Apr</td> <td>Cllr Carwardine – Chairs Allowance</td> <td style="text-align: right;">£12.99</td> <td style="text-align: right;">250.25</td> </tr> <tr> <td>13 Apr</td> <td>AD Grounds and Landscaping</td> <td style="text-align: right;">£522.32</td> <td style="text-align: right;">250.25</td> </tr> <tr> <td>13 Apr</td> <td>Section 106 Payment: 26-014 Marcus Anstie Windows</td> <td style="text-align: right;">£91.00</td> <td style="text-align: right;">250.25</td> </tr> <tr> <td>13 Apr</td> <td>Vision ICT Ltd – Fasthosts domain renewal</td> <td style="text-align: right;">54.00</td> <td style="text-align: right;">250.25</td> </tr> <tr> <td>13 Apr</td> <td>WALC / NALC Annual Subscription</td> <td style="text-align: right;">£597.78</td> <td style="text-align: right;">250.25</td> </tr> </tbody> </table> <p>Credits to Current Account:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">21 Apr</td> <td style="width: 70%;">Wiltshire Council Precept Part 1</td> <td style="width: 15%; text-align: right;">£11,142.00</td> </tr> <tr> <td>13 Apr</td> <td>Deposit (0605-1779) to Current (0034-4200)</td> <td style="text-align: right;">£1,000.00</td> </tr> </table> <p>Credits to Deposit Account:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">09 Apr</td> <td style="width: 70%;">Lloyds Bank – Interest</td> <td style="width: 15%; text-align: right;">£20.60</td> </tr> </table> <p>Transfers Between Accounts:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">13 Apr</td> <td style="width: 70%;">Deposit (0605-1779) to Current (0034-4200)</td> <td style="width: 15%; text-align: right;">£1,000.00</td> </tr> </table> <p>b) To Resolve on the approval of future payments to be made online:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Online</td> <td style="width: 70%;">26-007 Turtle Engineering – Defibrillator Pads</td> <td style="width: 15%; text-align: right;">£54.97</td> </tr> <tr> <td>Online</td> <td>26-008 Sue Hart – Postage for returning S106 Agreement</td> <td style="text-align: right;">£10.95</td> </tr> <tr> <td>Online</td> <td>26-013 AD Grounds and Landscaping</td> <td style="text-align: right;">£522.32</td> </tr> <tr> <td>Online</td> <td>Section 106 Payment: 26-014 Marcus Anstie Windows– Apr 26</td> <td style="text-align: right;">£140.00</td> </tr> </table> <p>Note: Copies of invoices 26-007 to 26-014 attached plus Payroll records forwarded to Finance Councillors</p> <p>c) To approve taking out an extended warranty agreement with Elan-City UK (Invoice 26-012) for the second Speed Indicator Device for the sum of £199 plus VAT = £238.80</p> <p>On a proposal from Cllr Carwardine, seconded by Cllr Thomson, IT WAS RESOLVED that the Elan-City UK warranty be extended and to approve the payment of £199 plus VAT.</p> <p>d) To approve the May 26 Financial Report</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">30 Apr 26</td> <td style="width: 70%;">Community No.1 Account (Current)</td> <td style="width: 15%; text-align: right;">£652.42</td> </tr> <tr> <td>21 Apr 26</td> <td>Community Instant Access Account (Deposit)</td> <td style="text-align: right;">£54,811.52</td> </tr> <tr> <td colspan="2" style="text-align: right;">Bank balances on Wednesday 13 May 26)</td> <td style="text-align: right;">£55,463.94</td> </tr> </table> <p>(Note: Copies of Bank Statements forwarded to all Councillors)</p>			6 Apr 26	Community No.1 Account (Current)	£1,595.68	6 Apr 26	Community Instant Access Account (Deposit)	£44,648.92	Bank balances on Monday 6 April 26		£46,244.60			Amount	Minute	13 Apr	Cllr Carwardine - Travel	£16.20	250.25	13 Apr	Cllr Carwardine – Chairs Allowance	£12.99	250.25	13 Apr	AD Grounds and Landscaping	£522.32	250.25	13 Apr	Section 106 Payment: 26-014 Marcus Anstie Windows	£91.00	250.25	13 Apr	Vision ICT Ltd – Fasthosts domain renewal	54.00	250.25	13 Apr	WALC / NALC Annual Subscription	£597.78	250.25	21 Apr	Wiltshire Council Precept Part 1	£11,142.00	13 Apr	Deposit (0605-1779) to Current (0034-4200)	£1,000.00	09 Apr	Lloyds Bank – Interest	£20.60	13 Apr	Deposit (0605-1779) to Current (0034-4200)	£1,000.00	Online	26-007 Turtle Engineering – Defibrillator Pads	£54.97	Online	26-008 Sue Hart – Postage for returning S106 Agreement	£10.95	Online	26-013 AD Grounds and Landscaping	£522.32	Online	Section 106 Payment: 26-014 Marcus Anstie Windows– Apr 26	£140.00	30 Apr 26	Community No.1 Account (Current)	£652.42	21 Apr 26	Community Instant Access Account (Deposit)	£54,811.52	Bank balances on Wednesday 13 May 26)		£55,463.94
6 Apr 26	Community No.1 Account (Current)	£1,595.68																																																																							
6 Apr 26	Community Instant Access Account (Deposit)	£44,648.92																																																																							
Bank balances on Monday 6 April 26		£46,244.60																																																																							
		Amount	Minute																																																																						
13 Apr	Cllr Carwardine - Travel	£16.20	250.25																																																																						
13 Apr	Cllr Carwardine – Chairs Allowance	£12.99	250.25																																																																						
13 Apr	AD Grounds and Landscaping	£522.32	250.25																																																																						
13 Apr	Section 106 Payment: 26-014 Marcus Anstie Windows	£91.00	250.25																																																																						
13 Apr	Vision ICT Ltd – Fasthosts domain renewal	54.00	250.25																																																																						
13 Apr	WALC / NALC Annual Subscription	£597.78	250.25																																																																						
21 Apr	Wiltshire Council Precept Part 1	£11,142.00																																																																							
13 Apr	Deposit (0605-1779) to Current (0034-4200)	£1,000.00																																																																							
09 Apr	Lloyds Bank – Interest	£20.60																																																																							
13 Apr	Deposit (0605-1779) to Current (0034-4200)	£1,000.00																																																																							
Online	26-007 Turtle Engineering – Defibrillator Pads	£54.97																																																																							
Online	26-008 Sue Hart – Postage for returning S106 Agreement	£10.95																																																																							
Online	26-013 AD Grounds and Landscaping	£522.32																																																																							
Online	Section 106 Payment: 26-014 Marcus Anstie Windows– Apr 26	£140.00																																																																							
30 Apr 26	Community No.1 Account (Current)	£652.42																																																																							
21 Apr 26	Community Instant Access Account (Deposit)	£54,811.52																																																																							
Bank balances on Wednesday 13 May 26)		£55,463.94																																																																							

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

	<p>On a proposal from Cllr Carwardine, seconded by Cllr Thomson, IT WAS RESOLVED to approve the May 2026 Financial Report.</p> <p>e) Following the resignation of Cllr Daniel Errington, to approve the addition of Cllr Iain Craig to the authorised signatories for the Lloyds Bank online accounts (For Resolution)</p> <p>On a proposal from Cllr Carwardine, seconded by Cllr Gaunt, IT WAS RESOLVED that Cllr Craig be added to the list of authorised signatories and that the Clerk would follow up with Lloyds Bank.</p> <p>The Clerk noted that reference the Previous Finance Minute 250.25 she had submitted the revised opening budget for FY 2026-27 to councillors which corrected the minor discrepancy.</p>
<p>013.26</p>	<p>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</p> <p>The following resolutions have been made on the expectation that the sum of £73,708.45 Section 106 funds from Wiltshire Council will be received before the next PC meeting:</p> <p>To Resolve 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.</p> <p>To Resolve 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.</p> <p>To Resolve 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.</p> <p>To Resolve that a joint agreement be drawn up between SBPC and SBVH covering the above until the completion of the project.</p> <p>On a proposal from Cllr Carwardine, seconded by Cllr Watchman carried unanimously, IT WAS RESOLVED to approve the above resolutions and that a joint agreement be drawn up between the Village Hall Trustees and SBPC to be signed by both Chairs and the Clerk to handle the management of the funds between both organisations.</p>
<p>014.26</p>	<p>Planning Applications – Cllr Gaunt</p> <p>New Applications for Consideration:</p> <p>PL/2026/01477 17 Whites Way, Sutton Benger SN15 4TX – Proposed single storey side extension (Deadline for Comments: 8 May 26 – Extension to PC’s deadline for comments granted) On a proposal from Cllr Gaunt and carried unanimously, Councillors RESOLVED to Support this application.</p> <p>PL/2026/02798 Land at Seagry Hill, Sutton Benger SN15 4SA – Permission in principle for one dwelling (self-build) (Deadline for Comments: 22 May 26) On a proposal from Cllr Thomson and carried unanimously, Councillors RESOLVED to COMMENT on this application to say that the Parish Council has no objection in principle to a house on the site provided it was built to an appropriate scale and conformed to the SBPC and Draycot Cerne Neighbourhood Development Plan.</p> <p>PL/2026/02827 – Rowans, 58 High Street - Notification of proposed works to trees in a conservation area (Deadline for comments 27May26)</p> <p>PL/2026/02951 41 High Street - Notification of proposed works to trees in a conservation area (Not on the agenda) (Deadline for comments 3June26)</p>

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

	<p>Councillors and the tree warden had no objection to either proposal.</p> <p>Planning Appeals: To Note only as not on the Agenda PL/2025/08571 Land at Arms Gardens – Erection of up to 9 dwellings. This was now going to appeal – and councillors noted the Parish Council’s original objection still stood.</p>
015.26	<p>Chair’s Report Cllr Carwardine said that he would be participating in the next Operational flood working group on Wednesday 20th May. Cllr Campbell said she would also be able to attend.</p> <p>He had been following up why the depth gauges showing as the responsibility of Christian Malford on the LHFIG tracker had been placed on Sutton Benger land. However, he has finally established that this had been organised by the Flood Group representatives and not Christian Malford Parish Council. He was still following up siting the depth gauge SBPC had already purchased plus looking into siting a third.</p> <p>A Wiltshire and Swindon Road Safety Seminar was being organised by Nockolds from the Wiltshire Association of Local Councils. Cllr Carwardine planned to attend though he commented that he hoped it would be focused on feedback by Parish Councils to the Police rather than the other way round.</p>
016.26	<p>Clerk’s Report and Matters Arising from 8th April 2026 Meeting The Clerk had nothing to report other than the fact that Wiltshire Council has confirmed that SBPC may now co-opt 4 councillors.</p>
017.26	<p>Annual Parish Meeting 2026 Update – Chair Cllr Carwardine reviewed the current status of plans for the Annual Parish Meeting including ongoing communications to villagers. He also drew up a plan for tasks individual councillors would be responsible for on the night. The Wellesley pub has committed to providing refreshments for the evening once the formal meeting is over. ACTION: Cllr Gaunt will follow up what would be required plus logistics.</p> <p>Cllr Carwardine pointed out that the two main focuses for the event were:</p> <ul style="list-style-type: none"> • The Village Volunteering initiative which would be introduced on the evening • Obtaining villagers’ feedback on how best to allocate the SBPC ring-fenced reserves from the Community Infrastructure Levy (CIL) funds. Cllr Thomson has a list of the Parish Council’s current priorities. <p>ADDITIONAL NOTE: The village’s focus topic at the moment being the queueing at the Stanton St Quintin recycling centre, Cllr Watchman said that she had phoned the editor of Gazette who had apologised for not seeing it sooner. They were very interested in following this up and the original video has been sent to them. She said a lot of villagers had thanked the Parish Council for taking action on this issue.</p>
018.26	<p>Flood Warden update / Community Emergency Plan – Cllr Carwardine Cllr Carwardine was pleased to report that villager Rod Williams has agreed to review the Community Emergency Plan.</p> <p>He was also pleased to report that villager Gareth Francis would take over as Flood Warden.</p>
019.26	<p>Wiltshire Council - Wiltshire Councillor Greenman was not able to attend the meeting.</p>

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

020.26	Correspondence sent / received – Clerk e-mail received: The Clerk had received an e-mail from a villager on the High Street wanting to acknowledge No Mow May by leaving the bare ground near 54 High Street uncut during mow so some wild flower seeds could be planted. The area is maintained by the Parish Council but has already received on of is May cuts to councillors decided this could not be done this year.
021.26	Exchange of information and any Items for Consideration at next Meeting To note any updates from councillors and to receive requests for items to be added to the agenda for the next meeting. Cllr Carwardine noted three village summer events: Saturday 6 June from 12 until 4 - Church summer fun day on the rec. Saturday 13 June Shakespeare Live – on the rec - tickets coming out soon. Saturday 27 June Safari Supper

The next event will be the Sutton Benger Annual Parish Meeting to be held on Thursday 21st 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 10th June 2026 at 7:15 pm at Sutton Benger Village Hall, Chestnut Road.

MEETING CLOSED AT 21:05