

# Sutton Benger Parish Council

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

T: 07810-647183

## MINUTES OF SUTTON BENDER PARISH COUNCIL MEETING HELD ON WEDNESDAY 10<sup>th</sup> JUNE 2026 AT SUTTON BENDER VILLAGE HALL

**Present:** Councillors Adam Carwardine, Iain Craig, Claire Mansfield, David Thomson (Vice-Chair), Jo Watchman plus Sue Hart (Clerk) and Wiltshire Councillor Greenman

There were no members of the public present.

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 022.26 | <p><b>Apologies for absence</b><br/>Apologies were received from councillors Jan Campbell (holiday) Ruth (holiday)<br/>On a proposal from Cllr Thomson and carried unanimously, <b>IT WAS RESOLVED</b> to accept the councillors' apologies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 023.26 | <p><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.</p> <p>Cllr Mansfield has a standing dispensation regarding the Village Hall. Cllr Watchman declared a disclosable pecuniary interest in Agenda Item 030.26 Approval of Reserved Matters regarding Land off the High Street - left the meeting room for the agenda item, took no part in the discussion or vote.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 024.26 | <p><b>Public Forum Session</b><br/>There were no members of the public wishing to speak.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 025.26 | <p><b>Minutes</b> – To approve minutes of the Annual Meeting of the Parish Council held on 13<sup>th</sup> May 2026<br/>Draft minutes had been circulated to councillors. A minor change was proposed to Minute 006.26 Public Forum Session.</p> <p>On a proposal from Cllr Carwardine and seconded by Cllr Mansfield, <b>IT WAS RESOLVED</b> to accept the revised minutes as a true record, and they were signed by the Chair.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 026.26 | <p><b>Annual Governance and Accountability Return (AGAR) 2025-26 - Internal Audit</b><br/>To consider and note the 2025-26 Internal Audit Report. The Internal Auditors' Report had only just been received by councillors however councillors agreed that the report confirmed issues that they were already aware of much of which related to the last financial year's gap in resourcing and that actions were being put in place to rectify anything outstanding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 027.26 | <p><b>Annual Governance and Accountability Return (AGAR) 2025-26</b></p> <p>a) Annual Governance Statement</p> <p>I. To consider the Annual Governance Statement</p> <p>II. To approve the Annual Governance Statement</p> <p>On a proposal from Cllr Thomson and seconded by Cllr Mansfield, <b>IT WAS RESOLVED</b> to approve the Annual Governance Statement which was signed by the Chair and the Responsible Financial Officer.</p> <p>b) Accounting Statements.</p> <p>I. To consider the Accounting Statements</p> <p>II. To approve the Accounting Statements</p> <p>III. To sign and date the Accounting Statements</p> <p>On a proposal from Cllr Thomson and seconded by Cllr Mansfield, <b>IT WAS RESOLVED</b> to approve the Accounting Statement which was signed by the Chair.</p> <p>c) The period for the exercise of public rights was agreed as Monday 15 June 2026 to Friday 24 July 2026 inclusive.</p> <p>Councillors suggested that a mid-year review should be held in order to confirm that any areas identified by the Internal Auditor as needing improvement had been rectified.</p> <p><b>ACTION:</b> Clerk to add to November agenda.</p> |

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028.26

## Finance – Report distributed to Members

### a) To note transactions since last report dated 13 May 2026

|           |                                              |                   |
|-----------|----------------------------------------------|-------------------|
| 30 Apr 26 | Community No.1 Account (Current)             | £652.42           |
| 21 Apr 26 | Community Instant Access Account (Deposit)   | £54,811.52        |
|           | <b>Bank balances on Wednesday 13 May 26)</b> | <b>£55,463.94</b> |

### Payments from Current Account during last month (not including officer's payments):

|        |                                                                 | Amount     | Minute |
|--------|-----------------------------------------------------------------|------------|--------|
| Online | 26-013 AD Grounds and Landscaping                               | £522.32    | 011.26 |
| Online | <b>Section 106 Payment:</b> 26-014 Marcus Anstie - Apr 26       | £140.00    | 011.26 |
| Online | 26-008 Sue Hart – Postage for returning S106 Agreement          | £10.95     | 011.26 |
| Online | 26-007 Turtle Engineering – Defibrillator Pads                  | £54.97     | 011.26 |
| Online | May Bank charges                                                | £4.25      | 028.26 |
| Online | 26-015 Insurance Payment Y1 of 3: Community First (New)         | £324.28    | 012.26 |
| Online | <b>Section 106 Payment:</b> Village Hall for Project Reserves   | £25,000    | 013.26 |
| Online | 26-018 Rachel Martin (APM Flyers Design)                        | £51.00     | 250.25 |
| Online | 26-019 Adam Carwardine (APM Expenses)                           | £117.85    | 250.25 |
| Online | <b>Section 106 Payment:</b> VH Made in Oak Deposit (N Houghton) | £10,776.96 | 013.26 |

### Credits to Current Account:

|        |                                            |            |
|--------|--------------------------------------------|------------|
| 13 Apr | Deposit (0605-1779) to Current (0034-4200) | £3,000.00  |
| 28 May | Deposit (0605-1779) to Current (0034-4200) | £26,500.00 |
| 3 June | Deposit (0605-1779) to Current (0034-4200) | £11,000.00 |

### Credits to Deposit Account:

|        |                                         |            |
|--------|-----------------------------------------|------------|
| 11 May | Lloyds Bank – Interest                  | £22.39     |
| 18 May | SBAGA – Allotments Annual Lease Payment | £200.00    |
| 22 May | Wiltshire Council (VH S106 Payment)     | £73,708.45 |

### Transfers Between Accounts:

|        |                                            |            |
|--------|--------------------------------------------|------------|
| 13 Apr | Deposit (0605-1779) to Current (0034-4200) | £3,000.00  |
| 28 May | Deposit (0605-1779) to Current (0034-4200) | £26,500.00 |
| 3 June | Deposit (0605-1779) to Current (0034-4200) | £11,000.00 |

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

|        |                                                                 |         |
|--------|-----------------------------------------------------------------|---------|
| Online | 26-020 AD Grounds and Landscaping                               | £522.32 |
| Online | <b>Section 106 Payment:</b> 26-021 Marcus Anstie Windows– May26 | £90.00  |

**Note:** Invoices 26-015 to 26-019 were paid under resolutions from previous minutes (as above)

**Note:** Copies of invoices 26-020 to 26-021 attached plus Payroll records were forwarded to Finance Councillors.

### c) To approve the June 26 Financial Report

|          |                                              |                   |
|----------|----------------------------------------------|-------------------|
| 3 Jun 26 | Community No.1 Account (Current)             | £2,733.83         |
| 3 Jun 26 | Community Instant Access Account (Deposit)   | £88,242.36        |
|          | <b>Bank balances on Wednesday 10 June 26</b> | <b>£90,976.19</b> |

**Note:** Copies of Bank Statements were forwarded to Councillors

### d) To Ratify any payments made on behalf the Section 106 Side Agreement for Land at Sutton

**Lane** (Ref Minute 013.26) Two transfers were made from the Parish Council accounts to the Village Hall plus a Made in Oak deposit was paid (reference the Section 106 payments itemised in 028.26(a) above. Councillors ratified the above transfers and payment.

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|        | <p>e) The first quarter budget 2026-27 will be on the July agenda.</p> <p>On a proposal from Cllr Carwardine and carried unanimously, <b>IT WAS RESOLVED</b> to approve the June 2026 Financial Report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 029.26 | <p><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></p> <p>Councillors noted the content of the May 2026 status report from Sutton Benger Village Hall for payments made by the Village Hall relating to the above agreement. There were no issues raised.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 030.26 | <p><b>Planning Applications – Clerk in Cllr Gaunt’s absence</b></p> <p><b>New Applications for Consideration:</b></p> <p><b>PL/2026/03441– 6 Park Lane</b> - Notification of proposed works to trees in a conservation area (Deadline for comments 23Jun26)</p> <p>On a proposal from Cllr Carwardine and carried unanimously, Councillors had <b>No Objection</b> to this application.</p> <p><b>PL/2025/09623 - Development site known as Land off High Street – Approval of Reserved Matters</b> (Deadline for comments extension to 10 June granted)</p> <p>On a proposal from Cllr Thomson and carried unanimously, Councillors <b>RESOLVED</b> to Comment that whilst they have previously objected to this application with regard to the Reserved Matters they appreciated the amendments and changes that have now been proposed to lessen the impact of the development.</p> <p><b>Planning Updates / Wiltshire Council Decisions, Appeals and Enforcement Updates</b></p> <p><b>Planning Appeals: PL/2025/08571 Land at Arms Gardens</b> – Erection of up to 9 dwellings. An appeal has been submitted to the Planning Inspectorate. Queries remained regarding which planning officer(s) would deal with this application and the status of any Section 106 agreement.</p> <p><b>Existing Enforcement Orders:</b></p> <ul style="list-style-type: none"> <li>• <b>ENF/2025/01050 Land at Seagry Hill</b> – Update on SBPC request for enforcement action at ‘Walkers Rest’ regarding building non-conformance to original application. The Clerk had followed up with the enforcement officer at the beginning of June but has not yet received a response.</li> <li>• <b>ENF/2026/00160 Frampton Farm Travellers’ Site</b> – Update on current number of pitches. Only 15 pitches have authorisation. The Clerk had followed up with the enforcement officer at the beginning of June but has not yet received a response.</li> <li>• <b>ENF/2026/00380 - 19/10310/VAR Mount Pleasant Farm, Draycot Cerne</b> – Variation of conditions 2 and 8 of 19/01110/FULL (Change of use of existing agricultural barn to business / storage (B1 / B8 use), alterations to existing access and associated works). Breach noted as trading now taking place on site with company website publishing the Chippenham opening hours. The Clerk had received a response from the enforcement officer to say that they have requested that the organisation either ceases the retail use and outside storage or submits a planning application to retain the uses. If neither action is carried out by the end of June, Wiltshire Council will consider the expediency of taking formal enforcement action.</li> <li>• <b>ENF/2026/00381 20/09319/FUL Land near Chippenham Gateway, South of M4 Junction 17, Draycot Cerne</b> – Temporary site compound and widen an existing access on the B4122. Permission granted 18 December 2020 Breach noted due to the permission having expired on 31 December 2022 and the site still being used by lorries and not restored to its former condition. The Clerk had followed up with the enforcement officer at the beginning of June but has not yet received a response.</li> </ul> <p><b>Wiltshire Council Decisions:</b></p> <p><b>PL/2026/02827 – Rowans, 58 High Street</b> - Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection)</p> |

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|        | <p><b>PL/2023/10642 Land East of Church View</b> - 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 &amp; landscaping. (Wiltshire Council Decision: Approve with conditions)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 031.26 | <p><b>Chair's Report</b></p> <p>Cllr Carwardine said that the next Chippenham Community Area Parish Forum would be held at Sutton Benger Village Hall starting at 7:00 pm on Wednesday 17<sup>th</sup> June and encouraged councillors to attend. He has raised the issues of Wiltshire Council lack of resources to support and implement actions requested of the LHFIG and had a review planned with the Chippenham Chair, Cllr Ross Henning. Items raised by the Parish Council, including the High Street Pedestrian Crossing and the reduction of the 30 mph limit past the new Charles Church development, have still not progressed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 032.26 | <p><b>Clerk's Report and Matters Arising from 13<sup>th</sup> May 2026 Annual Meeting of the Parish Council</b></p> <ul style="list-style-type: none"> <li>The Clerk reminded councillors of the outstanding councillor vacancies and encouraged all councillors to follow up with their own village contacts.</li> <li>Following the approval of the new Parish Council Volunteer Agreements, three have already been sent out to potential volunteers.</li> <li>The Clerk also noted that she will have been in post for a year from the 1<sup>st</sup> of July and it was agreed that a short review be held with the Personnel Group councillors. <b>ACTION:</b> Clerk to organise.</li> </ul> <p>To consider the status of any outstanding Matters Arising:<br/>Wiltshire Council have been chased again regarding outstanding actions – primarily related to Highways / LHFIG - and the Parish Council are still waiting for responses on:</p> <ul style="list-style-type: none"> <li>Seagry Road outstanding road marking works</li> <li>High Street pedestrian crossing result of traffic survey</li> <li>Extending 30 limit past the Charles Church development on the B4069</li> </ul> <p>Other Matters Arising:<br/>The Clerk had been in touch with the Wiltshire Council Community Infrastructure Levy Team to establish whether any CIL money was due on PL/2024/05999 Land at No 3, Chestnut Grove where a new dwelling was being erected. The team confirmed that a self-build exemption had been applied for. As long as they meet the self-build criteria then no CIL is payable, although if they sell within 3 years of completion or it is not their main residence then the exemption will be removed and CIL becomes payable. It appears in the land registry as self-build in case they decide to sell.</p> <p>French Gardens Dog Bin (attaching to Wiltshire Council pole) Highways / Streetscene have finally confirmed that they wouldn't allow any privately owned or maintained assets to be attached to any property they were responsible for. Any bins would need their own posts. Highways can agree the locations of the bins but the Parish Council would be responsible for the emptying/maintenance. Councillors decided not to take any further action on this proposal.</p> |
| 033.26 | <p><b>Donation by Villager – Implementation</b></p> <p>The Clerk had been contacted by villager Mr Vic Earley offering an ongoing donation of bulbs to be planted around the village – ideally on an annual basis.</p> <p>On a proposal from Cllr Craig and seconded by Cllr Watchman, Councillors <b>RESOLVED</b> to accept Mr Earley's kind offer.</p> <p><b>ACTION:</b> Clerk to follow up with Mr Earley and put in place a proposal for acquiring bulbs, including choosing suitable sites ideally with the use of village volunteers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 034.26 | <p><b>2026 Annual Parish Meeting Feedback &amp; Plans for 2027 – Chair</b></p> <p>2026 Annual Parish Meeting update:<br/>Councillors, endorsed by Wiltshire Councillor Greenman, agreed that the first Annual Parish Meeting in some years had been a great success.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|        | <p>Villagers who came along engaged with all the organisations represented and provided useful feedback on Parish Council's focus items regarding suggestions on how to use Community Infrastructure Levy (CIL) money plus ideas for village volunteering. Cllr Thomson had produced a list of possible funding items and had also written a report summarising the event.</p> <p>Plans for a 2027 Annual Parish Meeting:<br/>Suggestions for 2027 included finding different ways of displaying information about the Parish Council and what it does for the village, especially what it has any influence on, including planning.</p> <p>Cllr Carwardine thanked everyone for all their efforts in preparing and helping the meeting to run so smoothly.</p> |
| 035.26 | <p><b>2026 Volunteers Policy and implementation for 2026 – Chair / Cllr Craig</b></p> <p>Following the Annual Parish Meeting, councillors agreed that it was relevant to the village for the Parish Council to take further action on supporting villagers' volunteering. Cllr Carwardine had a list of some 25 opportunities for volunteers to get involved.</p> <p>A volunteering event was proposed for later in the year and an early start was suggested for getting events put into the village calendar for 2027.</p>                                                                                                                                                                                                                                    |
| 036.26 | <p><b>Flood Warden update – Chair</b></p> <p>Villager Gareth Francis has agreed to take over as Flood Warden. Both he and Cllr Carwardine had already attended the virtual Operational Flood Working Group which was a good start to developing networking contacts for the future.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 037.26 | <p><b>Community Emergency Plan – Cllr Carwardine</b></p> <p>Villager Rod Williams has agreed to review and update the Community Emergency Plan. Cllr Carwardine and Rod Williams had attended the last Village Hall Committee meeting. The Village Hall have agreed they would become the resilience hub and were considering what resources needed emergency backup, e.g., electricity and communications networks. Rod will be considering what emergencies might require resourcing.</p>                                                                                                                                                                                                                                                                     |
| 038.26 | <p><b>Village Updates</b></p> <p>Cllr Carwardine had distributed the monthly SID report to councillors.</p> <p>The Parish Steward was now back in action in the village and had been concentrating on clearing weeds. Villagers may need further information on how best to communicate these issues to Wiltshire Council in order to get the most effective response.</p> <p>Cllr Carwardine confirmed that the villager who had taken responsibility for the Sutton Benger Clean Up in Spring had agreed that he would oversee the annual clean up every year.</p>                                                                                                                                                                                            |
| 039.26 | <p><b>Wiltshire Council</b></p> <p>Wiltshire Councillor Greenman noted that the Wiltshire Local Plan has now been formally withdrawn. The new plan will not have to start from scratch as a lot of work already done is still relevant. He thought a new plan could come together in about 13 months. He had lent towards including an Eastern development and noted that there were big retail players that want to come to the town but not as the infrastructure stands at the moment. He encouraged councillors to attend the next Chippenham Community Area Parish Forum to be held at Sutton Benger Village Hall starting at 7:00 pm on Wednesday 17<sup>th</sup> June.</p>                                                                               |
| 040.26 | <p><b>Correspondence sent / received – Clerk</b></p> <p><b>e-mail received:</b> An e-mail from villager to Wiltshire Council Planning requesting clarification regarding the Reserved Matters on the Planning Application covered in Minute 030.26 above. A response had been received from the Wiltshire Council planning officer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b>041.26</b> | <b>Exchange of information and any Items for Consideration at next Meeting</b><br>To note any updates from councillors and to receive requests for items to be added to the agenda for the next meeting.<br>Cllr Watchman noted that her e-mail in-tray was getting swamped by all the forwarded e-mails from Wiltshire Council, Wiltshire Police etc and asked whether there might be a better way of containing this. The Clerk doesn't 'vet' e-mails on distribution to Parish Councils from local authorities but would put this on the agenda for the July meeting to see whether it could be handled differently.<br><b>ACTION:</b> Clerk to put on July agenda. |
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The next monthly meeting of the Parish Council will be held on Wednesday 8<sup>th</sup> July 2026 at 7:15 pm at Sutton Benger Village Hall, Chestnut Road.

**MEETING CLOSED AT 21:30**