

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

MINUTES FOR THE SUTTON BENDER PARISH COUNCIL MEETING HELD ON WEDNESDAY 8th JULY 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), plus Sue Hart (Parish Clerk) and Wiltshire Councillor Greenman

There were 2 members of the public present.

042.26	Apologies for absence Apologies were received from Cllr Watchman (away from the village) On a proposal from Cllr Carwardine and carried unanimously, IT WAS RESOLVED to accept the councillor's apologies.
043.26	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. Cllr Craig declared a personal (non-registerable) interest in the agenda item 046.26(f) regarding the All Saints Church donation so did not take part in discussions or vote.
044.26	Public Forum Session There were no points raised by members of the public.
045.26	Minutes – To approve minutes of the Parish Council held on 10 th June 2026. Draft minutes had been circulated to councillors. On a proposal from Cllr Thomson, seconded by Cllr Campbell, IT WAS RESOLVED to accept the minutes as a true record, and they were signed by the Chair.
046.26	Finance – Report distributed to Councillors a) To approve a payment of £124.00 to Kington Langley Parish Council being the pro rata share of Clerk's SLCC subscription. On a proposal by Cllr Carwardine and carried unanimously, IT WAS RESOLVED that Kington Langley Parish Council be reimbursed for £124.00 being the percentage pro rata of £200 which had been paid for by KLPC. b) To approve taking out an extended warranty agreement with Elan-City UK for the third Speed Indicator Device for the sum of £238.80 (£199.00 plus VAT) On a proposal by AC and carried unanimously, IT WAS RESOLVED that the extended warranty agreement for the third SID be signed by the Clerk and the payment approved. c) To approve putting on order from Wiltshire Council a second depth gauge for the B4069 between Sutton Benger and the Christian Malford Bridge - previous cost £329.27 On a proposal by Cllr Carwardine, seconded by Cllr Craig, IT WAS RESOLVED that the second depth gauge be placed on order as soon as a final cost had been received. d) To approve an expenditure of up to £100 for replacement of Gossip area plants by the end of the summer. On a proposal by Cllr Carwardine and carried unanimously, IT WAS RESOLVED to approve expenditure up to a maximum of £100 for plants to be purchased in the autumn. It was noted that volunteers would be needed to both plant and maintain the planters. ACTION: Jeremy Haselton to identify a regular volunteer. Cllr Watchman to help follow up if this needs to be posted on Facebook. e) To approve an annual donation of £500 to All Saints Church for graveyard maintenance as an ongoing annual donation as allocated in the 2026-27 budget

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

On a proposal by Cllr Gaunt and carried unanimously, IT WAS RESOLVED that the annual donation to All Saints Church for £500 be granted to be used for graveyard maintenance and that this would be an ongoing annual donation.			
f) To approve the annual donation of £500 to the Parish News (previous Minute 112.25d refers) subject to consideration of the Community Engagement actions resulting from agenda item 053.26 below. This resolution was held until after the conclusions of Minute 053.26 below. On a proposal by Cllr Campbell and carried unanimously, IT WAS RESOLVED that the annual donation to support the Parish News for £500 be granted.			
g) To note transactions since last report dated 10 June 2026			
3 Jun 26	Community No.1 Account (Current)	£2,733.83	
3 Jun 26	Community Instant Access Account (Deposit)	£88,242.36	
Bank balances on Wednesday 10 June 26		£90,976.19	
Payments from Current Account during last month (not including officer's payments):			
		Amount	Minute
Online	Lloyds Bank Service Charge - June	£4.25	046.26
Online	26-020 AD Grounds and Landscaping	£522.32	028.26
Online	26-012 Elan City – SBPC Inv 19 SO-07962 (<i>Note: Actual invoice was less than estimated in Minute 011.26</i>)	£188.42	011.26
Online	Section 106 Payment: 26-021 Marcus Anstie Windows– May26	£90.00	028.26
Online	VH Section 106 Payment: Morse Renovations - Deposit	£3,000.00	046.26
Credits to Current Account:			
2 July	Deposit (0605-1779) to Current (0034-4200)	£3,000.00	
Credits to Deposit Account:			
9 June	Lloyds Bank – Interest	£36.26	
3 July	Wiltshire Council Community Infrastructure Levy PL/2025/09058 Tranche 3 of 3	£16,334.66	
Transfers Between Accounts:			
2 July	Deposit (0605-1779) to Current (0034-4200)	£3,000.00	
h) To approve future payments to be made online:			
Online	26-022 Kington Langley Parish Council Share of SLCC subscription	£124.00	
Online	26-023 Elan-City UK third SID Extended Warranty	£238.80	
Online	Section 106 Payment: 26-024 Marcus Anstie Windows– Jun26	£116.00	
Online	26-025 Village Hall (Hire Apr-Jun 26)	£85.00	
Online	26-026 Sue Hart – Claim for Fasthosts & Microsoft storage (see invoice attachments)	£130.02	
Note: Copies of invoices 26-022 to 26-026 attached plus Payroll records were forwarded to Finance Councillors. On a proposal from Cllr Gaunt, seconded by Cllr Craig, IT WAS RESOLVED to approve the future payments to be made online.			
i) To approve the July 26 Financial Report			
7 July 26	Community No.1 Account (Current)	£1,041.03	
7 July 26	Community Instant Access Account (Deposit)	£101,613.28	
Bank balances on Tuesday 7 July 26		£102,654.31	

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

	Copies of Bank Statements had been forwarded to Councillors. On a proposal from Cllr Gaunt, seconded by Cllr Carwardine, IT WAS RESOLVED to approve the July 2026 Financial Report. j) To Ratify any payments made on behalf the Section 106 Side Agreement for Land at Sutton Lane (Ongoing Reference - Minute 013.26) <table><tr><td>2 Jul 26</td><td>VH Section 106 Payment: Morse Renovations - Deposit</td><td>£3,000.00</td></tr></table> The Clerk said she would review with the Wiltshire Council Section 106 team how Section 106 VAT refunds should be handled. ACTION: Clerk to follow up with Wiltshire Council. k) To review first quarter budget 2026-27. The first quarter budget had been circulated to councillors. The Clerk said (see Minute 048.26 below) that she had not yet reported the general reserves as a % of precept until she had resolved with Wiltshire Council the CIL monies status.	2 Jul 26	VH Section 106 Payment: Morse Renovations - Deposit	£3,000.00
2 Jul 26	VH Section 106 Payment: Morse Renovations - Deposit	£3,000.00		
047.26	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 To receive the June 2026 status report from Sutton Benger Village Hall for payments made directly by the Village Hall relating to the above agreement. The SBPC/VH June 2026 status report had been circulated to councillors and the contents noted.			
048.26	Community Infrastructure Levy (CIL) and Section 106 Funds held by the Parish Council - Clerk To receive an update on the current status of CIL and Section 106 funds - update circulated to councillors. The Clerk said that the Wiltshire Council CIL team had approved the 2025/26 CIL spend return but that there was a discrepancy between the amount they have recorded as still available as they calculate this on a rolling basis year on year. This is likely a historic issue which she would be reviewing with the CIL team. To approve the expenditure of £650 from the CIL reserves to support a request from Benger Trails to upgrade the Benger Trails App and Website - request circulated to councillors. The Clerk had discussed the suitability of this request for payment from CIL money with the Wiltshire Council CIL officer, whose view was that as long as the use of CIL is “to support and enhance the parish” this would be appropriate. Councillors discussed the bid including the historic tender which had previously agreed the choice of provider who would be carrying out the work. On a proposal from Cllr Carwardine and carried unanimously, IT WAS RESOLVED that the sum of £650 be allocated to Benger Trails from the CIL ear-marked reserves.			
049.26	Planning Applications – Cllr Gaunt New Applications for Consideration: PL/2026/01477 17 Whites Way – Proposed single storey side extension, air source heat pump and external flue (Amended plans) (Deadline for comments 7 July – extension granted) On a proposal from Cllr Gaunt and carried unanimously, IT WAS RESOLVED to Support this application. Planning Updates / Wiltshire Council Decisions, Appeals and Enforcement Updates: None Existing Enforcement Orders – Updates • ENF/2025/01050 Land at Seagry Hill No update. • ENF/2026/00160 Frampton Farm Travellers’ Site Number of pitches. The Enforcement Officer had provided an update to say that they had undertaken initial assessments on site and there are indications that there may be an increase beyond what has been approved. However, as this site is not a single consent there was a complex patchwork of overlapping consents and expansions			

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

	to review in order to determine precisely which permissions may have been exceeded. The next steps will be to carry out further visits and engage with all residents and to carry out planning questionnaires and welfare assessments. This will help inform the next stage, including the suitability of inviting application for public scrutiny and policy consideration. Officer workload had prevented this action from being carried out so far. • ENF/2026/00380 - 19/10310/VAR Mount Pleasant Farm, Draycot Cerne 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). No update. The Parish Council had not yet received a planning application rectifying the breach. • ENF/2026/00381 20/09319/FUL Land near Chippenham Gateway, South of M4 Junction 17, Draycot Cerne 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. No update however it was noted that lorries had been removed and the gate closed. Wiltshire Council Decisions: PL/2026/02951 41 High Street - Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection)
050.26	Chair's Report • The Chair said that there was nothing to report on the village volunteering project this month but that he would be following up with Cllr Craig during July. • Hills Homes at the Sutton Lane site are progressing with plans for a Sutton Lane footpath and have had various surveys done. They have been working with Highways and have now come up with a solution for implementation. • The Chair had been informed that there was a third defibrillator in store in the village. He would be following this up as a donation of £250 had been given to Sutton Benger from the Kington Langley Scarecrows weekend which would help pay for installing it. Councillors favoured putting it by the La Flambé pub in Seagry Road. ACTION: Chair to follow up. • The PCC Diocesan Director of Education had made the Chair aware of a film about the climate emergency briefing. She asked whether the Parish Council would support a wider village audience benefiting from seeing it. Councillors had no objection in principle to following this up and the Chair thought this might trigger people interested in wanting to put together a sustainability group.
051.26	Clerk's Report and Matters Arising from 10th June 2026 Parish Council meeting • The Clerk said that following the Wiltshire Council communication regarding removing councillors' addresses from the public Register of Interests she would be happy to do this on councillors' behalf if needed. • A problem had occurred with the Chair and Clerk's .gov.uk e-mail addresses as Microsoft had started blocking some .gov.uk IP addresses. Fasthosts had been working on this but Cllr Carwardine said he was still having issues. • The Clerk asked that following the e-mail she had sent recently did everyone agree changing to the Volunteers Policy so it doesn't specifically list every possible activity as volunteers whose particular tasks weren't listed were reluctant to sign it. Councillors agreed to the change. ACTION: Clerk to update policy. • The Grounds Maintenance contractor has asked if he could sort out the grass on the fenced area on the High Street as the grass had died off where a car had been parked and weeds will now take over. His request would involve killing the area with a total weed killer, preparing the ground and putting seeds down (for no additional charge). However, given the historic uncertainty regarding ownership of the area, councillors thought that this area was best left alone. ACTION: Clerk to inform contractor. • The Clerk had received a request from Daniel Errington asking whether a gift to the Parish Steward would be in order given all the useful work he does around the village. Councillors agreed that this would not be within the Parish Council's remit to authorise.

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

	Cllr Greenman said that some employees' contracts may specifically exclude the receiving of gifts. Instead councillors proposed writing a letter to the Parish Steward's manager with a commendation on the good work he was doing for the village. ACTION: Clerk to follow up. Daniel Errington was compiling a list of drains needing attention for the gulley tanker's next visit and asked whether any drains should be added. Councillors thought there was one outside the Bell House Hotel that would need attention. ACTION: Clerk to follow up with Daniel Errington.
052.26	Management of Councillors' e-mail Distribution Following a concern raised by Cllr Watchman at the last meeting regarding the number of Parish Council-related e-mails she received, she asked for a more effective way for councillors to receive ongoing updates through the month from Wiltshire Council and Wiltshire Police. It was noted that this request also covered e-mails generated or forwarded by councillors and the clerk. Following considerable discussion, on a proposal from Cllr Carwardine and carried unanimously, IT WAS RESOLVED that: - The project allocating .gov.uk e-mail addresses to all councillors should be reinstated so that councillors could keep their PC-related e-mails separate. - The clerk would implement a priority system with clear flagging of Action / Must Reads and Information Only but that Wiltshire Council e-mails should not be batched up and sent less regularly as they may contain information councillors wish to be aware of. - Highways-related road works and road closures notices should continue to be sent to all councillors as all councillors said they do read them. They asked that Cllr Watchman could continue to post them on Facebook. ACTION: Clerk to devise a clear priority system to enable better prioritising of e-mail communications. Cllr Carwardine noted that he often received duplicate e-mails as a result of being on several mailing lists and the Clerk asked the Chair and all councillors to make her aware of any senders this applied to, in order to ensure she didn't duplicate forwarding e-mails. ACTION: All councillors to inform Clerk. Cllr Mansfield made the point that any recruitment drives for new councillors should make potential candidates aware of the considerable amount of reading that has always been a part of a councillor's job.
053.26	Community Engagement Update – Chair With reference to Minute 046.26(f) above, councillors discussed how best to engage with the Parish News team in order to maximize its effectiveness as a means of communication between village organisations and villagers. They agreed that the Parish News was an important means of communication in the parish and does have a continuing part to play. However, in spite of it being delivered to all householders, village events still go unnoticed. Councillors agreed that the Sutton Benger profile within the mag should be reviewed with the Parish News Team and that more Sutton Benger organisations should have pages set aside and be encouraged to contribute. Cllr Carwardine also suggested that if the Parish Council and the Parish News team were open to the idea, funds might be set aside to help them upgrade their format, including the use of colour. On a proposal from Cllr Carwardine and carried unanimously, IT WAS RESOLVED that the Parish Council would continue supporting the Parish News and that Cllrs Carwardine and Watchman would arrange a meeting with the Parish News team to open a dialogue with them to understand their plans for the future and how Sutton Benger's profile could be raised within the magazine.

Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk

T: 07810-647183

054.26	Flood Warden update – Chair Cllr Carwardine had organised a meeting with the Wiltshire Council Flood Resilience Officer, Highways Asset Management & Commissioning, to come to the village to look and flood plans, assets, and have a general discussion on flooding-related issues. He would be reviewing the Parish Emergency Assistance (PEAS) Form to ensure that flood and snow supplies are updated and would also check with the Village Hall that their supplies were covered (The form needs to be returned by the end of August). He was currently drafting a Flood Response Plan and will share with all councillors with a deadline of 3rd August for feedback so that the Plan could be reviewed at the August PC meeting. He continued to wait for the LHFIG and the Principle Drainage officer, Danny Everett to sort out the costings and positioning of a second depth gauge within the main flood water area on the B4069. In view of how important it is for information regarding flooding to be communicated to the widest possible audience, to both villagers and beyond, it is possible for a CCTV camera to monitor a flood area and put the results on a website. This justified further investigation. ACTION: Cllr Carwardine / Clerk to follow up.
055.26	Community Emergency Plan – Chair No further work had been carried out this month.
056.26	Village Updates • Village Hall – Pete Oldale was about to organise the erection of metal barriers around the construction site so he was looking for volunteers to help on Saturday 11 July. • The LHFIG High Street traffic survey had still not been received. It was understood this will be available by the end of July. • The Seagry Road white lining was still outstanding and it was understood that the contractors had been given a deadline of the end of August to carry this out.
057.26	Wiltshire Council - To receive a report from Wiltshire Councillor Greenman if available. Cllr Greenman endorsed the visit to the village of the Wiltshire Council Flood Resilience Officer and said she will have a lot of interesting relevant information to contribute. He said that there had been drainage issues in the village even before The Park was built. He noted that the Planning application for Land at Arms Gardens had gone to appeal but also said that at the moment Wiltshire Council are losing a lot on appeal. This was due in part to having to deal with the increased housing allocation and the lack of a Wiltshire Local Plan. Work is underway on resubmitting the Wiltshire Local Plan with emphasis being given to the increase in the housing allocation, addressing the gypsies and travellers' site allocation plus putting together a Minerals and Waste Strategy. He thought the later could be challenging.
058.26	Correspondence sent / received – Clerk None received.
059.26	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. No updates noted.

The next monthly meeting of the Parish Council will be held on Wednesday 12th August 2026 at 7:15 pm at Sutton Benger Village Hall, Chestnut Road.

MEETING CLOSED AT 21:15.