Sutton Benger Parish Council

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MINUTES OF THE SUTTON BENGER PARISH COUNCIL MEETING HELD ON WEDNESDAY 12th AUGUST 2026 AT SUTTON BENGER VILLAGE HALL COMMENCING AT 7:15 PM

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

There was one member of the public present.

060.26	**Apologies for absence** Apologies were received from Cllr Campbell (personal) and Wiltshire Councillor Greenman. On a proposal from Cllr Gaunt carried unanimously, **IT WAS RESOLVED** to accept the councillor's apologies.
061.26	**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 Mansfield has a standing dispensation regarding the Village Hall. Cllr Thomson declared a disclosable pecuniary interest in agenda item 066.26 regarding the kissing gates at Draycot Cerne and left the meeting during this agenda item.
062.26	**Public Forum Session** *15 minutes will be allowed for questions and comments from members of the public.* One of the Village Hall trustees gave an informal update regarding youngsters using the rec cricket cover as a trampoline and noted that it was important to avoid any issues once the new pavilion was up. He had informally approached some of the trustees at the Village Hall who were amenable to inviting youngsters to a get together with some soft drinks once the pavilion was finished to get buy in and ownership. He was encouraged to talk to the Parochial Church Council regarding their work looking into setting up youth groups. He was also considering what might be offered at the next half term to continue the momentum of encouraging young people to be supportive. He noted that the Village Hall may have funds remaining from the Section 106 funds covering the pavilion project and whether this could be put towards an outdoor activity trail / outdoor gym. The Clerk asked if the Village Hall could submit a formal request so that she could update the Section 106 team. The Village Hall will also need financial support for replacing changing room facilities which are currently very limited including not having separate referee or female showers or facilities for people with disabilities. They were also considering a padel court. The Chair asked that any requests for funds were formally submitted to the Parish Council.
063.26	**Minutes** – To approve minutes of the Parish Council held on 8th July 2026 Draft minutes had been circulated to councillors. On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to accept the minutes as a true record, and they were signed by the Chair.
064.26	**Finance – Report distributed to Councillors** a) **To Resolve** on the Clerk being able to hold a council-controlled Lloyds Bank debit card in order to efficiently manage payments to IT companies and day-to-day administrative purchases without having to use her personal funds. On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** that Sutton Benger Parish Council apply to Lloyds Bank plc for the issue of a Business Debit Card to Sue Hart, Parish Clerk, the card to be subject to the Business Debit Card Terms and Conditions, the application was produced to the meeting and approved. **b)** **To Resolve** on the payment of £200.00 plus VAT for councillors' planning training plus £40 + VAT for Councillor Fundamentals training.

On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to approve payments for the councillors' training.

c) **To Resolve** on the payment of £86 for the distribution of SBPC leaflets to the community.
On a proposal from Cllr Craig and carried unanimously, **IT WAS RESOLVED** to approve the payment.

d) **To Resolve** on the payment of £40/per hour per councillor for an IT Specialist to set up .gov.uk e-mail addresses. The Clerk was asked to consider how best to use the IT Specialist's time in order to get each councillors' email set up most cost effectively.
ACTION: Clerk to manage a schedule for councillors.
On a proposal from Cllr Craig and carried unanimously, **IT WAS RESOLVED** to approve outline expenditure for an IT Specialist.

e) To note transactions since last report dated 7 July 2026

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

		Amount	Minute
Online	**VH Section 106 Payment:** Morse Renovations - Deposit	£3,000.00	046.26
Online	Kington Langley PC – Part payment SLCC	£124.00	028.26
Online	**Section 106 Payment**: 26-021 Marcus Anstie Windows– May26	£116.00	028.26
Online	SBVH Hall Hire (Apr-Jun 26)	£85.00	046.26
Online	Sue Hart – Software Payments	£130.02	046.26
Online	Lloyds Bank Service Charges	£4.25	064.26
Online	**VH Section 106 Payment:** Morse Renovations - Invoice	£1,968.00	064.26
Online	Annual Donation PCC SuttonBenger-Churchyard maintenance	£500.00	046.26e

Credits to Current Account:

5 Aug	Deposit (0605-1779) to Current (0034-4200)	£1,500.00
10 Aug	Deposit (0605-1779) to Current (0034-4200)	£2,000.00

Credits to Deposit Account:

9 July	Lloyds Bank – Interest	£37.46
7 July	Wiltshire Council Community Infrastructure Levy PL/2025/09058 Tranche 3 of 3	£16,334.66

Transfers Between Accounts:

5 Aug	Deposit (0605-1779) to Current (0034-4200)	£1,500.00
10 Aug	Deposit (0605-1779) to Current (0034-4200)	£2,000.00

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

Online	26-027 Collier-Marsh Consultancy Internal Audit 2025-6	£190.00
Online	26-028 Sue Hart – Repayment for Annual Subscription Laptop McAfee Anti-virus (incl VAT)	£79.99
Online	**Section 106 Payment:** 26-029 Marcus Anstie Windows– July26	£90.00
Online	26-030 AD Grounds and Landscaping – June and July	£1,044.64
Online	26-032 WALC Councillors' Planning Trainings (incl VAT)	£240.00
Online	26-033 WALC Councillor Fundamentals Training (incl VAT)	£48.00

Note: Copies of invoices 26-027 to 26-033 attached plus Payroll records had been forwarded to Finance Councillors.

g) To approve the August 26 Financial Report

10 Aug 26	Community No.1 Account (Current)	£2,725.95
10 Aug 26	Community Instant Access Account (Deposit)	£96,150.74
	Bank balances on Monday 10 August 26	**£98,876.69**

	Note: Copies of Bank Statements had been forwarded to Councillors. On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to approve the future payments to be made online and the August Financial Report. Cllr Craig asked if CIL and Section 106 payments could be reported separately in the Finance Report. **ACTION:** Clerk. The Clerk and Cllr Craig had organised a meeting on Monday 24th August to review PC Finances. Cllr Carwardine would be joining them to review plans for future CIL projects. **h) To Ratify any payments made on behalf the Section 106 Side Agreement for Land at Sutton Lane (Ongoing Reference - Minute 013.26)** 31 July 26 | **VH Section 106 Payment:** 26-031 Morse Renovations – Invoice (incl VAT) | £1,968.00 Councillors **RATIFIED** the Section 106 payment to Morse Renovations.
065.26	**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 Sutton Benger Village Hall status report at the beginning of August 2026 for payments made directly by the Village Hall relating to the above agreement. Councillors had been circulated the monthly status report and Village Hall bank statement. Cllr Craig asked for clarification regarding Village Hall reporting of claimable VAT. **ACTION:** Clerk to review the status report with the Village Hall treasurer.
	Cllr Thomson left the meeting
066.26	**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. No CIL funds had been allocated during the previous month. **To Resolve** on the allocation of a CIL payment to provide two kissing gates on Public Footpath 15 (SBEN15) in Draycot Cerne for the sum of £596 plus VAT plus delivery of £42. On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to approve the expenditure of CIL funds for providing two kissing gates at Draycot Cerne.
	Cllr Thomson rejoined the meeting
067.26	**Planning Applications – Cllr Gaunt** **New Applications for Consideration:** **PL/2026/04212 Land at Gate Farm, High Street** - Certificate of Lawfulness: Re agricultural access Appeal APP/Y3940/W/23/3314906 PL/2022/01518 (Deadline for comments: 14Aug26) Councillors noted that no work had been done over the previous 3 years since the appeal had been granted to permit an agricultural access and there were only a few weeks left before the deadline would be reached. Cllr Carwardine said that a small area that had been dug within the field itself but no excavation work indicated that this related to an agricultural entrance. On a proposal from Cllr Thomson and carried unanimously, **IT WAS RESOLVED** to request that an Objection be submitted on the grounds that no material work has been started in relation to consent granted in the original appeal nor factual evidence of time and continuity of the use of an agricultural entrance. Councillors also requested that Wiltshire Council's attention be drawn to outline planning application PL/2025/09825 Land at Gate Farm submitted for 90 houses at the same site using the proposed entrance.

	PL/2026/04346 The Old Farmhouse, Seagry Road - Notification of proposed works to trees in a conservation area (Info only – deadline 5Aug) **PL/2026/04506 3 Church Piece, High Street -** Notification of proposed works to trees in a conservation area (Info only – deadline 11Aug) **PL/2026/04515 The Bothy, Chestnut Road -** Notification of proposed works to trees in a conservation area (Info only – deadline 11Aug) **Existing Enforcement Orders – Update** (No updates received) **Planning Updates:** Councillors received an update from the Chair on a meeting held with Charles Church regarding their existing and future development plans. Cllr Carwardine said that the developer is still waiting for Reserved Matters to be granted so they can start work on Land off the High Street. He was also informed that the developer intended to send out notices to part of the village regarding a proposed development for 70 homes on land off Sutton Lane (behind the Recreation Ground). Cllr Carwardine endorsed villagers concerns regarding all the developments that were in process through the village. **ACTION:** Clerk to check which sites are included in the NDP and whether there was any way of establishing whether the proposed new site had ever been ear-marked for future development. **ACTION:** Cllr Watchman to communicate on social media what is known so far about these proposals and how villagers can best respond. **Wiltshire Council Decisions:** **PL/2026/01477 17 Whites Way –** Proposed single storey side extension, air source heat pump and external flue (Amended plans/information) (Wiltshire Council Decision: Approve with Conditions) **PL/2026/02735 Lower Barn, Draycot Cerne** – Replacement windows to the past barn conversion (Wiltshire Council Decision: Approve with Conditions) **PL/2026/03441 6 Park Lane -** Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection) **PL/2026/03605 56 High Street -** Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection)
068.26	**Chair's Report** The Chair updated councillors on: • The Wiltshire & Swindon Road Safety Seminar on 17th July which he said had just been a succession of presentations however it did enable him to make some new contacts in Planning and relating to Section 106 procedures, • Wiltshire Council processes when dealing with planning applications and said it was important tof engaging top down from the Leader of Wiltshire Council, Ian Thorn, • The Chair, plus the flood warden and deputy flood warden, had a really useful meeting with the Wiltshire Council Flood Resilience officer, Renate Malton. He said that some really informative maps are held regarding flooding across Sutton Benger including how flooding at Sutton Lane can affect the High Street, however these maps appear not to be available outside Wiltshire Council. • **ACTION:** Clerk to look into the process for requesting that farmers can be asked to clear their ditches. • He noted that the My Wilts App carries significant weight within Wiltshire Council in spite of the fact that there is little feedback to anyone submitting requests. Wiltshire Council use it to establish how many people are reporting particular issues, e.g., flooding, therefore the Parish Council should encourage the community to use it to report problems. • **ACTION:** Cllr Watchman to put this into the Sutton Benger page in the Parish News. • He had had a very successful meeting with Donna Hicks and Kate Pearce who prepare the Parish News. Donna is happy to work on how the Sutton Benger part of the magazine can be developed and Kate Pearce has already sent out extra encouragement to contributors. • He reminded everyone that the "People's Emergency Briefing" film will be shown on Wednesday 23rd September at the Village Hall.

069.26	**Volunteering Scheme Update – Cllr Carwardine / Cllr Craig** Cllr Carwardine and Cllr Craig updated councillors on the SBPC volunteering project. They were planning to send out a leaflet covering all the things happening in Sutton Benger in 2027 and to ask for volunteers. Cllr Watchman had produced a very comprehensive leaflet covering all aspects of volunteering but was still waiting for three stakeholder groups to respond before it could be finalised. Cllr Craig updated councillors on a successful programme implemented by the PCC to recognise the very significant number of people who all play a part in helping the church. For the third year running, the PCC were planning on hosting a volunteers' get-together. This is held after the harvest service as a thank you to their volunteers for all the work they do. Councillors considered a request for the provision of funds to design a brand / catch phrase and create a flyer to carry the volunteering scheme forward. **ACTION:** Cllr Carwardine / Cllr Craig to get a firm quote so that it can be added to the next Finance agenda item for resolution.
070.26	**Community Flood Response Plan – Cllr Carwardine** Cllr Carwardine had put together a very detailed Community Flood Response Plan and had received feedback from councillors. On a proposal from Cllr Thomson and carried unanimously, **IT WAS RESOLVED** to adopt the Community Flood Response Plan. Councillors thanked Cllr Carwardine for the amount of work he had put into creating the document. Cllr Carwardine noted that next steps should include a flood team meeting plus the provision of an A5 flyer to residents. Councillors considered the requirement for a budget to design and print a flyer to be distributed via The Parish News. **ACTION:** Cllr Carwardine to get firm quote for the costs so that it could be added to the next Finance agenda item for resolution.
071.26	**Website Update – Cllr Watchman** Cllr Watchman had circulated to councillors three very well presented quotations from potential new website designers and noted they were all likely to cost very similar amounts to implement. At this stage it was difficult to single out any one designer over and above the others so it was agreed that the next step would be for her to work with the Clerk to produce a list of questions for each designer (e.g., maintenance and support costs) to establish which bid would best meet the Parish Council's requirements. **ACTION:** Clerk to review with Cllr Watchman.
072.26	**Clerk's Report and Matters Arising from 10th June 2026 Parish Council meeting** The Clerk had received an update regarding the Village School Outdoor Classroom for which the Parish Council had provided CIL funds earlier in the year. The school has managed to raise more funds and a donation from The Church Piece Trust, so they are now doing the outdoor classroom and new play equipment at the same time, which is excellent news as they had thought it would take another year of fundraising to be able to do everything. By doing the projects together, they were also able to secure a discount, so that they could do more for the children with the funds. The children themselves have chosen what is going in the outdoor classroom, as the company came and designed it with the children's involvement. They will be "breaking ground" on 24th September and the outdoor classroom and new equipment should be complete within 7 days from the start of the build. The Clerk asked whether anyone would be able to attend the Chippenham Area Parish Forum on Wed 30 Sept at Hullavington and Cllr Watchman volunteered.

	Outstanding Matters Arising were not covered as there were no pressing issues.
073.26	**Wiltshire Council –** In the absence of Wiltshire Councillor Greenman there was no update.
074.26	**Correspondence sent / received** – Clerk The Clerk had received an e-mail from a concerned resident on Seagry Hill regarding speeding through the village, particularly on the Seagry Road, and asked that a request to approach Wiltshire Council for a 20 mph speed limit could be put on the agenda for the September meeting given Wiltshire Council's change of policy. Cllr Gaunt had already been researching what would need to be done to submit an application. **ACTION:** Cllr Gaunt to review the new 20 mph application forms and feedback to Cllr Carwardine. **ACTION:** Clerk to put on the agenda for the next meeting. Cllr Carwardine said that the Parish Council should relaunch the need for a Speedwatch coordinator and put an ad in the Parish News. **ACTION:** Cllr Carwardine / Cllr Watchman to design a suitable ad.
075.26	**Exchange of information and any Items for Consideration at next Meeting** No updates were raised.

The next monthly meeting of the Parish Council will be held on Wednesday 9th September 2026 at 7:15 pm at Sutton Benger Village Hall, Chestnut Road.

MEETING CLOSED AT 21:25