Sutton Benger Parish Council

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MINUTES OF SUTTON BENGER PARISH COUNCIL MEETING HELD ON TUESDAY 15th SEPTEMBER 2026 AT SUTTON BENGER VILLAGE HALL

Present: Councillors Jan Campbell, Adam Carwardine (Chair), Ruth Gaunt, David Thomson (Vice-Chair), Jo Watchman plus Sue Hart (Parish Clerk) and Wiltshire Councillor Greenman

There were two members of the public present.

076.26	**Apologies for absence** Apologies were received from Cllr Craig (holiday) and Cllr Mansfield (sickness) On a proposal from Cllr Gaunt and carried unanimously, **IT WAS RESOLVED** to accept the councillors' apologies.
077.26	**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.
078.26	**Public Forum Session** A member of the public expressed their concern about the increasing traffic on Seagry Road which has now increased to an average of 650/day on a road where there is no pavement and no traffic calming. Houses are close to the road, and the walk is used by children. They asked whether this increase was because of the road is being used as a shortcut to the motorway. They also asked that given the change in 20 mph policy by Wiltshire Council whether this could be an option for Seagry Road. Councillors considered whether it is now time to spread the campaign wider than the Parish Council including writing to the Gazette and Herald. Cllr Carwardine said the topic of a 20 mph speed reduction in the village was something under consideration by the Parish Council and would be covered later in the agenda.
079.26	**All Saints Church – Rewilding Opportunity** A representative of Church Piece Charity updated councillors on their taking over responsibility for some church land between the Vicarage and La Flambe to turn it into a public nature space. Church Piece Charity own part of the field which is now in a state of disrepair. It is designated as Green Space in the Neighbourhood Development Plan. Bristol Diocese also own part of the field and the Diocese Sustainability Officer has visited as well as Wiltshire Wildlife. Church Piece Charity might consider taking on part of the lease from Bristol Diocese.
080.26	**Minutes** – Draft minutes of two meetings had been circulated to councillors. To approve minutes of a meeting held on 12th August 2026: The Clerk had made a word change to Minute 062.26 Public Forum changing the word 'path' to 'outdoor activity trail'. On a proposal from Cllr Thomson and carried unanimously, **IT WAS RESOLVED** to accept the revised minutes as a true record, and they were signed by the Chair. On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to accept the minutes of the inquorate Parish Council meeting held on 9th September 2026 as a true record, and they were signed by the Chair.

081.26 **Finance – Report distributed to Councillors**

a) **To Resolve** on allocating a budget to Residents' Flood Preparations communications of £240 + VAT and a sum of £360 + VAT towards a 2027 Annual Events calendar. To also approve a modification to the 2026/27 budget to accommodate communications-related expenditure.

On a proposal from Cllr Gaunt, seconded by Cllr Watchman and carried unanimously, **IT WAS RESOLVED** to approve the outline expenditure plus adding a new Communication budget line item including transferring the budget of £1,000 from the S137 budget line to the Communications budget line.

b) **To Resolve** on payment of an invoice received from Elan for Year 1 (2025) for £200.86 inc. VAT. On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to approve an expenditure of £200.86 plus VAT to Elan-City.

c) **To note transactions since last report dated 10 August 2026**

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

Online	**Section 106 Payment:** Morse Renovations	£1,968.00	064.26h
Online	Donation: PCC Graveyard Maintenance	£500.00	046.26e
Online	26-030 AD Grounds and Landscaping – June and July	£1,044.64	064.26f
Online	Collier-Marsh Acountancy – Internal Audit	£190.00	064.26f
Online	**Section 106 Payment:** 26-029 Marcus Anstie Windows– Jul26	£90.00	064.26f
Online	26-032 WALC Councillors' Planning Trainings	£240.00	064.26f
Online	26-033 WALC Councillor Fundamentals Training	£48.00	064.26f
Online	Donation: Parish News	£500.00	046.26f
Online	Lloyds Bank Charges - August	£4.25	064.26
Online	**Section 106 Payment:** N Houghton – Made in Oak (Part)	£2,694.24	080.26f
Online	**Section 106 Payment:** N Houghton – Made in Oak (Part)	£8,082.72	080.26f
Online	**Section 106 Payment:** N Houghton – Made in Oak (Final)	£5,388.48	080.26f
Online	**VH Section 106 Payment:** Morse Renovations	£2,958.00	080.26f
Online	26-028 Clerk – McAfee Repayment	£79.99	064.26f
DD	ICO Information Commissioner – Annual Payment	47.99	080.26

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
17 Aug	Deposit (0605-1779) to Current (0034-4200)	£1,000.00
24 Aug	Deposit (0605-1779) to Current (0034-4200)	£2,000.00
25 Aug	Deposit (0605-1779) to Current (0034-4200)	£6,000.00
25 Aug	Deposit (0605-1779) to Current (0034-4200)	£3,000.00
27 Aug	Deposit (0605-1779) to Current (0034-4200)	£5,000.00

Credits to Deposit Account:

10 August	Lloyds Bank – Interest	£43.53

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
17 Aug	Deposit (0605-1779) to Current (0034-4200)	£1,000.00
24 Aug	Deposit (0605-1779) to Current (0034-4200)	£2,000.00
25 Aug	Deposit (0605-1779) to Current (0034-4200)	£6,000.00
25 Aug	Deposit (0605-1779) to Current (0034-4200)	£3,000.00
27 Aug	Deposit (0605-1779) to Current (0034-4200)	£5,000.00

d) To Approve the future payments to be made online:

Online	26-034 PKF Littlejohn – External Audit	£378.00
Online	26-035 AD Grounds and Landscaping – August	£522.34
Online	**Section 106 Payment:** 26-036 Marcus Anstie Windows– Aug26	140.00
Online	26-038 Cllr Carwardine – Digiprint Repayment	£86.00
Online	26-039 Pete Oldale – Fuel payments for tractor footpath maint.	£17.81
Online	26-040 ElanCity – 3rd SID Extended Warranty (Min.046.26)	£87.67

Note: Copies of invoices 26-034 to 26-040 attached plus Payroll records had been forwarded to Finance Councillors

e) To approve the September 2026/27 Financial Report

14 Sep 26	Community No.1 Account (Current)	£1,470.82
14 Sep 26	Community Instant Access Account (Deposit)	£75,229.64
	Bank balances on Monday 14 September 26	**£76,700.46**

Note: Copies of Bank Statements had been forwarded to Councillors

On a proposal from Cllr Carwardine, seconded by Cllr Thomson and carried unanimously, **IT WAS RESOLVED** to approve the future payments to be paid online plus the September 26/27 Financial Report.

f) To note completion of the FY 2025-26 External Audit

The clerk noted that she had received the External Auditors' Report and Certificate 2025-26. There had been three 'except for' points noted:

1. An incorrect Response to Section 2 Line 11 question relating to trust information.
2. Response to Section 2 Line 9 – Total Fixed Assets. If assets are removed from the register during the audited year, the previous years reported assets total should also be changed.
3. Response to Section 1 Assertion 10 – the auditor noted that arrangements for effective IT and data management could no longer be covered by producing a Website Accessibility Statement. This will be addressed by the new website.

They also noted that the Internal Audit Report picked up the lack of internal controls at the beginning of the year but that this was rectified before the end of the financial year.

g) 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	£1,968.00
25 Aug 26	**Section 106 Payment:** N Houghton – Made in Oak (Part)	£2,694.24
25 Aug 26	**Section 106 Payment:** N Houghton – Made in Oak (Part)	£8,082.72
1 Sep 26	**Section 106 Payment:** N Houghton – Made in Oak (Final)	£5,388.48
2 Sep 26	**VH Section 106 Payment:** Morse Renovations	£2,958.00

The Clerk noted that the outstanding action from the August SBPC Meeting, Minute 064.26, regarding CIL and Section 106 payments being reported separately in the Finance Report would be actioned for the October Finance Report. **ACTION:** Clerk

082.26 **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**

The clerk noted that the SBPC Village Hall September 2026 status report had been circulated to councillors.

083.26	**Community Infrastructure Levy (CIL) and Section 106 Funds held by the Parish Council - Clerk** The Clerk said that there had been no changes to CIL totals as she had not yet been notified of any spend on the previously approved kissing gates at Draycot Cerne. The Section 106 payments regarding to the Village Hall Covered Open Space project were fully detailed in the Village Hall status report noted in Minute 082.26 above.
084.26	**Governance - All revised policy documents circulated to councillors** On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to adopt a new procedure for the Co-option of Councillors. On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to adopt the GDPR Consent form and General Privacy Notice. On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to adopt an interim 2026/27 Social Media Policy. The Clerk noted that Cllr Watchman had also produced a simple day-to-day working guidance document.
085.26	**Planning Applications – Cllr Gaunt** **New Applications for Consideration:** **PL/2026/02425 – Land North East of J17 of M4 -** Outline planning permission for phased commercial / industrial / logistics development (B2 and B8) with ancillary offices, green infrastructure and associated works (Deadline for comments: 4 Sept – extension was granted to 10 Sept) Councillors noted their previous objection to this application and although some changes had been made, the application still doesn't address the main issues of building in open countryside, the issues of increased traffic in surrounding roads and whether it addresses an identified need. On a proposal from Cllr Gaunt, seconded by Cllr Watchman and carried unanimously, **IT WAS RESOLVED** to Object to this application. **ACTION:** Cllr Carwardine to prepare a supplementary response to request Section 106 funds be included to fund creating a roundabout at the Draycot Cerne B4122 / B4069 junction. **PL/2026/04589 3 Park Lane** – Demolition of existing single storey extension and erection of single storey rear extension / demolition and replacement of front porch (Deadline for comments: 8 Sept – one day extension was agreed) On a proposal from Cllr Gaunt, seconded by Cllr Watchman and carried unanimously, **IT WAS RESOLVED** to Support this application. **PL/2026/05134 Land at Oakleigh Acres Pitstop, Draycot Cerne** – Change of use of land to lorry parking including provision of hardstanding / other associated development and infrastructure (Deadline for comments: 1Oct26) On a proposal from Cllr Carwardine seconded by Cllr Campbell and carried unanimously, **IT WAS RESOLVED** to submit No Objection Subject to Comment. Comments related to a councillors' concern regarding the impact of an increased number of lorries on the B4122. **PL/2026/05178 Land at Sutton Lane –** Variation of condition 13 (footpath) on PL/2024/09058 (Deadline for comments: 1Oct26) On a proposal from Cllr Campbell and carried unanimously, **IT WAS RESOLVED** to Object on the grounds of road safety for pedestrians given 50% of the houses might now be sold before the footpath was complete. **PL/2026/05401 Land off High Street –** Modification of Planning Obligation: Modification of the Section 106 agreement to permit discount market units within the affordable housing provision (Deadline for comments: 8 Oct 26) On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to Support this application. **Wiltshire Council Decisions:** **PL/2026/04346 The Old Farmhouse, Seagry Road -** Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection)

	PL/2026/04506 – 3 Church Piece - Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection) **PL/2026/04515 The Bothy, Chestnut Road** - Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection) **PL/2026/09623 Land off the High Street** – Reserved Matters (Wiltshire Council Decision: Permitted)
086.26	**Chair's Report** The Chair said his updates would be covered by other items on the agenda.
087.26	**Traffic Calming – Chair** The Chair reviewed with councillors the fact that Parish Council's application for a pedestrian crossing on the High Street had been turned down. It was agreed that this should be communicated to villagers including the point that although the Parish Council had paid for the survey it was Wiltshire Council's decision to turn it down without further consultation. The Survey Assessment had justified the refusal because it said the road was not suitable, which was something the Parish Council could not influence. **ACTION:** Cllr Watchman to include the update in the Parish News and on Facebook.
088.26	**20 mph Speed Limit in Village – Chair** Following discussion (also reference Parish Forum Minute 078.26 above) on a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to apply for a 20 mph reduction within the village through three separate applications, namely, Seagry Road, High Street, and Sutton Lane. **ACTION:** Cllr Carwardine and Cllr Gaunt to follow up completing the relevant forms.
089.26	**Flood Response Team Update – Chair** Cllr Carwardine reported that a final draft of the Flood Response Plan had now been agreed and the first meeting of the Flood Response Team had been held. The next meeting would be on Tuesday 1st December and members of the team had taken away tasks to carry out in the meantime.
090.26	**Clerk's Report and Matters Arising from 12th August 2026 Parish Council meeting** The Clerk reported that she had received an e-mail from a villager expressing interest in co-option to the Parish Council having seen the ad in the Parish News. The deadline for applications is Friday 9th October after which she would send any applications to councillors for review. If any applications are received this will be the first main item on the agenda after the Parish Forum at the meeting on Wednesday 14th October. There were no outstanding matters arising.
091.26	**Parish Councillors' e-mails update - Clerk** Councillors all having .gov.uk e-mail addresses continues to remain an outstanding item and is not likely to be covered by the new website providers though this was still under review. A possibility for consideration is moving to Microsoft Office 365, but this would be costly and involve the two existing .gov.uk e-mails having to be migrated. **ACTION:** Clerk to review with GetGary the possibility of organising a slot for him to review e-mail set up with councillors before the start of the October meeting.
092.26	**Renewal of Grounds Maintenance / Allotments Contract – 2027-29** The Clerk advised councillors that the current Grounds Maintenance Contract was due to expire, and councillors agreed that Invitations to Tender for a new 3-year and 5-year Grounds / Allotments Maintenance Contract should be sent to a minimum of 3 companies within the next month asking for returns before the November Parish Council meeting. The Parish Council was still waiting to hear whether mowing the allotments would need to be included or whether SBAGA would take over responsibility themselves given the high cost of maintenance by an external contractor.

	It was also noted that not all areas currently cut by the Parish Council should be part of the contract next time as they are recorded by Wiltshire Council as their responsibility. On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to send out Invitations to Tender once the allotments status was known.
093.26	**Blocked Ditches in the Parish** Councillors had previously queried (Minute 068.26) whether farmers whose blocked ditches may be causing flooding away from their own land should be requested to clear them. Examples of letters drafted by Wiltshire Council for this purpose had been circulated to councillors. A current known issue is the brook that crosses Sutton Lane. **ACTION:** Cllr Carwardine to check with the farmer the situation regarding drainage of his fields. There was also a need for an up-to-date map of all farmers' land in the parish. **ACTION:** Cllr Gaunt / Clerk to follow up. On a proposal from Cllr Carwardine seconded by Cllr Watchman and carried unanimously, **IT WAS RESOLVED** to send letters to farmers whenever it was established that they were responsible for blocked ditches that caused flooding.
094.26	**Volunteering Scheme Update** Cllr Carwardine said that the article in the Parish News about volunteering in the village had received a good reception and several volunteers had come forward. One villager has volunteered to take on the Gossip Areas and will also help with the daffodils planting. It was really necessary to prioritise co-opting more councillors as many councillor responsibilities had no councillors with time available to carry them out.
095.26	**Website Update – Cllr Watchman** Cllr Watchman said she had three potential contractors short-listed for creating a new website and following review with the clerk had gone back to each one with questions – answers having now been received. All quotes had come in at around £5K+. Regarding ongoing support, she still needed an understanding of costs, namely hourly rate rather than taking out a contract. She was strongly in favour of WordPress being used to build and manage the website, thus eliminating the need to write code, which has been a big inhibitor to updating the existing website. **ACTION:** Cllr Watchman / Clerk to have a Teams meeting to decide on a preferred supplier and councillors agreed in principle to get them started straight away so that the work can be completed before the next audit. **ACTION:** Clerk to put on the agenda for Resolution at next meeting.
096.26	**Village Updates** **Parish Steward –** Cllr Thomson said that he would follow up with volunteer Daniel Errington sending out an update on Parish Steward activities during the month. **ACTION:** Cllr Thomson. **Community Engagement Update –** Cllr Watchman said she is making a point of including other items in her updates, e.g., road closures, Benger Blaze. Not having an up-to-date website as a means of Parish Council communication is the main element that is missing at the moment. **Village Hall –** Cllr Mansfield had submitted a report to councillors prior to the meeting, the main points being that the LCT application for upgrading the solar panel capacity to 10KW adding a battery storage system and an external generator had been successful and the full £8,269 has been awarded.

	The Village Hall as a Resilient Hub has been agreed in principle. Cllr Carwardine has already drawn up a Community Emergency Hub discussion document for review. The roofing for the Oak Framed Pavilion should commence the following week with scaffolding going up Tuesday 22nd September and roofing starting on Wednesday 23rd. Getting three quotes for the fencing had proved problematic with some providers declining to quote. The Village Hall therefore had no option but to go with Wyatt Fencing who are more expensive but can do the job in October. Benger Bears safety makes the completion of the fencing more urgent. The Village Hall is keen to progress the fitness station on the rec and are hoping to put any excess from the Oak Framed Pavilion Section 106 funds towards this, subject to submitting a proposal that satisfies the Wiltshire Council Section 106 team. An upgrade to the hall lighting is scheduled to take place over the October half term.
097.26	**Wiltshire Council –** Cllr Greenman The Stoford Developments Stanton Park industrial development has raised significant issues. Seagry Parish Council are considering a one-way system as they already have concerns about the level of traffic through the village and becoming a thoroughfare to and from the M4. Parishes around Junction 17 may want to get together for further review. Cllr Greenman would feed this into the other parishes in the ward to encourage this and asked whether Sutton Benger would host a "J17 Forum". **ACTION:** Cllr Carwardine to give feedback to Cllr Greenman if SBPC wishes to get involved. The next Chippenham Area Community Parish Forum is at Hullavington Village Hall on Wednesday 30th September. The agenda is primarily taken over by Wiltshire Police - specifically the subject of fixed ANPRs in the county. Cllr Watchman has volunteered to attend. **ACTION:** Cllr Carwardine to write notes for Cllr Greenman and Cllr Watchman as input to the meeting as he was away on holiday and unable to attend. As a result of funding cuts, Wiltshire Constabulary is now the lowest funded in the UK. This has resulted in an £8M cut from Community Speedwatch. Nearly 50,000 houses need to be found across the county over the next plan period, and Cllr Greenman thought that Wiltshire Council would need to consider new small towns.
098.26	**Correspondence sent / received** – Clerk None
099.26	**Exchange of information and any Items for Consideration at next Meeting** No updates. Councillors reviewed their availability for the October PC meeting given the difficulties in being quorate.

The next monthly meeting of the Parish Council will be held on Wednesday 14th October 2026 at 7:15 pm at Sutton Benger Village Hall, Chestnut Road.

MEETING CLOSED AT 21:43