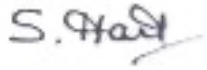
Sutton Benger Parish Council

E: parishclerk@suttonbengerparishcouncil.gov.uk T: 07810-647183

To: Members of the Council

You are summoned to attend a meeting of **SUTTON BENGER PARISH COUNCIL** to be held in the **Village Hall, Sutton Benger on Wednesday 11th November 2026** commencing at **7.15 pm**



Signed: Sue Hart MBA FRSA MCMI, Clerk to Sutton Benger Parish Council

Parish Council meetings are open, and members of the public and press are welcome to attend. Such entitlement does not include the right to speak except during the Public Forum, where any registered local government elector within the Parish is entitled to speak once on issues affecting the Parish. Any questions asked shall not require a response or debate. The Council may wish to consider a matter in more detail at a later date before making a full response. (Please see the Council's Standing Orders for further information – available on the website or on request from the Parish Clerk).

AGENDA

123.26	**Apologies for absence** To note and agree any apologies received from Parish Council members.
124.26	**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.
125.26	**Public Forum Session** *15 minutes will be allowed for questions and comments from members of the public.*
126.26	**Minutes** – To approve minutes of the Parish Council meeting held on 14 October 26 **(For Resolution)**.
127.26	**Queens Close Garages – Letter from land owner** **To Resolve** on the Parish Council's response to a letter received from the owner of land at Queens Close and consideration of future development plans (letter circulated to councillors)
128.26	**Outcome of the FY26-27 Local Government Pay Review – Clerk/RFO**
129.26	**Finance – Report distributed to Councillors** a) **To Resolve** on the expenditure of discretionary funds of £62.60 as a thank you to the Emergency Hub Volunteer Team. b) **To Resolve** on the expenditure of £65.19 plus VAT for Benger Trails Christmas Trail elves. c) **To Resolve** on an amount to be allocated from discretionary funds for the December PC meeting. d) **To Resolve** on the payment **from CIL funds** of **£2,625.00** to Ross Merritt, being 50% of fixed project fee for the implementation of a new website. e) **To Ratify** the payment **from CIL funds** of **£665.90** to Jacksons Fencing for 2 x Kissing Gates + Delivery (slight increase from original estimate agreed in Minute 066.26) f) To note transactions since the last report dated 10 October 2026 g) To approve future payments to be made online. h) To approve the November 26/27 Financial Report **(For Resolution**) **i)** To Ratify any payments made for the Section 106 Side Agreement for Land at Sutton Lane.
130.26	**Internal Auditor's Report 2025-26 - Update** To review status of actions arising from the Internal Auditor's Report 2025-26 **(For Resolution)**
131.26	**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 November 2026 status report from Sutton Benger Village Hall for payments made by the Village Hall relating to the above agreement – update circulated to councillors prior to meeting.

132.26	**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 to be circulated to councillors prior to the meeting. **To Resolve** on the agreement in principle to the investment of approximately £1,200 + VAT from CIL funds for an AutoSpeedWatch camera plus asking two village volunteers to help with set up and ongoing monitoring (explanatory e-mail forwarded to councillors) **To Resolve** on the projected costs from CIL funds for the implementation of a third defibrillator to be installed outside La Flambé, Seagry Road (defibrillator being kindly donated by villager Mark Ellis), estimated costs being £450 + VAT for a defibrillator cabinet and £711.47 + VAT for installation and cabling (Total: £1,161.47 + VAT)
133.26	**Planning Applications – Cllr Gaunt** **New Applications for Consideration:** **PL/2026 06629 Land at Seagry Hill** - Permission in Principle for up to 3 dwellings (Deadline for comments **extension granted** to 11Nov26) **PL/2026/06634 Land East of Church View** – Removal/variation of conditions: Outline planning permission, with all matters reserved except for access, for up to 24 dwellings and associated infrastructure (Deadline for comments: 12Nov26) **PL/2026/06728 5 Cowley Way** – Single-storey rear extension and front porch extension (Deadline for comments: 16Nov26) **PL/2026/06732 Cedar Cottage, 44 High Street -** Demolition of 2 outbuildings for a single-storey ear extension. Extension to outbuilding and partially clad in timber (Deadline for comments: 17Nov26) **PL/2026/06706 The Old Schoolhouse, Seagry Road -** Notification of proposed works to trees in a conservation area (Deadline for comments 10Nov26) **PL/2026/06911 5 Church Piece, High Street -** Notification of proposed works to trees in a conservation area (Deadline for comments 24Nov26) **Planning Updates / Existing Enforcement Orders:** **ENF/2026/00381 20/09319/FUL Land near Chippenham Gateway, South of M4 Junction 17, Draycot Cerne** – (Enforcement on 21 October) Activity has re-started at the field. **Wiltshire Council Decisions:** **PL/2026/05510 7 Manor Farm Drive -** Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection) **PL/2026/05675 6 Park Lane -** Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection) **PL/2026/05813 12 Manor Farm Drive -** Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection) **PL/2026/05839 Birch Cottage, Seagry Road -** Notification of proposed works to trees in a conservation area (Wiltshire Council Decision: No objection) **PL/2026/05510 Land at Sutton Lane** – Variation of condition 13 (footpath) on PL.2024/09058 (Wiltshire Council Decision: Approve with Conditions)
134.26	**Chair's Report** To include updates on traffic, flooding, Emergency Plan and Community Emergency Resilient Hub.
135.26	**Clerk's Report and Matters Arising from 14th October 2026 Parish Council Meeting** To receive a report from the Clerk including an update on Parish Grounds Maintenance Invitation to Tender and to consider the status of any outstanding Matters Arising
136.26	**Parish Clerk / Responsible Financial Officer roles – Clerk** **To Resolve** to separate the functions of Parish Clerk and Responsible Financial Officer and **To Resolve** on the recruitment of a Responsible Financial Officer (total officers' hours unchanged)

137.26	**Sutton Benger Housing Developments – Road Name Suggestions** To consider suggestions from villagers and councillors and produce a shortlist for submission to Street Naming, Wiltshire Council / Developers **(For Resolution)**
138.26	**Volunteering Scheme Update – Cllr Carwardine / Cllr Craig** To receive any update on the volunteering project.
139.26	**Website Update – Cllr Watchman (For Resolution)** To receive an update from Cllr Watchman on the current status of the new website design.
140.26	**Community Engagement Update – Cllr Watchman** To receive an update from Cllr Watchman on community engagement.
141.26	**Other Village Updates** To receive any updates from councillors.
142.26	**Wiltshire Council -** To receive a report from Wiltshire Councillor Greenman if available.
143.26	**Correspondence sent / received –** Clerk
144.26	**Exchange of information and any Items for Consideration at next Meeting** To note any updates from councillors including attendance at the next meeting and to receive requests for items to be added to the next agenda.

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