Sutton Benger Parish Council

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MINUTES OF SUTTON BENGER PARISH COUNCIL MEETING HELD ON WEDNESDAY 14th OCTOBER 2026 AT SUTTON BENGER VILLAGE HALL

Present: Councillors Jan Campbell, Adam Carwardine (Chair), Iain Craig, Jo Watchman, Shane Johnstone (following co-option) plus Sue Hart (Parish Clerk) and Wiltshire Councillor Howard Greenman.

There were seven members of the public present.

100.26	**Apologies for absence** Apologies for absence were received from Cllr Gaunt (holiday) Cllr Thomson (abroad until December) and Cllr Mansfield (unwell) On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to accept the councillors' apologies.
101.26	**To approve the appointment of a Co-opted Councillor** On a proposal by Cllr Carwardine seconded by Cllr Craig and carried unanimously **IT WAS RESOLVED** to co-opt Shane Johnstone to the position of Parish Councillor. Cllr Johnstone signed her Declaration of Office and joined the meeting.
102.26	**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. Cllr Carwardine declared a pecuniary interest in a tree consent application and did not contribute to discussion on the application. No vote was taken.
103.26	**Public Forum Session** Several villagers expressed their concerns regarding a long-standing issue relating to the actions of the owner of garages along the right hand side of Queens Close. The owner has served eviction notices on the garages as they say they plan to demolish and redevelop them. Villagers also explained a history of being unable to access their own back gardens due to obstacles being erected in the area. The villager was asked to e-mail the Parish Clerk with details of the history in order to bring councillors up to date with the current situation so they can establish the best way forward. Villagers whose application for Land at Seagry Hill had been refused updated councillors on the current situation and that they have now submitted an Appeal to the Planning Inspectorate. Villager Pete Oldale told councillors that the Sutton Benger Variety show would be going ahead again next year on Friday 5th March for one night. He extended an invitation to the Parish Council and hoped they would be willing to take part.
104.26	**Minutes – To approve the minutes of the Parish Council meeting held on 15th September 2026** Draft minutes had been circulated to councillors. A minor change has been made to the minute numbering to change Minute Nos 073.26 – 075.26 to 097.26 – 099.26. On a proposal from Cllr Carwardine seconded by Cllr Watchman and carried unanimously, **IT WAS RESOLVED** to accept the revised minutes as a true record, and they were signed by the Chair.
105.26	**Finance – Report distributed to Councillors** **a) To Resolve** on the allocation of funds from the Community Infrastructure Levy budget for up to £350 to Sutton Benger Toddler Group for the purchase of 2 x new tables to be used together with Benger Bears. On a proposal from Cllr Carwardine seconded by Cllr Campbell and carried unanimously, **IT WAS RESOLVED** to allocate the sum of £350.00 from CIL money to Sutton Benger Toddler Group. Councillors asked whether the group needed further funding to support their activities as this would be valid use of CIL money. ACTION: Clerk to follow up with the requester.

b) To Resolve on the allocation in principle from the Community Infrastructure Levy budget the sum of £3,000 to fund the costs associated with a Traffic Regulation Order to Wiltshire Council for extension of the 30 mph limit on the B4069 beyond the Charles Church development.
Since this request was submitted, Charles Church have responded to say they would be prepared to fund these costs. However, as there could be a delay until early 2027 before they would be able to do so, on a proposal from Cllr Craig and carried unanimously, **IT WAS RESOLVED** to approve to ear-mark the allocation of £3,000 in case Wiltshire Council requested payment before the Charles Church funds were available.

c) To note transactions since last report dated 14 September 2026

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

Online	Lloyds Bank Charges – Sept 26	£4.25	080.26
Online	26-038 Cllr Carwardine – Digiprint Repayment	£86.00	080.26
Online	26-034 PKF Littlejohn – External Audit	£378.00	080.26
Online	26-040 ElanCity – 3rd SID Extended Warranty	£87.67	080.26
Online	26-040 ElanCity – 3rd SID Extended Warranty (Min.080.26)	200.86	080.26
Online	**Section 106 Payment:** 26-036 Marcus Anstie – Aug26	140.00	080.26
Online	26-034 PKF Littlejohn – External Audit	£378.00	080.26
Online	26-035 AD Grounds and Landscaping – August	£522.34	080.26
Online	26-039 Pete Oldale – Fuel payments tractor footpath maint.	£17.81	080.26

To be Ratified:

Online	26-041 Clerk Reimbursement for Fasthosts Payment	£137.38	105.26

On a proposal from Cllr Craig and carried unanimously, **IT WAS RESOLVED** to ratify the Clerk's payment.

Credits to Current Account:

5 Oct	Deposit (0605-1779) to Current (0034-4200)	£1,000.00
8 Oct	Kington Langley Scarecrows (To hold for Defibrillator 3 Install)	250.00

Credits to Deposit Account:

9 Sep	Lloyds Bank – Interest	£35.37
24 Sep	Precept – Part 2	£11,142.00

Transfers Between Accounts:

5 Oct	Deposit (0605-1779) to Current (0034-4200)	£1,000.00

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

Online	26-041 AD Grounds and Landscaping – August	£522.34
Online	26-042 Parish Online – Annual Payment	£96.00
Online	26-043 Village Hall Hire – Jul, Aug, Sep 26	£51.00
Online	26-044 Benger Trails hosting & domain renewal	£210.00
Online	**Section 106 Payment:** 26-045 Marcus Anstie Windows– Sep26	90.00
Online	26-046 AD Grounds and Landscaping – October	£522.34

Note: Copies of invoices 26-041 to 26-046 attached plus Payroll records were forwarded to Finance Councillors

e) To approve the September 26 Financial Report

8 Oct 26	Community No.1 Account (Current)	£942.70
5 Oct 26	Community Instant Access Account (Deposit)	£83,871.64
	Bank balances on Thursday 8 October 26	**£84,814.34**

Note: Copies of Bank Statements were forwarded to Councillors

General and Ear-marked Reserves status as of 10 October 26:

Current & Deposit Accounts Status as of 10 October 26:		**£84,814.34**
Community Infrastructure Levy Ring-fenced Reserve	£55,548.61	
S106 Village Hall Project Ring-fenced Reserve - remaining	£13,024.05	
S106 Bus stop cleaning Ring-fenced Reserve - remaining	£325.15	
Total Ear Marked Reserves:		**£68,897.81**
General Reserve:		**£15,916.53**

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

f) To Ratify any payments made on behalf the Section 106 Side Agreement for Land at Sutton Lane (Ongoing Reference - Minute 013.26)

5 Oct 26	**VH Section 106 Payment:** Morse Renovations	£816.00

g) To agree the Half Year Budget (For Resolution)
Note: Copies of draft 1H Budget 2026/7 had been forwarded to Councillors

h) To agree the Half Year Budget **(For Resolution)**
Copies of a revised format for the first half budget 2026/7 had been forwarded to councillors.

The Clerk noted that she would be updating the budget on a monthly basis from now on so that it would be clear what payments would be still outstanding for the 2026/7 financial year. 2026/27 finances are still on target against the start of year budget projection. She planned to review the new reporting format in more detail with Cllr Craig.

On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to approve the Half Year Budget 2026/7.

106.26 **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 SBPC/Village Hall October 2026 status report had been circulated to councillors. The Clerk noted that the Village Hall report tallied exactly with her own record.

107.26 **Community Infrastructure Levy (CIL) and Section 106 Funds held by the Parish Council - Clerk**
An update on CIL and Section 106 funds had been circulated to councillors.

CIL: The Clerk noted that she had received an update that day on the parish's 25% neighbourhood proportion from the Charles Church development from Land off the High Street. This would be payable in the three tranches to the parish as: £47,297.67, £55,180.62 and £33,180.61. She had not yet received notice from Wiltshire Council regarding when the first tranche would be released.

Section 106: The Village Hall Covered Pavilion project was nearing completion with most of the allocated Section 106 fund having been spent (see minute 106.26 above)
The other active Section 106 fund being spent on Bus Stops (namely cleaning and emptying dog bins) will only cover the next three months payments after which the money will need to be found from the General Reserves.
Land off the High Street Section 106: In view of the complicated way in which the legal agreement had been drawn up it was unclear how much money this would entail. However, the legal agreement is very specific that the money can only be spent on a Public Art Contribution and a Sport Pitch.

108.26	**Planning Applications – Clerk in Cllr Gaunt's absence** **New Applications for Consideration:** **PL/2023/09891 Land North of St Modwen Park,** Erection of 2 units falling within Use Class B8 (Storage and distribution together with associated earthworks, parking, strategic landscaping and ancillary development (Deadline for comments 16Oct26) On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** to Object to this application. **PL/2025/09825 Land at Gate Farm, High Street (Amended Plans)** Outline planning permission (with all matters reserved (except means of access from the B4069) for up to 90 Class C3 residential dwellings including the creation of a new vehicular access from the B4069, etc. (Deadline for comments: 26Oct26) Councillors did not believe the safety concerns regarding the entrance to the site had been addressed. Cllr Carwardine was having a Teams meeting the following day with the Highway Development Management Engineer, Transport Policy and Strategy at Wiltshire Council. **ACTION:** Cllr Watchman would be communicating the need for the community to submit their comments to Wiltshire Council. Cllr Watchman also noted the hectares/density ratio regarding this site in comparison with that at The Park. On a proposal from Cllr Watchman and Cllr Johnstone and carried unanimously, **IT WAS RESOLVED** to Object to this application. **To Note: PL/2026/05510 (Not distributed to councillors) PL/2026/05510 7 Manor Farm Drive -** Notification of proposed works to trees in a conservation area (Wiltshire Council Status – Under consultation) **To Note: PL/2026/05675 6 Park Lane -** Notification of proposed works to trees in a conservation area (Wiltshire Council deadline was 6Oct26) **PL/2026/05813 12 Manor Farm Drive -** Notification of proposed works to trees in a conservation area (Wiltshire Council deadline was 6Oct26) **PL/2026/05839 Birch Cottage, Seagry Road -** Notification of proposed works to trees in a conservation area (Wiltshire Council deadline was 7Oct26) Councillors had No Objection to the Proposed Works to Trees applications (Cllr Carwardine abstained from the PL/2026/05510 application.) **PL/2026/05984 17 Lee Crescent** – Single Storey rear garden room extension (Deadline for comments: 21Oct26) On a proposal from Cllr Campbell and carried unanimously, **IT WAS RESOLVED** to Support this application. **PL/2026/06383 26 Cowley Way** – Single Storey extension to rear of property (Deadline for comments: 5Nov26) On a proposal from Cllr Craig and carried unanimously, **IT WAS RESOLVED** to Support this application. **Planning Updates:** **PL/2026/02798 Permission in Principle for a one dwelling (self-build) at Land at Seagry Hill – Decision Notice Refused.** On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** that councillors should Ratify the submission of an e-mail on behalf of the Parish Council to County Councillor Greenman / Wiltshire Council Planning by the Clerk requesting that the refusal decision is reviewed and reconsidered. **Enforcement Updates: No updates**

	Wiltshire Council Decisions: **PL/2026/01841 Bell House Hotel –** Internal and external alterations to include demolition of single storey toilets and associated works (Wiltshire Council Decision – Approve with Conditions) **PL/2026/02025 LBC Bell House Hotel –** Internal and external alterations to include demolition of single storey toilets and associated works (Wiltshire Council Decision – Approve with Conditions) **PL/2026/02798 Land at Seagry Hill -** Permission in Principle for a one dwelling (self-build) (Wiltshire Council Decision – Refused) **PL/2026/04212 – Land at Gate Farm, High Street –** Lawful development existing use – Certificate of Lawfulness that agricultural access has been implemented (Wiltshire Council Decision – Approve) It was noted that this approval had been granted in spite of the fact that no access has been created onto the B4069. **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 (Wiltshire Council Decision: Approve with Conditions)
109.26	**Chair's Report** Covered by items on the agenda.
110.26	**Clerk's Report and Matters Arising from 15th September 2026 Parish Council meeting** The Clerk noted: • White Horse Housing have asked whether any parish councillors wish to attend viewing the 8 affordable homes at Garden Close towards the end of November. Councillors agreed that the Clerk should follow this up. **ACTION:** Clerk. • Land East of Church View – The Clerk has been asked for Parish Council input on a street name. This was agreed as a good community engagement opportunity. **ACTION:** Cllr Watchman to communicate a request for suggestions to the community. **ACTION:** Clerk to add to the November PC meeting agenda. **ACTION:** Clerk to establish whether the opportunity for input from the Parish Council would be given regarding street names at the Charles Church development on Land off the High Street. **ACTION:** Cllr Carwardine said he would be communicating with the developer and would find out. • The Clerk said she had ordered a poppy wreath for the Remembrance Day service at All Saints Church (Sunday 8th November) and Cllr Carwardine agreed that he would lay the wreath.
111.26	**Proposed Dates for 2027 Parish Council meetings** Proposed dates have been circulated to councillors. On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** that the following dates be agreed: Wednesday 13 January Wednesday 10 February Wednesday 10 March Wednesday 14 April Wednesday 12 May - Annual Meeting of the Parish Council Thursday 20 May - Annual Parish Meeting (Provisional) Wednesday 9 June Wednesday 14 July Wednesday 11 August (Summer meeting) Wednesday 8 September Wednesday 13 October Wednesday 10 November Wednesday 8 December Councillors were asked to add these dates to their diaries.

	The UK's Great British Spring Clean dates for 2027 were Friday 12-Sun 28 March. ACTION: Cllr Carwardine to firm up a date for the parish with the volunteer who leads the activity.
112.26	**Lyneham Banks Area Proposed Traffic Regulation Order for Consultation** It was noted that the community has already expressed a positive response to the Traffic Regulation Order proposing a permanent 7.5 tonne limit on roads around the Lyneham Banks area. On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** that councillors should officially respond to the survey supporting a weight limit reduction. Discussion took place on the need to map out all the traffic and heavy transport influences on the parish roads. Cllr Carwardine recommended that councillors reviewed the landstack.co.uk website which is a very useful mapping tool providing road by road / site by site data on a variety of subjects including land ownership and planning data.
113.26	**Flood Response Team update** Cllr Carwardine said that the flood response team programme was going well. A gully survey was being carried out. He had also been in contact with a local farmer regarding his ditches. The Parish Council has been waiting for months regarding a depth gauge on the B4069 and never receives any response by the officer involved. Cllr Greenman suggested contacting the manager, Nick Dyer.
114.26	**Community Emergency Resilient Hub** The Village Hall has set up a sub-group and invited Cllr Carwardine to attend the meeting. Cllr Carwardine said they had put together a strong team. The building is planned to be be upgraded to become a resilience hub with its own electricity supply. First Aid supplies would be held. The Emergency Plan itself being worked on by the village volunteer.
115.26	**Traffic Calming update** Cllr Carwardine said the applications submitted for a 20 mph speed reduction in parts of the village were being processed by Wiltshire Council and a report was expected by mid-November. He had asked Kirsty Rose to provide a definition of the status of the High Street in relation to roads through the north of the county – specifically was it considered a thoroughfare / relief road. He said that two people had volunteered to be Speedwatch coordinators and were keen to get started. However, on requesting with Wiltshire Policy that the Community Speedwatch programme be reinstated he had been told that Sutton Benger don't qualify. He was actively pursuing the justification for this change in decision given the rising speeds through the village and would be talking to the Wiltshire and Swindon Road Safety Partnership officer the following week. Councillors agreed that it was time to put these issues in front of a wider audience. Cllr Carwardine said he had a Teams meeting booked with Roz Savage (MP for the South Cotswolds constituency) at which he wished to raise the Wiltshire survey to review the requirement for ANPR cameras to be accepted by Wiltshire Police. He would also be covering Community Speedwatch.
116.26	**Volunteering Scheme Update** Cllr Craig said he had been working on putting together a flyer. People were not aware of events and opportunities to volunteer. He had asked the three major organisations in the village (Village Hall, FOSBS, Church) for their 2027 calendar and their requirement for volunteers. He had given a deadline of the end of October. The plan was to put this in the Parish Mag's January edition.
117.26	**Website Update – Cllr Watchman (For Resolution)** Cllr Watchman reviewed the three website design bids and said that her recommendation was that the Parish Council should appoint Ross Merritt. He had submitted a competitive bid and any ongoing support would be the easiest to budget for.

	On a proposal from Cllr Carwardine and carried unanimously, **IT WAS RESOLVED** that Ross Merritt should be appointed to implement the new website. ACTION: Cllr Watchman to send details to the Clerk in order that she can send him a formal letter.
118.26	**Community Engagement Update** Cllr Watchman said the community engagement activities were working well and she was continuing to engage villagers through social media.
119.26	**Village Updates** **Parish Steward :** Daniel Errington had sent through an update regarding the Parish Steward and is asking for an update on gullies (the Flood Response Team are involved in reviewing this) **Village School:** Cllr Campbell had sent pictures of the new Outdoor Classroom to councillors – the school are very pleased with the result. **ACTION:** Cllr Watchman to put on social media. **Village Hall:** Cllr Mansfield had sent through a village hall update.
120.26	**Wiltshire Council** Cllr Greenman said that Wiltshire Council are projecting an approximate £7 million overspend. There is no money available for anything, and the Council are reviewing staff numbers. He expressed his concern for the way in which planning application refusals are now being overturned on appeal. He noted an instance where the Planning Inspectorate had noted all the reasons why a particular planning application should fail but was still approved on appeal regardless of planning policy as a result of the government stipulations for the number of houses to be found because of the housing shortfall.
121.26	**Correspondence sent / received** – Clerk Received: An email from Pete Oldale saying that the Village Hall Committee will be holding a free event for 10-18 year olds at the Village Hall and pavilion on Saturday 21 November.
122.26	**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.

The next monthly meeting of the Parish Council will be held on Wednesday 11th November 2026 at 7:15 pm at Sutton Benger Village Hall, Chestnut Road.

MEETING CLOSED AT 22:10