

# Sutton Benger Parish Council

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## Minutes of the Annual Meeting of the Parish Council

Held on Wednesday 8 May 2024 in the Sutton Benger Village Hall

Those present were noted as Cllrs N Roynon, A Carwardine, J Campbell, B Carter, R Gaunt, C Mansfield, D Errington and D Spencer. Also present were L Roslyn, Parish Clerk and Ward Cllr H Greenman.

019<sup>(24)</sup> **Elect a Chair**

It was **resolved to elect** Cllr Adam Carwardine as Chair and the Statutory Declaration of Acceptance of Office was duly signed and received.

020<sup>(24)</sup> **Elect a Vice Chair**

It was **resolved to elect** Cllr Jan Campbell as Vice Chair and the Statutory Declaration of Acceptance of Office was duly signed and received.

021<sup>(24)</sup> **Apologies and Reasons for Absence.**

Apologies were received from Cllrs J Haselton (personal) and G Prewett (personal).

022<sup>(24)</sup> **Declarations of Interests from members regarding the agenda.**

No declarations of interest were received.

023<sup>(24)</sup> **Public Forum Session**

No matters raised.

024<sup>(24)</sup> **Minutes for Approval**

It was **resolved to approve** the minutes of the Parish Council Meeting held on Wednesday 10 April 2024 and they were duly signed by the Chair.

025<sup>(24)</sup> **Policies, Procedures and Governance Documents**

It was **resolved to note** that no changes had been made to the adopted policies and procedures:

- a) Standing Orders (v2.1)
- b) Financial Regulations (v3.2)
- c) Code of Conduct (v2.0)
- d) Other Policies & Procedures:
  - i. Community Grant Funding Policy (v1.0)
  - ii. Complaints Procedure (v1.0)
  - iii. Persistent & Vexatious Complaints Procedure (v1.0)
  - iv. Privacy Notice (v1.0) and GDPR Consent Form (v1.0)
  - v. Publication Scheme (v1.0)
  - vi. Removable Media Policy (v1.0)
  - vii. Volunteer Policy (v1.1)
  - viii. Website Accessibility Statement (v1.0)

It was **resolved to approve** the changes to the following documents, and they were duly adopted:

- e) Internal Financial Control Statement (v1.6)
- f) Asset Register Mar-2024 (v2.1)
- g) Risk Schedule May 2024 (v2.6)

026<sup>(24)</sup> **To consider Councillor Areas of Responsibility:**

It was **noted** that all areas of responsibility for Councillors remain unchanged, with the exception of the following **resolutions to:**

- a) Finance – this role is to be removed as all Councillors have responsibility – the Clerk said she would produce some guidance notes.
- b) Assets/Grounds Maintenance – to now include Allotments.
- c) Primary School Liaison – the proposed changes to this role were **not approved**.
- d) **Community Engagement** – no Councillor appointed – the Clerk will advertise the role in the Parish News.

027<sup>(24)</sup> **Finance**

- a) It was **resolved to approve** the monthly accounts statement and new invoices totalling £2,010.64 for online payment. It was noted that Cllr D Errington was now approved on the bank account as a signatory.
- b) It was **resolved to approve** expenditure of £2,007.55 (excl. VAT) from CIL funds for a new Village Notice Board to be installed at the Village Hall.
- c) It was **resolved to approve** expenditure of £400 from Budget Section 10a for the installation of a post and retention socket on Seagry Road for the SID.
- d) It was **resolved to approve** expenditure up to £291.60 (excl. VAT) from CIL funds for new plants/shrubs for the Gossip Areas.

028<sup>(24)</sup> **Planning**

Cllr R Gaunt gave an update on one new planning application received and it was **resolved to agree** to the following response:

a	<a href="#">PL/2023/09184</a>	Sutton Benger Recreation Ground, SN15 4RP – 6 No. Training Flood Lights	<b>Support</b>
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029<sup>(24)</sup> **Neighbourhood Development Plan**

Cllr R Gaunt reported Wilts Council had approved the move to Regulation 15 and the consultation dates were noted as 20 May to 8 July 2024.

030<sup>(24)</sup> **Highways and Parish Steward**

Cllr D Errington reported on works carried out by Lee, the Parish Seward, on various verges and he would be asking him to clear around the village gates so that that can be cleaned/re-painted. He is continuing to monitor the state of the Draycot Lane with a view to reporting it to Wilts Council (again).

031<sup>(24)</sup> **Traffic Calming/LHFIG/Speed Indicator Device (SID)**

- a) Cllr A Carwardine reported that he was still waiting for dates from Wilts Council for the works to commence on Seagry Road and he thank Cllr C Mansfield for attending the last LHFIG meeting. His report on the SID was noted and he agreed to send Cllr H Greenman a copy of the stats.
- b) **Traffic Survey – B4069 (East)** – Cllr A Carwardine agreed to collate more information on the procedure for requesting a speed limit change from Wilts Council before we submit a traffic survey request..

032<sup>(24)</sup> **Flooding/Emergency Plan**

No update report was received from Cllr G Prewett. The Clerk agreed to find out the date and information for the next OFWG (North) meeting.

Chair..... Date.....

033<sup>(24)</sup> **Rights of Way**

Cllr R Gaunt reported on the completed new walkway on SBEN20 and thanked those that helped with the installation. She encourage Cllrs to walk the little used paths and to report any issues to her.

034<sup>(24)</sup> **Environment & Sustainability**

Cllr N Roynon had received a few queries regarding the burning of wood at French Gardens and he would try and speak to them about protecting the biodiversity and bugs in the area.

035<sup>(24)</sup> **Village Hall**

Cllr C Mansfield's report was noted, and she gave a brief update on the plans for the Beer & Sausage Festival (BSF). Cllr R Gaunt asked if it would be appropriate for the Council to have a small stand that the BSF – it was agreed this was a good idea. The Clerk advised she would need new quotes for the AV system and stage carpeting so that she could order them now that the S106 funds had been approved by Wilts Council.

036<sup>(24)</sup> **Wiltshire Council**

Ward Cllr H Greenman reported that he had spoken to the planning officer regarding the marketing of the Bell House Hotel and advised that the applicants were withdrawing the planning application and will be submitting a new one. He is also continuing to liaise with a resident regarding access to the rear of Queens Close.

037<sup>(24)</sup> **Clerk's Report**

The Clerk's Report was given and forms part of these minutes.

038<sup>(24)</sup> **Date of the Next Meeting**

The date of the next Parish Council Meeting was noted as Wednesday 12 June 2024 at 7.15pm in the Village Hall.

*Meeting ended 21.05.*

Chair.....

Date.....