

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Monthly Meeting of the Full Parish Council held on Monday 10th February 2025 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Brian Curtis
Councillor Paul Henson
Councillor Des Morris

Councillor Will Marriott
Councillor Colin Russell
Councillor Graham Skinner
Councillor Jane Wood (she/her)

IN ATTENDANCE

0 Members of the Public
Unitary Leader & Ward Councillor Adam Brown

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Clare Slater (she/her)	Personal
Councillor Ian Gordon	Personal
Councillor Mark Copp	Personal
Councillor David Harries, BEM	Personal
Councillor Catherine Parry	Personal
Councillor John Curtis, BEM	Personal
Absent	

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PC/25/02/25 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received, and these were accepted as listed above.

PC/25/02/26 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

No.

PC/25/02/27 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/25/02/28 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 13th JANUARY 2025

The minutes had been circulated in advance of the meeting and the chairman asked the parish councillors if they were happy that they be signed as a true account. **All were in favour.**

PC/25/02/29 PUBLIC PARTICIPATION

There were no members of the public present.

PC/25/02/30 UNITARY COUNCILLOR REPORT

Unitary Leader Adam Brown gave an update. WNC seen increase in application for social housing, since the introduced a single housing application system and these were being prioritised. Work on the A4500, road to nowhere, at Harpole has started. The budget for 2025/2026 now agreed, includes a Council Tax increase of 4.99 per cent, generating extra funding of around £19.2m – with 2 per cent of the increase going towards funding adult social care.

PC/25/02/31 REPORTS ON ISSUES PREVIOUSLY RAISED

- The clerk gave a brief update regarding the flood meeting on the 15th January, it was a well-attended and productive meeting with all the agencies present, the clerk had issued a list of agreed actions.
- This month the clerk had attending an Emergency Planning event at Acre and a One West Northamptonshire zoom call.
- The clerk explained that the Management Company from Johns Road had been in touch as the land they had sold off to a resident had now gone through and they wanted to proceed with transferring the assets to the parish council to manage. There are many stages, risks and planning necessary for this to take place and it should be put on hold until later in the year.

POLICE MATTERS

PC/25/02/31 PCSO REPORT

A report had been distributed for December and January. Councillors commented that the PCSO had not been seen as regularly on patrol but know that this is still happening.

The clerk informed councillors that the PCSO will be running an event at the community centre on 3rd April between 10.00am – 1pm. This will have many partners in attendance, including fraud squad

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and provide plenty of information for residents on wellbeing, selfcare and steps they can take to protect themselves from potential threats.

PC/25/02/32 PLANNING

2025/0162/FULL - First floor side extension and render finish to property - 27 The Paddocks
Bugbrooke NN7 3QR – **Support**

FINANCIAL MATTERS

PC/25/02/33 A financial statement and reconciliation for the month ending 31st January has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Phil Bignell

Seconded – Councillor Graham Skinner

All in favour.

	Income	Receipts	Totals
Current Account as at 31.12.24			£83,828.63
Current Account (Ring fenced)			£56,169.01
CCLA Deposit Fund as at 31.12.24			£50,000.00
Total Available			£189,997.64
Less January Payments		£7,102.54	
Less unrepresented payments			
Deposits (CCLA Interest)	£201.77		
Other income	£0.00		
HMRC VAT reclaim	£0.00		
Deposits (Ring Fenced Interest)	£63.32		
Bank Statement			£76,927.86
Total Funds at 31.01.25			£183,160.19

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PC/25/02/34 Accounts for Payment

Moneys must be paid out in only in pursuance of statutory powers vested in the parish council. Details of the powers which authorise the payments are shown in the Payment Schedule.

RESOLUTION – It was resolved that payments listed above be paid.

Proposed – Councillor Brain Curtis

Seconded – Councillor Des Morris

All in favour.

Direct Debits						
Date	Payee	Invoice	Statutory Power	Description	V.A.T	Total
07.01.2025	Southern Electric	TBC	HA 1980	Street Lighting – December 2024	£	£652.93
07.01.2025	Onecom	TBC	LGA 1972 s111	December Parish Office Telephone and Broadband	£6.40	£38.40
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
07.01.2025	DNH Contracts	2785	Litter Act 1983 S5,6	Emptying of dog and litter bins for December	£44.10	£264.60
07.01.2025	BSACCA		LGA 1972 s111	Parish Office Rent and Room Hire for December/Jan		£425.00
07.01.2025	HMRC		LGA 1972 S112	December Tax and NI		£449.35
07.01.2025	Mrs N Palmer		LGA 1972 S112	December Salary		£1698.17
07.01.2025	Northamp tonshire Pension Fund	421300 022464	LGA 1972 S112	LGPS contribution		£629.77
07.01.2025	E.on	127174	HA 1980	Streetlight repairs in addition to contract	£126.00	£756.00
07.01.2025	DM Payroll Services	4098	LGA 1972 s111	Administration of payroll		£126.00
07.01.2022	ESX Clean	0203-25	LGA 1953 s4	Cleaning of Bus Shelters		£119.00
07.01.2025	Bugbrooke Chapel	014		Community Living Room Heating		£135.00
07.01.2025	Jane Wood		LGA 1972 s111	Community Living Room – Jubilee House		£240.00
07.01.2025	Glasdon	SI90144 7	Litter Act 1983 S5,6	Litter Bin & 2 Dog Bins	£162.21	£973.22
07.01.2025	Bank Charges		LGA 1972 s111	January 2025 Bank Charges		£5.60
Ratification						

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PC/25/01/35 INTERNAL CONTROL CHECK

Internal Control Councillor Jane Wood had been through the accounts and confirmed that everything was in order.

RESOLUTION – It was resolved to accept the Internal Control Councillors report.

Proposed: Councillor Colin Russell

Seconded: Councillor Des Morris

All in favour.

PC/25/02/36 REVIEW OF EFFECTIVENESS OF FINANCIAL CONTROL

On the 3rd of February the clerk and the Internal Control Councillor Jane Wood had met to go through the review of effectiveness. The review followed the policy and was completely thorough and objectively to ensure all measures were still effective and had been carried out fully.

RESOLUTION – It was resolved to accept the Review of Effectiveness.

Proposed: Councillor Graham Skinner

Seconded: Councillor Colin Russell

All in favour.

PC/25/02/37 EARMARKED RESERVES

The clerk provided a breakdown of the earmarked reserves. These had been looked at during budget setting but with the purchase of Captains Close being almost complete, it was prudent to review the reserves again.

RESOLUTION – It was resolved to accept that the earmark reserves are in line with the council's plan.

Proposed: Councillor Des Morris

Seconded: Councillor Brain Curtis

All in favour.

PC/25/02/38 BUGBROOKE PARISH ASSET REGISTER UPDATE

The register has been updated with the purchases of the new dog bins, VAS and the litter bin this year. Once the sale of Captains Close is concluded this will be added.

PC/25/02/39 CAPTAINS CLOSE

The Deed of Transfer had been prepared and was shared with councillors. Councillors check a few of the details in the overage agreement had been amended and confirmed they had read the notes from the solicitor and had the opportunity to read The Deed of Transfer. The clerk informed councillors that they need two signatories of the Parish Council as per the parish councils Standing Orders to sign the Transfer Deed in panel 12 and have their signatures witnessed by an independent adult witness. The chairman asked a member of the village Table Tennis club to join the meeting and to witness the signatures. The witness was informed of all the details and was happy to witness the

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signatures, sign the Transfer Deed and provide their name, address and occupation. The contract of sale also needs to be signed but Chairman Phil Bignell.

RESOLUTION – It was resolved to approve the Deed of Transfer and the Contract of sale. The council authorised Councillor Phil Bignell and Councillor Jane Wood to sign all documents and for the signing to be witnessed by David Hyde and the parish clerk as per state in the councils' Standing Orders. The council then authorised the clerk to arrange the payment of £53,513.28 to complete the sale.

Proposed: Councillor Des Morris

Seconded: Councillor Graham Skinner

All in favour.

PC/25/02/40 MP SARAH BOOL VISIT

The clerk informed councillors that MP Sarah Bool was planning to visit Bugbrooke Community Centre on Friday 14th February between 1pm – 2pm to meet with anyone affected by the flooding.

PC/25/02/41 HOUSING NEED SURVEY REQUEST FROM WNC

A briefing note had been attached to the agenda. The clerk received a request from West Northants Council (WNC) to collaborate on conducting a housing survey in Bugbrooke. A response was provided by the clerk highlighting that there are existing concerns among councillors about potential development, particularly due to the village's stretched facilities and flooding risks. The clerk requested further details about how such surveys are used and the benefits they could bring to the village. WNC acknowledged the parish council's concerns about further development in Bugbrooke but also clarified that a housing needs survey is typically conducted to identify the specific housing requirements of the local population. WNC also pointed out that having a survey could influence planning applications by ensuring that any future development aligns with identified needs, and that the scale of development could be more controlled. WNC stated that they would not wish to proceed with the survey without the parish council's consent. However, there is a developer with a potential site in or on the outskirts of the village who has already expressed interest in knowing the housing needs for Bugbrooke. The developer may choose to conduct the survey themselves or through a third party. The council were asked to decide if they want to work with WNC to conduct a Housing Need Survey the clerk confirmed there was no cost associated with it and the council would be consulted if they wanted to include any questions.

RESOLUTION – Bugbrooke Parish Council resolved to work with WNC to conduct a Housing Need Survey.

Proposed: Councillor Phil Bignell

Seconded: Councillor Des Morris

All in favour.

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PC/25/02/42 GRANT APPLICATIONS

To be deferred until March or when the clerk has received the requested details from the applicant.

PC/25/02/43 APP/W2845/W/24/335489: LAND OFF M1 -A45 ROUNDABOUT JUNCTION 16, UPPER HEYFORD

An extraordinary meeting was called by Nether Heyford parish council and was attended by Councillor Catherine Parry a briefing note has been attached to the agenda and councillors were asked to consider if they wanted to offer financial support. Councillors discussed the lorries and the removal of the sand. There were concerns regarding these issues, but the council did not feel able to financially contribute to the appeal.

PC/25/02/44 BUGBROOKE PCC

The clerk received notice that Revd Nic Edwards will be leaving St Michael & All Angels Church with the last service on Sunday 16th February at 10.30am. This is for information only.

PC/25/02/45 REINTRODUCTION OF PARISH PATH WARDEN SCHEME

The clerk received notice that this scheme would be reintroduced. Councillor Des Morris had previously carried out this role but as there would be no personal contact and just a push for defaults to be reported on Fix my Street, he was not keen to continue as defeats are often still left unattended to. With no other councillor wanting to take on the role at this stage the clerk will sign up for information until after the May elections.

PC/25/02/46 GRAND UNION CANAL TRANSFER

The clerk received notice that they wish to continue to be able to access the allotments to carry out non-invasive tests with a wayleave payment of £250. Councillors agreed there had been no issues the previous year so were happy for the clerk to complete the paperwork and give Graham Skinners details as the contact for access.

PC/25/02/47 ELECTIONS

A briefing note was attached to the agenda and the clerk requested ideas from the councillors on how they wanted to attract nominations from other potential councillors and if they wanted to put a bit about themselves in LINK and online ahead of the election date. Councillors were asked to send details and an image about themselves to the clerk.

PC/25/02/48 VÖHL

Councillor Will Marriott was unable to attend the meeting but had asked the clerk to inform the council of a planned Football Club visit to Vöhl. There will be a coach going so councillors were asked if they would like to send something. The clerk had previously brainstormed some ideas which she discussed with councillors, and they decided a hamper sourced locally with no perishable goods would be ideal. This is needed by the 23rd of May.

PC/25/02/49 PLANTERS

The quote has not been received so this will be deferred until March.

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PC/25/02/50 VE DAY

The 80th Anniversary since the second World War ended in Europe is on Thursday 8th May 2025. The parish does not have a Beacon or a Lamp Light of peace, so it was decided that individuals should mark the event in their own way.

PC/25/02/50 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls -*

C *Footpaths –*

D *Street Lighting –*

E *Highways and Transport –* The bends at Kislingbury Road, many accidents in recent months, can Highways relook at the bends and the signage and road markings. Bike Route awful.

F *BSACCA-*

F *Millennium Green –*

G *Environmental Group –* Up social media output. Taken over bird watch but only got 27 responses. Stand at the village fete, air ambulance on 25th April.

H *Defib –* Councillor Will Marriott had checked the Defib at the surgery and reported that pads are due to be replaced in April. The clerk had checked availability and will order them.

I *Patient Participation Group-* It is going to be 5 days for repeat prescriptions.

J *Speed Watch –* This will be starting up again.

PC/25/02/51 CLERK HOLIDAY

The clerk asked to carry 21 hours over to 2025/2026 this was approved.

PC/25/02/52 ITEMS FOR CONSIDERATION ON THE MARCH AGENDA

- Planters
- Barriers on Footpaths restricting mobility scooter access.

PC/25/02/52 DATE OF NEXT MEETING

Monday 10th March 2025 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at pm.

End of Minutes

CHAIRMAN:.....

DATE:.....