

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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4th February 2025

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NOTICE OF MEETING

I hereby summon you to the **February Meeting of the Parish Council** which will take place on **Monday 10th February 2025 at 7.30 p.m.** in the Small Hall at the Community Centre, Camp Hill, Bugbrooke.

I enclose the minutes of the meeting held on 13th January 2025 and accompanying papers as appropriate. The agenda has been posted on the website and at the Parish Office. Members of the public and the press are invited to attend. They may not take part in the parish council meeting itself, but there will be a public participation as mentioned below.

Yours faithfully,

Nicola Palmer
Clerk to the Parish Council

To:

Councillor Philip Bignell
Councillor Mark Copp
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor Ian Gordon
Councillor David Harries, BEM
Councillor Jane Wood (she/her)

Councillor Paul Henson
Councillor William Marriott
Councillor Des Morris
Councillor Catherine Parry
Councillor Colin Russell
Councillor Graham Skinner
Councillor Clare Slater (she/her)

AGENDA – FEBRUARY MEETING

1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE
2. TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA
3. TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING –
4. TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 13th JANUARY 2025
5. PUBLIC PARTICIPATION

Up to ten minutes, or more at the chairman's discretion, to allow questions from electors. Three minutes maximum be allowed for each person.

6. UNITARY COUNCILLOR REPORT

7. REPORTS ON ISSUES PREVIOUSLY RAISED – Johns Road Estate, Flood meeting on 15th January feedback

8. POLICE MATTERS – PCSO Report - A report from the PCSO has been circulated with the agenda.

8a. Safety and Wellbeing Event – 3rd April being organised by PCSO.

9. PLANNING

Planning Applications are shown below if received. Any additional applications received before the meeting may also be discussed.

9a. 2025/0162/FULL - First floor side extension and render finish to property - 27 The Paddocks Bugbrooke NN7 3QR

10. FINANCIAL MATTERS

10a. [A financial statement](#) and reconciliation for the month ending 31st January is attached to the agenda.

10b. [Accounts for Payment](#) Moneys must be paid out in only in pursuance of statutory powers vested in the parish council. Any invoices received will be added to the schedule before the meeting.

10c. [Internal control checks](#) - Councillor Jane Wood has carried out a quarterly financial control check.

10d. [Review of effectiveness of financial control](#) - Councillor Jane Wood has met with the clerk in her role as Internal Control Councillor to conduct a thorough review of all internal controls.

10e. [Earmarked Reserves](#) - Each year the council reviews the earmarked reserves at regular intervals including during budget setting and the clerk has put together a briefing note summarising the council's position.

11. [BUGBROOKE PARISH ASSET REGISTER UPDATE](#) – The clerk has updated the register with the new dog bins and playground equipment that has been purchased this year.

12. [CAPTAINS CLOSE](#) - The Deed of Transfer has now been prepared and is attached to the agenda for councillors to review before the purchase is completed.

13. [MP SARAH BOOL VISIT](#) – A meeting is scheduled for 14th February 1 - 2pm in the Community Centre main hall for residents impacted by the flooding.

14. [HOUSING NEED SURVEY REQUEST FROM WNC](#) – The clerk has attached a briefing note.

15. [GRANT APPLICATIONS](#) – As agreed at the December meeting the council will consider the application when more information has been received.

16. [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 as briefing note has been attached to the agenda.

17. [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 10.30am. This is for information only.

18. [REINTRODUCTION OF PARISH PATH WARDEN SCHEME](#) – A briefing note is attached to the agenda.

19. [GRAND UNION CANAL TRANSFER](#) – The clerk has been contacted again to extend the access period.

20. [ELECTIONS](#) – To be held on 1st May. Nomination papers to be submitted by 2nd April. A briefing note is attached.

21. [VÖHL](#) – Councillor Will Marriott to update on any plans for this year with Bugbrooke twin town.

22. [PLANTERS](#) – The clerk has requested a quote for this year's planters. It was previously agreed to continue to hire the 3 tired planters.

23. [VE DAY](#) – 80th Anniversary is on Thursday 8th May.

24. PARISH MATTERS

A [Monthly Inspection Sheets and any urgent Parish Matter only](#)

B [Hedges/Trees/Fences/Walls](#) –

- C Footpaths –*
- D Street Lighting-*
- E Highways and Transport –*
- F BSACCA –*
- G Millennium Green –*
- H Environmental Group –*
- I Defib –*
- J Patient Participation Group –*
- K Speed Watch*

25. CLERK HOLIDAY – The clerk would like to request to carry over 21 hours holiday to 2025/2026 allowance.

26. ITEMS FOR CONSIDERATION ON THE MARCH AGENDA

27. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Monday 10th March 7.30pm at Bugbrooke Community Centre. The Footpath Meeting will be held prior to the main meeting at 7pm.