

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
T: 01604 832838
8th April 2025

E: parishclerk@bugbrookeparishcouncil.org

NOTICE OF MEETING

I hereby summon you to the **April Meeting of the Parish Council** which will take place on **Monday 14th April 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 10th March 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 – APRIL 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 10th APRIL 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 – Highways – Wharf, Nortons Barns & Spencer Close all inspected and no action. The clerk has contacted WNC & Adam Brown regarding water at the Wharf.

7a. REPORTS ON FLOODING – Letter from Environments Agency to Sarah Bool and WNC Answers to questions raised – These are attached to the agenda and will be sent to residents on the contact list.

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

8a. Kislingbury Bus Stop Graffiti & working with Champion School

9. PLANNING

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

9a. 2025/0983/FULL - New detached dwelling including vehicle access and parking - Land to rear of 31 Camp Hill Bugbrooke NN7 3PH

9b. 2025/1095/FULL & 2025/1096/LBC - Change of use of ancillary garage and residential accommodation to one bed self-contained holiday let/air B&B including insertion of rear dormers and relocation of rooflight. Creation of utility space for host dwelling - 2A Church Lane Bugbrooke NN7 3PB

9c. APPEAL - 2023/7814/full - Erection of a new dwelling - Brook Lodge 32 West End Bugbrooke NN7 3PF

Planning Inspectorate Reference: APP/W2845/W/25/3361266

9d. 2025/1166/S73 - Variation of condition 9 to enclose the sides of the carport of S/2019/1044/FUL (Replacement 4-bedroom dwelling, attached annexe and detached car port) - 63 Pilgrims Lane Bugbrooke NN7 3PJ

10. FINANCIAL MATTERS

10a. A financial statement and reconciliation for the month ending 31st March 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. VAT RECLAIM – The clerk submitted a reclaim for March 2025 for £477.63

11. YEAR END 2024/2025

11a. A financial statement and reconciliation for the year ending 31st March 2025 has been attached to the agenda.

11b. 4th Quarter – Year End Budget Report - The budget report is attached to the agenda.

12. INTERNAL AUDITOR'S REPORT

The parish council's Internal Auditor has carried out her inspection and her report will be presented at the meeting. The next agenda items will be deferred if the Internal Auditor's Report has not been received.

13. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/25 – Section 1

Bugbrooke Parish Council are asked to satisfy themselves that the Annual Governance and Accountability Return 2024/25 has been completed correctly. Councillors are asked to review and approve the Annual Governance Statement 2024/25. The councillors should then give the Chairman permission to sign Section 1 at the meeting.

14. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 – Section 2

If section 1 is approved Councillors will **then be asked to review and approve the figures provided on Section 2 Accounting Statements 2024/2025 of the AGAR. This has already been signed by the RFO. If approved, the Chairman will sign the Accounting Statement at the meeting.**

15. CAPTAINS CLOSE – The clerk met with the Environment Agency visit to discuss land management and will give a brief update.

16. **SCHOOL PLAYGROUND** – The climbing frame at the school playground is aging and there was some general wear and tear. A councillor had reported a defect, and the clerk arrange the urgent repairs. These have been completed.

17. **WEBSITE DEVELOPMENT** – Following the detailed report the clerk had further calls with 2 for the shortlisted potential suppliers and has now appointed the agency to create the new website. The clerk will provide an update.

18. **HOUSING NEED SURVEY** – The clerk has requested a double page in LINK to communicate details of the survey being carried out by WNC. A briefing note containing questions and recommendations is attached to the agenda.

19. **ELECTIONS** – Bugbrooke has an uncontested election with only 10 nomination papers being submitted. The council has 15 seats and despite advertising for candidates, through LINK, social media, noticeboards and the website there are not enough volunteers. The council needs people to come forward for co-option to ensure the whole village is represented in

20. **PLANTERS** – The clerk requires a decision on where the planters are to be placed and if work to level the site should be outsourced.

21. **BARRIERS ON FOOTPATHS** – The clerk has submitted a briefing note summarising the response from WNC and has also been contacted by a concerned resident.

22. **GRAND UNION CANAL TRANSFER CONSULTATION** – The clerk has produced a briefing note that is attached to the agenda.

23. 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 –*

24. ITEMS FOR CONSIDERATION ON THE MAY AGENDA

25. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Monday 12th May 7.30pm at Bugbrooke Community Centre.