

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 14th April 2025 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Mark Copp
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor David Harries, BEM
Councillor Paul Henson
Councillor Des Morris

Councillor Will Marriott
Councillor Colin Russell
Councillor Ian Gordon
Councillor Graham Skinner
Councillor Catherine Parry
Councillor Jane Wood (she/her)

IN ATTENDANCE

2 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Clare Slater (she/her)	Personal
Absent	

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At the start of the meeting the Chairman began by taking a moment to say Thank you to the councillors who would be leaving the council after the meeting. These are Councillor Catherine Parry, Councillor Mark Copp, Councillor Ian Gordon and Councillor Colin Russell. Their time on the council had been much appreciated and their hard work and dedication will be missed.

The chairman continued by confirming that the Bugbrooke Parish Council had an uncontested election, all 10 candidates automatically had a place on the council and the Chairman thanked them for continuing. Despite efforts to attract more councillors through adverts both around the village, on social media, website and LINK. No one else in Bugbrooke had put themselves forward so the council has 5 vacancies.

PC/25/04/78 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/25/04/79 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/25/04/80 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/25/04/81 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 10th MARCH 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/25/04/82 PUBLIC PARTICIPATION

The members of the public that were present had attended the meeting to express concerns about the planning application in Tibbs Way. The major concern was around parking. Also, the access during construction would be extremely difficult to manage. Highways have not expressed any concerns because there are two parking spaces, but the attendees did not think that it would be sufficient. The residents and neighbours feel that the property will be an encroaching in their sight line where there is only green space.

PC/25/04/83 UNITARY COUNCILLOR REPORT

Unitary Leader Adam Brown had reported at the Annual Parish Council Meeting. A councillor asked if Heygates were looking to pursue building a relief road as the size and number of lorries going through Bugbrooke is an increasing issue. Adam Brown said there was no legal route for West Northants to insist on the road and when Councillor Brown wrote to Heygates around 2018; the cost was around 20 million pounds and Heygates had no plan to build the road. The usual question was posed about the need for another Secondary school in the area due to the building of houses in Harpole. However, there are no plans for a school. Adam Brown was asked by councillors to ensure that the Education department are seriously looking at the needs for schools.

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PCSO had also spoken at the Annual Parish Meeting and spoke about the work she was doing in the village. She has been able to contribute greatly work at Campion School and with driver hazards and working closely to identify vulnerable people in the village. The senior safety event was well attended.

PC/25/04/84 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk had reported water on the road at Nortons Barns, but Highways have confirmed no action is needed. The clerk also reported the condition of the road at Spencer Close and this was also determined to be acceptable, but the lines of the junction box will be repainted. The clerk has contacted WNC & Adam Brown regarding water at the Wharf as Highways have yet again passed it to Anglian Water when following previous action, we know this was not the source of the problem.

PC/25/04/85 REPORTS ON FLOODING

A copy of a letter from Environments Agency to Sarah Bool has been received and WNC Flood Manager sent answers to questions raised at the March meeting. Copies of these had been attached to the agenda and were sent to all residents on the contact list. One resident has already contacted Sarah Bool in response to concerns that the agency is failing to acknowledge that without a doubt the brook has narrowed significantly through the village. The resident was able to include photos to illustrate this point. It was confirmed that Bugbrooke Parish Council would have the opportunity to review the section 19 report before the final version is produced.

POLICE MATTERS

PC/25/04/86 PCSO REPORT

A report had been distributed with the agenda and the Annual report had also been received for the Annual Parish Meeting that was held before the full council meeting, this highlighted the depth and breadth of things that the sponsored PCSO has been able to work on in Bugbrooke in the last year.

The PCSO ran the event at the community centre on 3rd April between 10.00am – 1pm. It was a pleasure to see so many people attend and the agencies present had a wealth of information to share. One resident had no fire alarms, and this was rectified that morning with the fire service installing them at the property. Another resident was having issues with an online scam, and this was also able to be dealt with, to the huge relief of the resident.

PC/25/04/87 PCSO ACTION ON GRAFFITI

The PCSO has worked with Campion to identify the offenders at the Kislingbury Bus Shelter and has contacted their parents to agree a suitable action plan. If any of the offenders continue with this vandalism, there will be more serious consequences.

PC/25/04/88 PLANNING

9a. 2025/0983/FULL - New detached dwelling including vehicle access and parking - Land to rear of 31 Camp Hill Bugbrooke NN7 3PH – **Councillors did a site visit before the meeting as it is close to the Community Centre. Councillors had concerns with the size of the property on the site. They also thought it would be a tight turn into the property and were surprised that Highways had not**

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noted this. There were concerns about the amount of light that would be in the property although this is not a planning consideration. Not suitable for the site and out of character with everything else. 9 objected, 1 abstained.

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 – **No objections**

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 – **Note that since the application went in there has been a flood.**

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 – **No objections**

FINANCIAL MATTERS

PC/25/04/89 A financial statement and reconciliation for the month ending 31st March has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Graham Skinner

Seconded – Councillor Des Morris

All in favour.

	Income	Receipts	Totals
Current Account as at 28.02.25			£60,388.69
Current Account (Ring fenced)			£16,262.96
CCLA Deposit Fund as at 28.02.25			£50,000.00
Total Available			£126,651.65
Less March Payments		£8,141.58	
Less unrepresented payments			

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Deposits (CCLA Interest)	£175.15		
VAT Reclaim	£2,416.74		
Bowls Club Planning Application Reclaim	£216.50		
Grand Union Canal Transfer	£250.00		
Deposits (Ring Fenced Interest)	£17.27		
Bank Statement			£55,305.50
Total Funds at 31.03.25			£121,585.73

PC/25/04/90 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 Mark Copp

Seconded – Councillor David Harries

All in favour.

<u>Direct Debits</u>						
<u>Date</u>	<u>Payee</u>	<u>Invoice</u>	<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T</u>	<u>Total</u>
04.03.25	Southern Electric	TBC	HA 1980	Street lighting– March 2025	£31.49	£629.93
04.03.25	Onecom	TBC	LGA 1972 s111	March Parish Office Telephone and Broadband	£6.40	£38.40
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
08.04.25	Marcus Young	4554	Litter Act 1983 S5,6	Emptying of dog and litter bins for March	£84.00	£504.00
08.04.25	BSACCA	5571	LGA 1972 s111	Parish Office Rent and Room Hire for April		£364.00
08.04.25	HMRC		LGA 1972 S112	March Tax and NI		£449.35
08.04.25	Mrs N Palmer		LGA 1972 S112	March Salary		£1698.17
08.04.25	Northamptonshire Pension Fund	421300 022464	LGA 1972 S112	LGPS contribution		£629.77

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08.04.25	Poppy Design Studio	12277	LGA 1972 s111	Website Design & Logo & .Gov Domain – 1 st Payment	£181.52	£1089.12
08.04.25	Land Registry	100000 739531 1	LGA 1972 s111	Land Search		£14.00
08.04.25	Land Registry	100000 739487 9	LGA 1972 s111	Land Search		£14.00
08.04.25	Land Registry	100000 739478 6	LGA 1972 s111	Land Search		£14.00
08.04.25	Pat Grant		LGA 1972 s111	Donation for cakes and refreshments at PCSO event		£50.00
08.04.25	Glasdon		Litter Act 1983 S5,6	Dog Bin posts		£222.60
08.04.25	P.W Environmental Services	7162	Open Spaces Act 1906	Grass Cutting		£349.20
08.04.25	R&G Ground Maintenance	121586	Open Spaces Act 1906	Mowing	193.20	£1159.20
08.04.25	NCALC	4312	LGA 1972 s111	Membership/Audit services/ Data Protection	£101.00	£1600.83
08.04.25	RPM	6927	Open Spaces Act 1906	Maintenance & repairs at the School Playground		£606.00
08.04.25	Yvonne Barnes		Open Spaces Act 1906	Refill of Petrol used by Environmental Group		£7.02
08.04.25	Bank Charges		LGA 1972 s111	March 2025 Bank Charges		£TBC
Ratification						
17.03.25	E-ON	601880 2671	Highways Act 1980 s301	Quarterly Streetlight Repair Contract	£190.60	£1143.60
12.03.25	Jane Wood			Warm Rooms Jan – March Jubilee House		£360.00
27.03.25	Land registry		LGA 1972 s111	Land Search		£14.00
27.03.25	Land registry		LGA 1972 s111	Land Search		£14.00

PC/25/04/91 VAT RECLAIM

The clerk submitted a reclaim for March 2025 for £477.63

RESOLUTION – It was resolved to accept the VAT Reclaim.

Proposed: Councillor Graham Skinner

Seconded: Councillor Brian Curtis

All in favour.

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PC/25/04/92 2025/2025 YEAR END FINANCIAL STATEMENT

The councillors confirmed they had viewed the year ends accounts and were happy with the breakdown presented by the clerk.

RESOLUTION – It was resolved that the end of year accounts for 2024/2025 be accepted.

Proposed – Councillor Des Morris

Seconded – Councillor Brian Curtis

All in favour.

PC/25/04/93 4TH QUARTER REPORT

The clerk had provided a breakdown of the end of year accounts and a report detailing the spend.

- The council finishes the year with £121585.73 cash in hand.
- £50,000 of this is in the long-term savings account and would be used if there was a delay or issue with West Northants Council paying the precept.
- £16,280.23 is in the reserve account – this account is for earmarked reserves where the council is putting money aside for large projects to try to ensure there is no major hike in the precept.
- £55,305.50 remains in the current account.

RESOLUTION – It was resolved that the 4th Quarter Report for 2024/2025 be accepted.

Proposed – Councillor Graham Skinner

Seconded – Councillor Phil Bignell

All in favour.

PC/25/04/94 INTERNAL AUDITOR'S REPORT

The clerk had circulated the completed Internal Auditors Report and asked councillors if they had all read the Internal Auditor Report and if they had any comments. All councillors confirmed that they had read the report. The chairman thanked the clerk for her hard work during the year and acknowledged that the councillors should have conducted an appraisal during the year as mentioned in the report.

RESOLUTION – It was resolved that the Internal Auditor's Report be accepted.

Proposed – Councillor Phil Bignell

Seconded – Councillor Mark Copp

All in favour.

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PC/25/04/95 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 – Section 1

The clerk had circulated the completed Annual Governance Statement and the Annual Return with the agenda. Each of the Governance Statement questions were put to the parish council and answered in the affirmation.

RESOLUTION – It was resolved that the Annual Governance Statement be approved, and that the chairman be authorised to sign it. This was duly done.

Proposed – Councillor Will Marriot

Seconded – Councillor Graham Skinner

All in favour.

PC/25/04/96 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 – Section 2

Councillors were asked to review and approve the figures provided on Section 2 Accounting Statements 2024/25 of the AGAR. This has already been signed by the RFO. The clerk had completed the Annual Return as follows:

Year Ending	31st March 2024	31st March 2025
Balances brought forward	£165,796	£157,443
Annual Precept	£120,270	£129,189
Total Other Receipts	£28,192	£15,792
Staff costs	£24,520	£33,187
Loan Interest repayments	0	0
All other payments	£132,295	£147,652
Balances carried forward	£157,443	£121,586
Total fixed assets	£432,551	£486,169
Total Borrowings	0	0

RESOLUTION – It was resolved that the Annual Governance Statement and the Annual Return be approved, and that the chairman be authorised to sign it. This was duly done.

Proposed – Councillor Brian Curtis

Seconded – Councillor David Harries

All in favour.

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PC/25/04/97 CAPTAIN CLOSE

The clerk met with the Environment Agency and is starting to work on a plan for Captains Close. The aim is to keep it as a natural space to encourage biodiversity in the heart of the village that sits nicely alongside the more manicure Millenium Green.

PC/25/04/98 SCHOOL PLAYGROUND

The clerk thanked Councillor Des Morris for the temporary repair and a few days later the playground was maintained and rotten wood replaced by the contractor. The fireman's pole on the unit has been tightened much as possible but it won't close any more.

The swing block rubbers on the bearings have worn away. They are safe to use but need monitoring and will eventually need the complete swing replaced. This equipment is around 16 years old, and the council will need to start earmarking funds for its replacement.

PC/25/04/99 WEBSITE DEVELOPMENT

The clerk provided a verbal update on the extensive work that had gone into finding the right website provider for Bugbrooke Parish Council. The clerk had meetings with the final 2 selected potential suppliers and had thoroughly gone through all the finer details of what the expected outcome would be. The clerk had reservations about the usability for end users trying to locate information and the off the shelf type design of one of the larger parish council website suppliers. The clerk spent time going through details with a more bespoke agency and feels that this will better suit the council's needs. The council agreed that the solution the clerk had identified seemed most appropriate for Bugbrooke.

PC/25/04/100 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. Councillors were happy with the clerk's suggestions and noted that question 12 talks about the current mix of housing types but does not mention tenure which may be useful information. The clerk was to feedback.

PC/25/04/101 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.

PC/25/04/102 PLANTERS

The council wants to select the locations and have the ground levelled the clerk would like more details such as a slab to be put in the locations (would there be an impact on the mowing) could it be a ground sheet that can be mowed over like used for the outdoor gym or is the ground to be levelled and reseeded? The clerk said the playground contractors could do this but there would be a cost, or

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a Handy Person. Following discussions the clerk advised councillors she would look for an Odd Jobs person who had public liability insurance. Councillors are happy for the clerk to employ services to level the areas and this should be a round slab.

PC/25/04/105 BARRIERS ON FOOTPATHS

The clerk has submitted a briefing note summarising the response from WNC and has also been contacted by a concerned resident. Following further discussions that parish council cannot take action as removing the barriers against advice would make the parish council liable. The council concluded there would be no further action.

PC/25/04/106 GRAND UNION CANAL TRANSFER CONSULTATION

The clerk had read the 900 page document and determined it will have little impact on Bugbrooke. There appears to be little impact for Bugbrooke. There is no planned work in Bugbrooke. There will be at times increased water in the canal as it moves south. However, this is all to be carefully managed, and all the relevant flood authorities are involved and will have the expertise to properly assess any concerns.

PC/25/04/107 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls -*

C *Footpaths –*

D *Street Lighting – Cost for turning the lights off at night?*

E *Highways and Transport –*

F *BSACCA- Looking at increasing the rates of hire for external companies. The guttering may be cleared.*

F *Millennium Green – planting more daffodils.*

G *Environmental Group – Friday 25th Air Ambulance collection at the Community Centre.*

H *Defib – There are now 7 in the village and these should be listed in LINK.*

I *Patient Participation Group- No meeting but the AI System is working well for patients. However, the online system does not work for certain patients with needs, or no internet and the doctors did not accept a phone call as had to book online. It's a government system, and seems to be being forced upon.*

J *Speed Watch – Will commence in June.*

PC/25/04/108 ITEMS FOR CONSIDERATION ON THE APRIL AGENDA

Car park Lines

Logos

PC/25/04/109 DATE OF NEXT MEETING

Monday 12th May 7.30pm in the small hall at Bugbrooke Community Centre. This will be the Annual Meeting of the Parish Council and the election of the Chair.

There being no further business the chairman closed the meeting at 9pm.

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End of Minutes

CHAIRMAN:.....

DATE:.....