

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### Annual Meeting of the Full Council

Minutes of the Annual Meeting of the Full Parish Council held on  
Monday 12th May 2025 at 7.30pm in Bugbrooke Community Centre.  
Followed by the May Monthly Meeting of the Full Council.

#### PRESENT

Councillor Philip Bignell  
Councillor Brian Curtis  
Councillor John Curtis, BEM  
Councillor David Harries, BEM

Councillor Paul Henson  
Councillor Des Morris  
Councillor Graham Skinner  
Councillor Clare Slater (she/her)  
Councillor Jane Wood (she/her)

#### IN ATTENDANCE

4 Members of the Public

Nicola Palmer – Clerk

#### APOLOGIES & ABSENT

| Apologies were accepted from: | Reason:  |
|-------------------------------|----------|
| Councillor William Marriott   | Personal |
|                               |          |
| Absent                        |          |
|                               |          |
|                               |          |

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### PC/25/5/110 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN AND ACCEPTANCE OF OFFICE

Councillors were invited to nominate a chairman, it was proposed by Councillor John Curtis and seconded by Councillor David Harries that Councillor Phil Bignell be re-appointed as chairman.

All councillors were in agreement, and this was confirmed with a show of hands. Councillor Phil Bignell was appointed as chairman.

Councillor Phil Bignell proposed the re-election of Councillor Jane Wood to the position of Vice-Chair, this was seconded by Councillor David Harries and the proposal was accepted with a show of hands.

The duly elected Chairman Phil Bignell and Vice-Chair Councillor Jane Wood then signed the Declaration of Acceptance of Office in the presence of the clerk and fellow councillors.

There had been an uncontested election, and all members of the parish council were asked to sign their Acceptance of Office Forms to confirm that they follow the Code of Conduct.

### PC/25/5/111 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received from Councillor William Marriott.

### PC/25/5/112 TO RE-APPOINT THE RESPONSIBLE FINANCIAL OFFICER AND INTERNAL CONTROL COUNCILLOR

It was proposed that the position of Responsible Financial Officer remains with the Clerk and that Councillor Jane Wood continues with the role of Internal Control Councillor.

**RESOLUTION: It was resolved that the clerk will remain in the role of RFO for the council and Councillor Jane Wood will remain the Internal Control Councillor.**

**Proposed: Phil Bignell**

**Seconded: Des Morris**

**All were in favour.**

### PC/25/5/113 TO REVIEW AND RE-ADOPT THE FOLLOWING POLICY DOCUMENTS

The following policy documents had been circulated with the agenda for review by councillors and they were re-adopted and signed by the chairman.

- Standing orders
- Councillor Code of Conduct
- Financial Regulations
- Internal Audit – Terms of Reference – Review of effectiveness
- Procedures for Financial Control & Internal Audit Policy
- Risk Assessment policies and log
- Complaint's procedure
- Freedom of Information Act scheme as published on the Parish Council website
- Asset register
- Audit Plan

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- Disciplinary and Grievance Procedure Policy
- CCTV Policy
- GDPR Policies – Data Breach; Data Protection and Record Retention and Procedures
- Biodiversity Policy
- Social Media Policy
- Communications Policy
- Co-option Procedure Policy
- Lone working Policy
- Financial Reserves Policy
- Safeguarding Policy
- Training & Development Policy
- Procedures for Financial Control & Internal Audit Policy
- Equality Policy
- Grants Policy
- Sexual and General Harassment Policy

**RESOLUTION: Councillors confirmed they had read all the policies and agreed to re-adopt all those listed above. The chairman then signed each document.**

**Proposed: Councillor John Curtis**

**Seconded: Councillor Graham Skinner**

**All were in favour**

Councillor Clare Slater asked if the policies could be made gender neutral for next year. All new policies have been gender neutral, but the councillor would like old policies changed. It was also raised that going forward the policies could all be electronically signed and each year they policies are printed, and this was not environmentally friendly. The clerk will add this to the agenda at the start of 2026.

### PC/25/5/114 TO REVIEW THE APPOINTMENT OF THE INTERNAL AUDITOR AND THE TERMS OF REFERENCE

The terms of reference for the Internal Auditor were agreed and Mrs Tina Chartress was re-appointed as the parish council's Internal Auditor.

**RESOLUTION: The terms of reference for the Internal Auditor were agreed and Mrs Tina Chartress was re-appointed as the parish council's Internal Auditor.**

**Proposed: Councillor David Harries**

**Seconded: Councillor Graham Skinner**

**All were in favour**

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PC/25/5/115 TO REVIEW THE SYSTEM OF INTERNAL CONTROL, INCLUDING MEASURES DESIGNED TO PREVENT FRAUD AND CORRUPTION AND REVIEW ITS EFFECTIVENESS OF MAINTENANCE OF COUNCIL'S SYSTEM OF INTERNAL AUDIT AND THE CONTINUED USE OF BACS AS METHOD OF PAYMENTS

The councillors had reviewed the procedures.

**RESOLUTION: It was resolved that councillors has reviewed the procedures and were satisfied. They agreed to the continued use of BACS as payment method.**

**Proposed: Councillor Graham Skinner**

**Seconded: Councillor Paul Henson**

**All in agreement**

PC/25/5/116 RE-APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER FOR BUGBROOKE FOR 2025/2026

The parish council re-affirmed the appointment of NCALC to act as Data Protection officer for Bugbrooke Parish Council.

**RESOLUTION: The parish council re-affirmed the appointment of NCALC to act as Data Protection officer for Bugbrooke Parish Council.**

**Proposed: Councillor David Harries**

**Seconded: Councillor Graham Skinner**

**All in agreement**

PC/25/5/117 TO REVIEW REPRESENTATIVES FOR COMMITTEES, WORKING PARTIES AND ORGANISATIONS

- Finance Committee
- Planning Group
- Tree Wardens
- Flood Wardens
- Footpath Committee
- Monthly Inspection Rota
- Community Resilience Group
- Patient Participation Group
- HR Committee
- Millennium Green

As there were potentially more council members to join via co-option it was decided to delay the appointment of representatives until next month. However, it was necessary to appoint a representative to the Millennium Green Committee in time for their next meeting. Therefore, the chairman asked if any more wished to do this role. Councillor David Harries was happy to continue.

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**RESOLUTION:** It was resolved that Councillor David Harries be the parish council representative for the Millennium Green.

**Proposed:** Councillor Phil Bignell

**Seconded:** Councillor Graham Skinner

**All in agreement**

### PC/25/5/118 ADOPTION of THE GENERAL POWER OF COMPETENCE

Councillor and clerk discussed being an eligible parish council, which fulfils the criteria as set out in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S.I.2012 No 965) . At least two thirds of the total seats on the council must be held by elected Councillors (this means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than been co-opted or appointed), the clerk is qualified, so Bugbrooke Parish Council still meet this criteria and therefore, have readopted The General Power of Competence.

## THE PARISH COUNCIL MEETING CONTINUED WITH THE REGULAR MAY MONTHLY BUSINESS.

### PC/25/05/110 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

### PC/25/05/111 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

### PC/25/05/112 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

### PC/25/05/113 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 14<sup>th</sup> APRIL 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.**

Councillor John Curtis asked in relations to the flooding that the following was being requested of the relevant authorities.

1. The brook through Bugbrooke has considerably narrowed over time and councillors and residents want it dredged not just to restore the depth but the width too.
2. The residents want better maintenance of the banks of the brook and for these to be properly cut back and trees removed from the centre of the brook in Bugbrooke.

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3. That the overwhelming concern that a gate was closed further downstream (not at Heygates). This theory explains the water circling and draining away quickly, councillors wish to see this addressed in the S19.
4. That the draft version of the S19 will be shared with the parish council before it is published.

The clerk confirmed all of these points had been raised multiple times and the council had been assured that the draft would be shared.

### PC/25/05/114 PUBLIC PARTICIPATION

There were 4 members of the public present, some for co-opting and one to observe.

### PC/25/05/115 CAMPION WARD COUNCILLOR REPORT

Newly elected Unitary Councillor for Champion Ward; Phil Bignell; said how pleased he was to be representing Champion Ward; he was disappointed that Unitary Leader Adam Brown had lost his seat with only 2 votes in it. The new political make-up of WNC is 42 Reform UK councillors, 17 Conservative councillors, 9 Labour councillors, 6 Liberal Democrat councillors and 2 Independent councillors.

With the majority of seats, Reform UK has political control, so will form WNC's new political administration and leadership they will be working with council officers to deliver their priorities for residents and businesses. The election of the new Chair will take place on Thursday 15<sup>th</sup> May and following that meeting more will be known about the new priorities and policies.

### PC/25/05/116 TO FILL BY CO-OPTION THE VACANCIES DUE TO INSUFFICIENT CANDIDATES STANDING FOR ELECTION -

Following the uncontested election, the parish council has been seeking to fill the remaining 5 seats. The council had received an application from one candidate and 2 other potential candidates were present, one with a completed application and another who completed the application at the meeting. The candidates were asked if they wanted to speak which all 3 did and then left the room as the councillors discussed the application as per the council's co-option policy. All the councillors had been happy with the applications and the comments made. Councillors felt all 3 would make valuable contributions to the council and all voted to co-opt all 3. Once called back in to the room. Liz Coppard, Rik Patel and Paul Simpson were congratulated on joining the council. Once they signed their acceptance of office at the end of the meeting they would join as full councillors at the June meeting.

### PC/25/05/117 REPORTS ON ISSUES PREVIOUSLY RAISED

Councillor Bignell had asked the clerk to investigate the cost savings of turning the streetlights off at night, the clerk had briefly investigated that it would half the electricity used if only on from 6pm – 11pm for example. The clerk had not investigated the cost per light but guesstimate to change to LED upgrade would approximately half the amount of electricity used too and more than half the maintenance contract cost. Initial cost to change to LED would be around £200 per unit. The council have 162 no LED lamps looking at around £32,400. Councillors discussed this but asked to add it to

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the agenda in June for the council to make decisions and instruct the clerk with anything they would like to investigate further.

The clerk had finally received a cost for the light at Spencer Close. The streetlight cost £2339 +VAT, councillors are still nervous is this will inhibit the road being used to access the properties and asked for this to be added to the June agenda so formal discussions could take place.

The clerk had contacted a solicitor regarding the potential for the parish council to adopt the land at Johns Road. The clerk stated that councillors had been in favour of this action in theory in March 2023 when it was first raised but some of the details had not been fully understood. The clerk felt it would be prudent for the council to get some independent advice before any further discussions with the management company, the quote had been £245 per hour, and it was thought that initially 2 hours would be required to look at documents and then further time to attend a meeting with the clerk and the management company. Councillors did not want to take this further but agreed the clerk should invite the management company to attend the June Meeting to discuss this further. Councillors have reservations about taking this on.

### PC/25/05/118      REPORTS ON FLOODING

The clerk had requested an update in advance of the meeting. It was received shortly before the meeting and read out. Due to flooding in Weedon, Flore, Nether Heyford and Upper Heyford in March, this has set the team back. Nonetheless they are working on the Section 19 report and WNC have a meeting with Highways and Anglian Water on the 28<sup>th</sup> of May. They are hoping to discuss the surveys of their systems. Further to this, a meeting with Planning has been arranged to discuss previous planning applications with Peace Hill/The Glebe being one of them.

Also wanted to bring to your attention following our visit to Kislingbury last month, the team believe it may be beneficial to carry out separate S19 investigations for Kislingbury and Bugbrooke.

### POLICE MATTERS

#### PC/25/05/119      PCSO REPORT

A report had been distributed earlier in the day as it had not been received at the point of issuing the agenda. The chairman commented on the great work done at the Bus Shelter with Campion students.

#### PC/25/05/120      PLANNING

9a. 2025/1693/S73 - Variation of condition 2 to change hipped roof to gabled and hip roof of 2024/5782/FULL (Single-storey rear extension, garage conversion and extension with hipped roof to porch) - 47 Georges Avenue Bugbrooke NN7 3PP – **No Comments**

9b. For Information only - 2025/0875/LBC -Listed Building Consent for broadband installation. Hole required to be drilled from the outside of the property with small broadband box fitted to external wall - 8 High Street Bugbrooke NN7 3QF - **FIO**

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### FINANCIAL MATTERS

PC/25/05/121 A financial statement and reconciliation for the month ending 30<sup>th</sup> April has been circulated with the agenda.

**RESOLUTION – It was resolved that accounts below be accepted.**

**Proposed – Councillor Graham Skinner**

**Seconded – Councillor Brian Curtis**

**All in favour.**

|                                  | Income     | Receipts  | Totals             |
|----------------------------------|------------|-----------|--------------------|
| Current Account as at 30.03.25   |            |           | £55,305.50         |
| Current Account (Ring fenced)    |            |           | £16,280.23         |
| CCLA Deposit Fund as at 30.03.25 |            |           | £50,000.00         |
| Total Available                  |            |           | £121,585.73        |
| Less April Payments              |            | £9,408.59 |                    |
| Less unrepresented payments      |            |           |                    |
| Deposits (CCLA Interest)         | £191.09    |           |                    |
| VAT Reclaim                      | £477.63    |           |                    |
| Precept 1st Payment              | £72,457.50 |           |                    |
| Deposits (Ring Fenced Interest)  | £16.30     |           |                    |
| <b>Bank Statement</b>            |            |           | <b>£119,023.13</b> |
| Total Funds at 30.04.25          |            |           | <b>£185,319.66</b> |

PC/25/05/122 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 David Harries**

**Seconded – Councillor Des Morris**

**All in favour.**



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| <b>Direct Debits</b> |                               |                 |                        |                                                               |               |              |
|----------------------|-------------------------------|-----------------|------------------------|---------------------------------------------------------------|---------------|--------------|
| <b>Date</b>          | <b>Payee</b>                  | <b>Invoice</b>  | <b>Statutory Power</b> | <b>Description</b>                                            | <b>V.A.T</b>  | <b>Total</b> |
| 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       |
| <b>Transfers</b>     |                               |                 |                        |                                                               |               |              |
| <b>Date</b>          | <b>Payee</b>                  |                 | <b>Statutory Power</b> | <b>Description</b>                                            | <b>V.A.T.</b> | <b>Total</b> |
| 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      |
| 08.04.25             | Poppy Design Studio           | 12277           | LGA 1972 s111          | Website Design & Logo & .Gov Domain – 1 <sup>st</sup> 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         |
| <b>Ratification</b>  |                               |                 |                        |                                                               |               |              |

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|          |               |                |                           |                                          |         |          |
|----------|---------------|----------------|---------------------------|------------------------------------------|---------|----------|
| 17.03.25 | E-ON          | 601880<br>2671 | Highways Act<br>1980 s301 | Quarterly Streetlight<br>Repair Contract | £190.60 | £1143.60 |
| 12.03.25 | Jane Wood     |                |                           | Warm Rooms Jan –<br>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/25/05/123 RECEIPT OF 1ST TRANCHE OF 2025/2026 PRECEPT

The clerk confirmed that councillors had acknowledged the receipt of the precept in the accounts and on the bank statement for £72,457.50. Councillors were asked to pass a resolution to formally record the receipt.

**RESOLUTION – It was resolved that councillors acknowledged receipt of the 1<sup>st</sup> part of the precept.**

**Proposed: Councillor Graham Skinner**

**Seconded: Councillor Clare Slater**

**All in favour.**

### PC/25/05/124 PARISH COUNCIL LOGO

Councillors were presented with options and a discussion took place. Councillors walked round to look at the options and quickly a unanimous favourite was selected. The designs had been based on the village sign and had a childlike quality to them and a simple colour palette. There were a few colour tweaks suggested.

**RESOLUTION – Councillors confirmed they were happy to adopt logo option 2 with a few tweaks to the colour and asked the clerk to approve the design.**

**Proposed – Councillor Clare Slater**

**Seconded – Councillor Graham Skinner**

**All in favour.**

### PC/25/05/125 CHURCH CAP PARK LINE PAINTING

The clerk has received two quotes one for £580 +VAT for a comparable area but there are additional costs on this quote making it much more expensive possibly as equipment was being hired and the ground had to be cleared first.

The preferred quote was for £470.27 + VAT for the same company who had recently completed the line painting at the Community Centre. The clerk would like to proceed with the second quote and is confident in their ability. There may be additional costs to clear the area ready for the line painting but as long as it falls within the clerk's permitted spend the councillors were asked to authorise the work so it could be scheduled.

**RESOLUTION – It was resolved that the clerk accept the quote for Northampton Line Markings and schedule the work at the church carpark.**

**Proposed – Councillor Phil Bignell**

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### **Seconded – Councillor Jane Wood**

**All in favour.**

PC/25/05/126

### **CAPTAINS CLOSE**

Councillor Jane wood has been contacting companies to obtain information and quotes for carrying out an Ecology report. The clerk said that ideally it is important to do this before the council begin any work or disturbing the ground. Two quotes had been received and the council discussed these. Jane had received the 3<sup>rd</sup> quote that day but councillors selected the quote from Griffin Ecology as they understood that the report was to understand the land and the biodiversity present and how the council could preserve and enhance this with any work that was undertaken.

The clerk has received a quote for tree inspections. It was full comprehensive and would provide the council with all the details it needs to properly maintain the trees in Captains Close and on other land in the village. It is recommended that this goes ahead, and then further quotes will be received for any work required.

The clerk has also been contacting Iron Mongers/Metal Recycling but those contacted who had replied will only take it if already removed and delivered to them.

It was suggested that the previous tenant of the land Ian Sargent be contacted to see if he would be interested in putting sheep in the area as this is the most natural way of managing the land. The clerk was requested to contact him. The council stated in return for help managing the land naturally and if the tenant was interested in making the section along the brook stock proof the council would be happy to accept the sheep without charge.

**RESOLUTION – It was resolved to accept the quote from Griffin Ecology at £1000 + VAT and for the clerk to contact Ian Sargent to ask if he would consider repairing the fence along the brook and using the land for sheep without charge.**

**Proposed – Councillor David Harries**

**Seconded – Councillor Brian Curtis**

**All in favour.**

PC/25/05/127

### **VÖ HL VISIT GIFT**

The clerk had met will Councillor Will Marriott and handed over the hamper full of local non-perishable produce to be taken as a gift. The chairman had written a note to give it to Councillor Marriott to take with him.

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PC/25/05/128

### AIR AMBULANCE CLOTHING BANK

Councillors were asked if they would put a clothing bank in the Church Carpark. Councillor Slater has been given assurances that it would be emptied. Councillors were extremely reluctant due to the issues and mess that had been associated with other charity bins in that area.

A vote was taken 3 were in favour, 4 were against and 2 abstained.

**RESOLUTION – It was resolved that Bugbrooke Parish council would NOT accept a charity bin in the carpark at the church.**

Alternative suggestions included the doctor's surgery and Bakers Arms but it would be for the charity to contact the other locations.

PC/25/05/129

### HOUSING NEED SURVEY

The requested changes had been made and sent to LINK. Survey will run from 2<sup>nd</sup> June – 13<sup>th</sup> July 2025. Requested 50 paper copies to go in Doctors if allowed and the community living room posters for noticeboards. Councillor Wood would like some for the Community Living Room.

PC/25/05/130

### PARISH MATTERS

*A Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

*B Hedges/Trees/Fences/Walls* - KD13 has been reported again to WNC, KD7 West End to Church Yard, gate kissing gate and waste bin condition were raised and asked to go on the next agenda.

*C Footpaths* – KD9 Needs cut back

*D Street Lighting* – None reported

*E Highways and Transport* – Gayton Road Bridge is dragging on and unlikely to be completed before September but relies on Network Rail.

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

*F Millennium Green* – Meeting next week.

*G Environmental Group* – Litter pick and recycle day and asking for volunteers for councillors to join 2<sup>nd</sup> Sunday of every month. Good collection on Friday 25<sup>th</sup> April for the Air Ambulance at the Community Centre.

*H Defib* – Will has checked and need the battery replaced so clerk is sourcing that.

*I Patient Participation Group*-

*J Speed Watch* – Will commence in June.

PC/25/05/131

### ITEMS FOR CONSIDERATION ON THE JUNE AGENDA

KD7, Committees, Streetlights strategy, Spencer Close Light

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PC/25/05/132      DATE OF NEXT MEETING

Monday 9th June 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 9.35pm.

\*End of Minutes\*

CHAIRMAN:.....

DATE:.....