

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 9th June 2025 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Liz Coppard
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor David Harries, BEM
Councillor Paul Henson

Councillor Will Marriott
Councillor Des Morris
Councillor Rik Patel
Councillor Paul Simpson
Councillor Graham Skinner
Councillor Clare Slater (she/her)
Councillor Jane Wood (she/her)

IN ATTENDANCE

3 Members of the Public
Emma Teagles - PCSO

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Absent	

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/25/06/132 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

There were no apologies.

PC/25/06/133 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Both Councillors Clare Slater and Graham Skinner declared an interest in item 9, the Johns Road Management Company.

PC/25/06/134 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

Councillor Jane Wood stated that a charity she was involved with had ceased and she would update her register of interest to reflect this.

PC/25/06/135 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 12th May 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. Councillor John Curtis asked for a few grammatical changes, and these were made in pen. **All were in favour.**

PC/25/06/136 PUBLIC PARTICIPATION

There were 2 members of the public present, one for co-opting and one to represent the Management Company.

PC/25/06/137 CAMPION WARD COUNCILLOR REPORT

The clerk had contacted Councillor Debra King, but she sent her apologies as she was attending a training session and could not attend the meeting. Councillor Phil Bignell said there was not much to update this month as new councillors settled into their roles.

PC/25/06/138 TO FILL BY CO-OPTION THE VACANCIES DUE TO INSUFFICIENT CANDIDATES STANDING FOR ELECTION -

Following the uncontested election, and the co-options in May the parish council has been seeking to fill the remaining 2 seats. The council had received 3 applications, and these were distributed to councillors before the meeting. Two of the applicants was unable to attend due to a prior engagement. The one candidate present was asked if they wished to speak, which they did briefly and all Members of the public and the PCSO left the room as the councillors discussed the applications as per the council's co-option policy. The councillors discussed the merits of all 3 candidates and confirmed all would be assets to the council and it was unfortunate there were only 2 seats available.

Everyone returned to the room to watch the voting which as per the policy is done on paper. Each councillor was given 2 pieces of paper to write the two names of the candidates they wished to vote for, they also wrote their own name in case anyone wished the votes to be recorded. The clerk collected the papers, counted them to ensure 26 had been received back. The clerk then counted the votes witnessed by the chairman and two candidates had a majority vote which meant there

Bugbrooke Parish Council

Agenda & Meeting Minutes

were no further rounds of voting required. Dean Manning and Tony Jones were named as the two councillors appointed.

PC/25/06/139 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk confirmed these would be covered during the course of the meeting.

PC/25/06/140 REPORTS ON FLOODING

The clerk had requested an update in advance of the meeting. The following information was supplied by WNC in answer to questions posed. The council have not had a response from the Environment Agency for a few months.

The S19 has been drafted however WNC are still awaiting data from the Environment Agency to therefore finalise the report, and it will then be shared with Risk Management Authorities and the Parish Council.

Anglian Water had confirmed their systems are running clear and they haven't identified any blockages. The Structures Team have Church Lane repair works programmed in for late summer. A new staff member is currently going through the information on the Peace Hill/The Glebe development to understand the surface water strategy and mitigations.

PC/25/06/141 BUGBROOKE MANAGEMENT COMPANY

Nick Howard one of the Directors of the resident led Management Company was present at the meeting and Councillors were asked to discuss the proposal to adopt the land and assets currently managed and paid for by Bugbrooke Management Company. Councillor David Harries expressed the parish council sympathies with the situation but had a long list of questions, that were necessary to ensure due diligence of the parish council before entering into something that could carry risks to the council. It was mentioned that unpicking the Management Company raises concerns. The two options for 80 residents to change the deeds or get a letter from the solicitor stated the Management Company has folded, did not necessarily mean there would be no further ramifications and how this process would work for shared ownership homes. If residents did not change the deeds or retain the letter would the parish council be contacted every time a house changed hands or was remortgaged? What would the cost be of the social housing? What is the role of the contractors Grounds Solutions are the managing agent? The balancing pond is apparently being adopted by Anglian Water but are there implications in managing that?

With so many questions, it was suggested that the clerk ask for more than a view from Danny Moody but request legal assistance from NALC.

RESOLUTION – It was resolved that the clerk should request legal assistance from NALC to determine if other councils have undertaken this type of transfer and if they have concerns about the implications.

Proposed – Councillor John Curtis

Seconded – Councillor David Harries

All in favour.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/25/06/142 PLANNING

10a. Councillors had made a site visit on request of The Homestead, 6 High Street. No application yet received. Visit was to understand plans if, and when they are submitted.

Appeal hearing to take place on the 16th June regarding the Gravel Extraction – Councillor Phil Bignell is planning to attend.

FINANCIAL MATTERS

PC/25/06/143 A financial statement and reconciliation for the month ending 31st May has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor David Harries

Seconded – Councillor Des Morris

All in favour.

	Income	Receipts	Totals
Current Account as at 30.04.25			£119,023.13
Current Account (Ring fenced)			£16,296.55
CCLA Deposit Fund as at 30.04.25			£50,000.00
Total Available			£185,319.68
Less May Payments		£6,057.91	
Less unrepresented payments			
Deposits (CCLA Interest)	£183.38		
VAT Reclaim	£0.00		
Deposits (Ring Fenced Interest)	£14.73		
Bank Statement			£113,148.60
Total Funds at 30.05.25			£179,459.88

Bugbrooke Parish Council

Agenda & Meeting Minutes

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 be paid.

Proposed – Councillor Graham Skinner

Seconded – Councillor Will Marriott

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>
02.06.25	Southern Electric	TBC	HA 1980	Street lighting– May 2025	£31.49	£629.93
02.06.25	Siemens	0609279	LGA 1972 s111	Printer	£38.00	£228.00
02.06.25	Onecom	TBC	LGA 1972 s111	May 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>
02.06.25	Marcus Young	4586	Litter Act 1983 S5,6	Emptying of dog and litter bins for May	£105.00	£630.0
02.06.25	BSACCA	5562	LGA 1972 s111	Parish Office Rent and Room Hire for June		£190.00
02.06.25	HMRC		LGA 1972 S112	May Tax and NI		£516.42
02.06.25	Mrs N Palmer		LGA 1972 S112	May Salary		£1698.17
02.06.25	Northamptonshire Pension Fund	421300 022464	LGA 1972 S112	LGPS contribution		£629.77
05.06.25	Dropbox			1 year recover extension		£5.46
02.06.25	Website Builder		LGA 1972 s111	Renewal reduced to 1 year		£334.05
02.06.25	The Sign Shed	103206	Open Spaces Act 1906	No Mow signs for greens	£13.69	£82.15
02.06.25	Northampton Line Markings	NLM-12999	Road Traffic Regulation Act 1984, ss 57 & 63	Church Carpark Disabled spaces	£94.09	£564.52
02.06.25	P.W Environmental Services	7164	Open Spaces Act 1906	Grass Cutting		£698.40
05.06.25	Police, Fire & Crime Commissioner	310052 57	Local Government and Rating Act 1997, s 31	Sponsored PCSO April – September 2025		£16,163.67
02.06.25	R&G Ground		Open Spaces Act 1906	Mowing		TBC

Bugbrooke Parish Council

Agenda & Meeting Minutes

	Maintenance					
04.06.25	MPL	0558	Open Spaces Act 1906	Tree Inspections		£750.00
02.06.25	Ebay		LGA 1972 s111	Desk Name Plates		£78.24
02.06.25	Bank Charges		LGA 1972 s111	May 2025 Bank Charges		£6.65
Ratification						

POLICE MATTERS

PC/25/06/145 PCSO REPORT

A report had been distributed earlier in the day as it had not been received at the point of issuing the agenda. PCSO Emma Teagles attended and gave an update on things she had been working on.

PC/25/06/146 NEW WEBSITE UPDATE

The existing website had been renegotiated to ensure that the plan was active for another year. This will allow the new site to be established before the old one disappears. The clerk confirmed she was renaming all the files since 2016. However, there are no further updates at the moment.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/25/06/147

CAPTAINS CLOSE

14a. Tree Inspection Report – had been received. The clerk was very pleased to have all the trees numbered a spreadsheet detailing all the trees condition as this will be invaluable for easier management of the trees looked after by the parish council. There was only one 'red' tree that required further investigation before the nature of the work needed could be determined. The clerk had obtained a quote for £375 for the decay testing on the Ash Tree (225) in Captain Close. Councillors confirmed they were happy for this testing to go ahead. The clerk confirmed that the Biodiversity study was taking place on 17th June.

14b. Grass Management – The clerk has met with Ian Sargent, who had previously kept sheep in Captains Close, he had kindly agreed to help with the management of the land by putting sheep in the field when the brook is high enough to keep them in. The parish council will fix the fence along the Ace Lane side and Mr Sargent will repair the fence at the brook to keep the sheep from going down the banks of the brook and getting stuck.

14c. Fence Quotes -the clerk had received 2 quotes and was waiting on the 3rd. The quotes were discussed in detail and one selected unless the next quote received offered better value for money. The clerk was given authority to make a decision based on the best value and proceed as soon as possible.

RESOLUTION – It was resolved the iron fence be removed the clerk instruct the approved contractor to install a posts and 2 half rounded horizontal rails with wire stock fencing.

Proposed – Councillor Phil Bignell

Seconded – Councillor Graham Skinner

All in favour.

A new propose was then put forward by the newly co-opted Dena Manning who knew of fencing that had been used but removed. A photo was shown to councillors but was not seen by the clerk who requested that it been emailed to her along with all the details. Councillor John Curtis asked for no further work to be done until the next meeting. The clerk confirmed she would wait for the details from Dean Manning but advised the quotes may not be valid at the next meeting.

PC/25/06/148

VÖHL VISIT

Councillor Will Marriott give an update on the visit. The hamper was delivered, and the Burgermeister was grateful for the gift from Bugbrooke.

PC/25/6/149 TO REVIEW REPRESENTATIVES FOR COMMITTEES, WORKING PARTIES AND ORGANISATIONS

- Finance Committee
- Planning Group

Bugbrooke Parish Council

Agenda & Meeting Minutes

- Tree Wardens
- Flood Wardens
- Footpath Committee – Graham Skinner, Paul Simpson
- Monthly Inspection Rota
- Community Resilience Group – Jane Wood, Graham Skinner
- Patient Participation Group
- HR Committee
- Millennium Green – David Harries already appointed

Due to the length of the meeting and the 2 new council members this was deferred until the July meeting.

PC/25/06/150 COUNCILLOR INSPECTION ROTA

This was deferred until the July meeting.

PC/25/06/151 GRANT APPLICATIONS

The requested from the preschool for £500 for a climbing frame. They have raised £600 themselves for new climbing equipment in the garden.

RESOLUTION: It was agreed that the requested grant of £500 be paid to Bugbrooke Preschool.

Proposed: Councillor Will Marriott

Seconded: Councillor Jane Wood

All in agreement

PC/25/06/152 SPENCER CLOSE STREET LIGHT

Councillors had been asked consider the quote and how to proceed. There is still nervousness about putting a light that will restrict access. The clerk was asked that the quote be relooked at to ensure it covered costs to connection with the mains as it may be more than the 2 meters quoted. Also the clerk was asked to investigate if there could be a solar powered streetlight.

PC/25/06/153 STREETLIGHTS

Councillors may wish to discuss a new strategy. This item as deferred. Councillor Slater asked for projections on the savings for electricity with the lights off overnight or alternative lights off/on. As well as with/without LED's.

PC/25/06/154 KD7

West Northants Council had confirmed that the gate did not belong to them, and they believe it is owned by the church. The clerk had obtained costs to replace the gate. The clerk was asked to write to the church to ask them to replace the gate. The clerk confirmed the bin that was rotting would be removed.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/25/06/155 PARISH MATTERS

A Monthly Inspection Sheets

Inspection Sheets had been received from all areas.

B Hedges/Trees/Fences/Walls - Jubilee House needs cut back. The clerk was requested to write to them.

C Footpaths –

D Street Lighting – None reported

E Highways and Transport – The bends have recently been reinspected and the panel who make decisions has agreed to the introduction of a 40mph speed limit that will cover the bends on entering the village from Kislingbury. West Northants shall now proceed with the traffic order process which involves statutory consultation so it can take months, I cannot get a firm time frame but subject to approval, West Northants will implement the lowers speed limit and subsequently arrange for the signage to be installed.
Clerk is also hopefully that there may be further measures as the area has been proposed for a new trial scheme, but this is in the early stages and not guaranteed.
Cycle path needs repairing and painting. The clerk said she would report these matters again.

F BSACCA-

F Millennium Green –

G Environmental Group – Litter pick on the 6th July and councillors are asked to attend.

H Defib – Councillor Marriott and the clerk to investigate the battery further.

I Patient Participation Group- Triage can be done over the phone but the receptionists simply complete the online forms.

J Speed Watch – This was underway and the chairman and Colin Russell had caught many people speeding.

PC/25/06/156 ITEMS FOR CONSIDERATION ON THE JULY AGENDA

All those deferred and the tree survey.

PC/25/06/157 DATE OF NEXT MEETING

Monday 14th July 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 9.43pm.

End of Minutes

CHAIRMAN:.....

DATE:.....