

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 July 2025 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Brian Curtis
Councillor David Harries, BEM
Councillor Tony Jones
Councillor Will Marriott

Councillor Dean Manning
Councillor Des Morris
Councillor Rik Patel
Councillor Paul Simpson
Councillor Clare Slater (she/her)
Councillor Jane Wood (she/her)

IN ATTENDANCE

2 Members of the Public
Unitary Councillor Debra King

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Liz Coppard	Personal
Councillor Paul Henson	Personal
Councillor John Curtis, BEM	Personal
Councillor Graham Skinner	Personal
Absent	

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PC/25/07/158 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies above were received and accepted.

PC/25/07/159 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/25/07/160 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/25/07/161 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 9th June 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/25/07/162 PUBLIC PARTICIPATION

There were 2 members of the public present and the Ward Councillor Debra King.

PC/25/07/163 CAMPION WARD COUNCILLOR REPORT

Ward Councillor Debra King was present at the meeting and councillors were happy she had come to observe the meeting. Des Morris raised the issue of the Gayton Road bridge. Everyone agreed that the closure was causing issues to everyone in the village, but Network Rail were unlikely to make it a priority, so West Northants needed to put pressure on to get this resolved. There was discussion that WNC were perhaps investigating opening the bridge but with a weight limit to allow cars in and out of the village but there were concerns that this could further delay the necessary repairs. It was discussed that even after the repair that there will always need to be a weight limit. This then raises issues of routes in and out the village for the businesses in the village with large lorries. The Unitary Councillors were asked to contact the MP about the bridge.

PC/25/07/164 REPORTS ON ISSUES PREVIOUSLY RAISED & CLERK REPORT

The clerk raised the following points:

- **LINK** will be publishing an article in the August Edition asking for volunteers to keep the magazine going the current committee will be standing down at the AGM in May 2026 with the June 2026 LINK being their last issue.
- The **Cricket Club** has been experiencing an increase in youths causing continuing and worsening anti-social behaviour at both within our cricket ground and to the brook which runs alongside. There is excessive rubbish both on the field and in the brook, damage to the boundary fencing, and youths using the ground as a 'playing field', often with parents present. The clerk has contacted the PCSO and asked her to follow up.
- The clerk requested a formal update from WNC regarding **Gayton Road Bridge** and received a letter stating:

At present, we are awaiting the completion of the Basic Asset Protection Agreement (BAPA) process by Network Rail. This formal procedure is essential to ensure that Network Rail's infrastructure and

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operational interests are appropriately safeguarded during any investigative or construction activities undertaken in proximity to their assets. We understand the importance of timely updates and appreciate your patience. Unfortunately, we do not have any further information to share at this stage. However, we anticipate that additional details will become available in the coming weeks, and we will provide a comprehensive update as soon as we receive further communication from Network Rail. Joe Mayes

- Part of **Great Lane** will be closed on 22nd August to allow Kier to complete an investigation on a structure. The clerk assumes this is the bridge.
- A resident has complained about Dog Fouling in the alley in Pound Lane and would like a penalty sign installed. There is a dog poo bin at the end of the alley way.

PC/25/07/165 REPORTS ON FLOODING

The clerk had requested an update in advance of the meeting. The following reply has been received from the Senior Flood Risk Officer at West Northants Council.

The S19 is currently being drafted, and we are waiting for final information to be provided by the Environment Agency so that we can finalise it, we expect to receive this by the end of the month. Following consultation with our partner organisations, we will share the draft with the parish for comment before publishing.

Further to this, Eloise has reviewed the Peace Hill/The Glebe development to understand how surface water is managed on site, given that it was reported that surface water may have flowed from these sites.

On the Peace Hill development, we understand that water is likely attenuated to underground attenuation tanks, and that the site then drains into a public surface water sewer that drains into the brook, with a controlled discharge rate.

On The Glebe development, there are three attenuation tanks within the drainage strategy which is expected to take excess surface water. Water is then discharged into the same public surface water sewer associated with the Peace Hill development. The pipe exits the development in a southerly direction; it then turns at a right angle towards the east and then outfalls to the brook.

It is possible that as with many other locations, the capacity of the surface water drainage on the site may have been exceeded and possibly couldn't drain into the river due to it running high, resulting in surface water flowing over ground. Nonetheless, we'll look to check with the developer as to the maintenance of these systems on site.

PC/25/07/166 BUGBROOKE MANAGEMENT COMPANY

The clerk had worked with Danny Moody at NALC to create specific questions that could be sent to the NALC legal department. The reply had been received, and a briefing note had been attached to the agenda. Beyond confirming that the questions are relevant and would be appropriate to send to an appointed solicitor, that it is a complex enquiry, and that it isn't a common scenario, on

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this occasion NALC Legal were unable to provide more detailed information but suggests Bugbrooke Parish Council obtain paid for legal advice. Councillor Paul Simpson stated that he had potentially found a parish council that are currently doing through the process of adopting land previously owned by a management company. Therefore, the clerk was asked to contact the parish council for guidance.

PC/25/07/167 PLANNING

2025/2236/MAR - Approval of reserved matters (appearance, landscaping, layout, and scale) for 233 residential dwellings, associated infrastructure and landscaping at Phase 2A - Land at Norwood Farm, Sandy Lane, Harpole, pursuant to Hybrid Planning Permission S/2016/1324/EIA Location Land at Norwood Farm Sandy Lane Harpole – **The parish council are always concerned that Secondary Schools are not included in plans for areas with lots of new housing.**

FINANCIAL MATTERS

PC/25/07/168 A financial statement and reconciliation for the month ending 30th June has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Paul Simpson

Seconded – Councillor David Harries

All in favour.

	Income	Receipts	Totals
Current Account as at 31.05.25			£113,148.60
Current Account (Ring fenced)			£16,311.28
CCLA Deposit Fund as at 31.05.25			£50,000.00
Total Available			£179,459.88
Less June Payments		£24,455.32	
Less unrepresented payments			
Deposits (CCLA Interest)	£183.94		
VAT Reclaim	£0.00		
Deposits (Ring Fenced Interest)	£15.24		

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Bank Statement			£88,877.22
Total Funds at 30.06.25			£155,203.74

PC/25/07/169

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 be paid.

Proposed – Councillor Des Morris

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>
02.07.25	Southern Electric	TBC	HA 1980	Street lighting– May 2025	£31.49	£652.93
02.07.25	Onecom	TBC	LGA 1972 s111	June 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>
02.07.25	Marcus Young	4586	Litter Act 1983 S5,6	Emptying of dog and litter bins for June + Disposal of 2 bins	£92.00	£552.00
02.07.25	BSACCA	5562	LGA 1972 s111	Parish Office Rent and Room Hire for July		£190.00
02.07.25	HMRC		LGA 1972 S112	June Tax and NI		£516.42
02.07.25	Mrs N Palmer		LGA 1972 S112	June Salary		£1698.17
02.07.25	Hawes Maintenance	BPC02	Litter Act 1983 S5,6	Install new Dog Bin – Top of Pilgrims Lane		£25.00
02.07.25	Hawes Maintenance	BPC01	Litter Act 1983 S5,6	Install new Dog Bin – Bottom of Pilgrims Lane including new post and materials		£92.50
02.07.25	Hawes Maintenance	BPC03	Open Spaces Act 1906	Levelling of 3 areas for the planters and removal of excess soil		£190.98
02.07.25	Northampton shire Pension Fund	421300 022464	LGA 1972 S112	LGPS contribution		£629.77
02.07.25	Burleys	140160 64	Open Spaces Act 1906	Planters and watering	£475.20	£2376.00
04.07.25	Griffin Ecology	1825	Open Spaces Act 1906	Captain Close Ecology Appraisal	£200	£1200.00
02.07.25	ESX Clean	0227-25	LGS1953 s4	Bus Shelter Cleaning		£119.00
02.07.25	NCALC	4677	LGA 1972 S112	Rights of Way Course x2	£12.00	£72.00

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02.07.25	E.on	601880 6476	Parish Council Act 1957, Highways Act 1980 s301	Streetlight Maintenance Contract Quarter ending June	£190.60	£1143.60
02.07.25	The Play Inspection Company	BUG215 07		Annual Inspection of the Playgrounds and Outdoor Gym	£45.60	£273.60
02.07.25	Dropbox		LGA 1972 s111	Annual Subscription		£130.87
02.07.25	P.W Environmental Services	7174	Open Spaces Act 1906	Grass Cutting		£698.40
02.07.25	R&G Ground Maintenance		Open Spaces Act 1906	Mowing	£117.00	£702.00
02.07.25	ICO		LGA 1972 s111	Data Protection		£52.00
09.07.25	MPL	0563	Open Spaces Act 1906	Ash Tree Investigation		£375.00
02.07.25	Bank Charges		LGA 1972 s111	June 2025 Bank Charges		£6.65
Ratification						
02.07.25	Ebay		LGA 1972 s111	Name Place for Co-opted Councillors		£4.89
02.07.25	R&G		Open Spaces Act 1906	Mowing of Community Centre Fields		£633.60
02.07.25	Phillipa's		LGA 1972 s139	Gift for Vohl – Hamper		£50.00
02.07.25	Bugbrooke Preschool		LGA Act 1976 s19	Grant as agreed at June Meeting		£500.00

PC/25/07/170 INTERNAL CONTROL COUNCILLOR REPORT

Internal Control Councillor had completed her inspection of the accounts on the 2nd June. This was mistakenly missed from the agenda last month, so councillors were now asked to confirm they were happy with the report.

RESOLUTION – It was resolved that Internal Control Councillor Jane Wood had carried out an inspection of the accounts and councillors were asked if they wanted to approve and accept the report.

Proposed – Councillor David Harries

Seconded – Councillor Will Marriott

All in favour.

PC/25/07/171 1st QUARTER BUDGET REPORT

The clerk had issued the 1st Quarter Budget Report and councillors had the opportunity to read it.

RESOLUTION – It was resolved that councillors had read and approved the 1st Quarter Budget Report.

Proposed – Councillor Clare Slater

Seconded – Councillor Jane Wood

All in favour.

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PC/25/07/172 CCLA MANDATE

The clerk has been requested to update the signatories for the CCLA account. This was discussed and it was agreed that the relevant councillors would stay behind at the end to complete the paperwork.

RESOLUTION – It was resolved that Bugbrooke Parish Council nominate the following councillors to be signatories and act on behalf of Bugbrooke Parish Council along with the clerk and RFO Nicola Palmer, Councillor Phil Bignell, Councillor David Harries and Councillor Jane Wood Alan Kent and Mark Copp are to be removed as signatories.

Proposed – Councillor Des Morris

Seconded – Councillor Paul Simpson

All in favour.

POLICE MATTERS

PC/25/07/173 PCSO REPORT

A report had been distributed earlier in the day as it had not been received at the point of issuing the agenda. There is a car parked in the Church carpark has not moved in weeks. The clerk was asked to report this to Elvis. Request new councillors are added to the report distribution list.

The clerk was requested to get a 'No overnight parking' sign for the carpark.

PC/25/07/174 ALLOTMENTS

Following an inspection by Anglian Water a few improvements were made; one is enforceable and the other recommended. The site will be reinspected on the 5th August and the Allotment Association has confirmed the enforceable defect has been rectified with the 2 defective taps now having been replaced with integral double check valves as required. The advisory issue relating to the protection of the exposed blue pipework will be reviewed at the end of the growing season when the vegetation has died back and carried out as necessary

PC/25/07/175 SPEED WATCH

Chairman Phil Bignell had run the programme along with another volunteer, it was carried out during June. There were 13 sessions of 1 hour conducted in 4 locations. During the sessions 133 people were caught over the speed limit which is around 10 per hour. They received a lot of unnecessary abuse as they only preform the task to try to reduce speed in the village for the benefit of the residents. It will continue again next year.

PC/25/07/176 PLAYGROUND INSPECTIONS

The reports had been attached to the agenda and Councillor Paul Simpson stated he had found it very useful to understand exactly what to look for when inspecting the playgrounds. The bin at the MUGA is in need of replacement and it was agreed that a bin on a post larger than the existing one should be installed at the opening entrance to the MUGA.

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PC/25/07/177

CAPTAINS CLOSE

16a. The Ash Tree (225) in Captain Close had been further inspected and had been found to pose a risk due to the lean towards the highway and the extent of *Inonotus hispidus* observed at multiple points along the main stem. The presence of this decay fungus, along with an associated longitudinal depression indicating stem decay, suggests a significant and progressive colonisation of the stem tissues. The remaining sound wood falls below generally accepted thresholds for structural integrity in a tree of this size and context. The clerk had therefore contacted Ralph Branston for advice at WNC as the tree has a TPO and is in the Conservation Area. It was confirmed that Bugbrooke Parish Council should go ahead and have the tree cut down to a level that posed no risk to the public. The report had recommended 2 metres.

RESOLUTION – It was resolved that Bugbrooke Parish Council agree to give authorisation for the clerk to locate a tree surgeon as soon as possible to take the tree down to 2 metres unless they advise that it can be made safe at a different height.

Proposed – Councillor Will Marriott

Seconded – Councillor Des Morris

All in favour

16b. Fencing – The clerk had been in touch with Councillor Dean Manning during the month to obtain more details on the fence. He confirmed that there is 100m of fencing and 2 pedestrian gates. It is a drive in and lock together construction. The clerk had asked those who had quoted if they would quote for installation only, still inducing the removal of the existing iron and wooden fencing but they would not do this as they could not be use of the condition of the materials. Councillor Manning under the agreement of the councillors was to finalise the pricing, detail how the fencing would be invoiced and delivered and find a team that would quote to install the fence by the August meeting.

16c. The Biodiversity Report had been received Councillor Jane Wood provided a summary. There is a good diversity of flora, and the report has suggested things we can do with the area. It's a beneficial site for to wildlife with the brook flowing through it.

PC/25/07/178

PLANTERS

The planters have been installed, and the levelling of the ground has been very successful, the ground will be reseeded when the planters are removed. The clerk thanked Councillor Graham Skinner for all the work he had done on the locations and Hawes Maintenance Services had worked hard to level the ground.

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PC/25/7/179 TO REVIEW REPRESENTATIVES FOR COMMITTEES, WORKING PARTIES AND ORGANISATIONS

The councillors discussed roles they would like to carry out and the following was agreed.

- Allotment Representatives – John Curtis and Graham Skinner
- BSACCA Representatives – Phil Bignell and Brain Curtis
- Finance Committee – Phil Bignell, David Harries, Paul Henson, Rik Patel and Jane Wood
- Planning Group – Paul Henson, Dean Manning, Des Morris and Graham Skinner
- Tree Wardens - TBC
- Flood Wardens – John curtis and Paul Simpson
- Footpath Committee – Paul Henson, Dean Manning, Des Morris, Graham Skinner and Paul Simpson
- Parish Path Warden – Graham Skinner
- Environmental Working Group – Liz Coppard, Paul Simpson, Clare Slater and Jane Wood
- Community Resilience Group – Paul Simpson, Rik Patel, Graham Skinner and Jane Wood
- Patient Participation Group- Phil Bignell and Des Morris
- HR Committee – Phil Bignell, David Harries, Paul Henson and Jane Wood
- Millennium Green – David Harries
- Climate and Nature (CAN) Champion – Paul Simpson
- Speed Monitoring Rep – Phil Bignell
- Street Lighting Representatives – Phil Bignell and Dean Manning
- Primary School Governors (if elected as Individuals) – Phil Bignell
- Neighbourhood Watch Representatives – Des Morris and Rik Patel
- Vohl Twinning Committee – Brian Curtis and Will Marriott

PC/25/07/180 COUNCILLOR INSPECTION ROTA

No councillors raised any concerns with the allocation of the areas.

PC/25/07/181 SPENCER CLOSE STREET LIGHT

The quote was confirmed as final at £2339.00. The parish council are still reluctant to put in the streetlight if there is any chance of access being granted, the road is wide enough for single lane vehicle access and should be signed as a priority working area.

PC/25/07/182 STREETLIGHTS

The clerk is working with E-On to determine costs if the lights are changed to LED but the information is not yet available.

PC/25/07/183 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls* - A house on Camp Hill rented out by Heygates has hedges covering the footpath, Ace Lane – over grown from a house in The Paddocks over the

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footpath. The foot path at the Doctors Surgery is very overgrown, Councillor Rik Patel to speak to the surgery.

C Footpaths –

D Street Lighting –

E Highways and Transport – Painting of crossing outside the school has been done. Bollards at Butts Hill has been driven into but has been reported.

F BSACCA-

F Millennium Green –

G Environmental Group – Sunday 7th September Litter Pick – Meet outside Sunday School Rooms all councillors are invited to attend.

H Defib – Been checked. The whole device needs to be replaced and looking to have bleed kit built in.

I Patient Participation Group- The new system of booking is causing a few problems, but it is a government initiative.

J Speed Watch – Finished until next year.

PC/25/07/184 ITEMS FOR CONSIDERATION ON THE AUGUST AGENDA

Finance and planning only – clerk is on Annual leave so the meeting will be minuted by Councillor Jane Wood.

PC/25/07/185 DATE OF NEXT MEETING

Monday 11th August 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 9.15pm.

End of Minutes

CHAIRMAN:.....

DATE:.....