

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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2nd September 2025

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NOTICE OF MEETING

I hereby summon you to the **September Meeting of the Parish Council** which will take place on **Monday 8th September 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 11th August 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 Brian Curtis
Councillor John Curtis, BEM
Councillor Liz Coppard
Councillor David Harries, BEM
Councillor Paul Henson
Councillor Tony Jones
Councillor William Marriott

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

AGENDA SEPTEMBER MONTHLY 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 11th AUGUST 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 – Gayton Road Bridge

8. [UPDATES on FLOODING](#) – If available the Section 19 Report will be discussed.

9. [BUGBROOKE MANAGEMENT COMPANY](#) – The clerk provided a briefing note in August, but Councillors deferred the item – Councillor led discussion.

10. [PLANNING](#)

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

11. [FINANCIAL MATTERS](#)

11a. [A financial statement](#) and reconciliation for the month ending 31st August are attached to the agenda.

11b. [Accounts for Payment](#) Moneys must be paid out in only in pursuance of statutory powers vested in the parish council. Details the powers which authorise the payments are shown in the Payment Schedule that has been issued with the agenda. Any invoices received will be added to the schedule before the meeting.

11c. [Internal Control Councillor](#) – Internal Control Councillor Jane Wood completed inspections of the accounts.

11d. [Clerk Annual Pay Increase](#) – The council follow the national scheme, and the unions have agreed the annual increase. This will be automatically applied from September.

12. [POLICE MATTERS - PCSO Report](#) - A report from the PCSO will be distributed to councillors.

13. [INSURANCE RENEWAL](#) – The clerk has received the insurance renewal documents for the 3-year long term agreement.

14. [COMPLETION OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/2025](#) The clerk has received the completed AGAR from the external auditors, thereby satisfactorily completing the annual audit. A copy of the completed AGAR had been circulated with the agenda and when approved by councillors will be posted to the parish council website along with the 'Notice of conclusion of audit'.

15. [GRANT APPLICATIONS](#) – An application has been received from:

15a. Bugbrooke Bowls Club – Ground Maintenance

15b. Bugbrooke Community Café – Till linked to payments

15c. Bugbrooke Community Café – Defib Contribution

15d. Bugbrooke Cricket Club – Defib Contribution

16. [CHURCH CLOCK](#) – The church has requested that the parish council cover the cost of repairing and refreshing the church clock for the benefit of the whole village. A quote of £2820 for the mechanism has been obtained and £6540 for the refresh.

17. [CAPTAINS CLOSE](#) – Fencing - At the August meeting Councillors asked Councillor Manning to obtain a quote for the iron fencing and instillation.

18. [LINK](#) – The LINK editor Paul Cockcroft will provide an update following the article in the August edition of LINK asking for volunteers to continue the magazine.

19. [REGISTER ASSETS OF COMMUNITY VALUE](#) – Councillor Paul Simpson has suggested discussing if the parish council should look to register buildings in the village – Councillor led discussion.

20. [NEW DEFIB](#) – A briefing note is attached to the agenda.

21. THE FIVE BELLS – A councillor wishes to raise the condition of the pub – Councillor led discussion.
22. COUNCILLOR LANYARDS or BADGES – To help councillors identify themselves on council business to clerk has produced a briefing note.
23. STREETLIGHTS – The clerk and Chairman will update on the recent meeting with the supplied – Discuss a quote to carry out some repairs identified during the inspections.
24. CHRISTMAS TREES – Councillors to decide if they would like to have any lamppost Christmas Trees this year.
25. GREAT LANE BRIDGE – A councillor has asked for this item to be added to the agenda.
26. PROPERTY NEAR SHADY LANE – A resident raised concerns that tree roots have caused damage to the property.
27. HOUSING NEED SURVEY – The received the survey results at the point of sending out the agenda.
28. PARISH MATTERS
- A *Monthly Inspection Sheets*
To be submitted to the clerk electronically where possible.
 - B *Hedges/Trees/Fences/Walls*
 - C *Footpaths –*
 - D *Street Lighting -*
 - E *Highways and Transport* – The clerk has obtained a new traffic order request form for councillors to request Bus Stop markings and restricted parking on High Street/Ace Lane this will be led by Councillors Graham Skinner and Dean Manning
 - F *Millennium Green*
 - G *Defib –*
 - H *Environmental Group*
 - I *Patient Participation Group*

29. ITEMS FOR CONSIDERATION ON OCTOBER AGENDA

30. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Monday 13th October at 7.30pm in Bugbrooke Community Centre.