

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 8th September 2025 at 7.30pm in Bugbrooke Community Centre.

PRESENT

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

Councillor Dean Manning
Councillor Will Marriott
Councillor Des Morris
Councillor Rik Patel
Councillor Graham Skinner
Councillor Jane Wood (she/her)

IN ATTENDANCE

4 Members of the Public

APOLOGIES & ABSENT

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

The Chairman opened with a few words to the Councillors about the passing of Ken Gardener. The August meeting had not been a full meeting and as this was the first time everyone was together the Chairman wanted to acknowledge that Ken Gardener served the parish with unwavering commitment for many years and his contribution to the community was deeply valued, and he leaves behind a legacy that will be long remembered. Everyone then stood for a minutes silence in his memory.

PC/25/09/193 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies above were received and accepted.

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PC/25/09/194 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Councillor Graham Skinner noted an interest in the Johns Road Estate & Bowls Club Grant application.

PC/25/09/195 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/25/09/196 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 11th August 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/25/09/197 PUBLIC PARTICIPATION

There were 4 members of the public present. The chairman of the Bowls Club spoke about the grant application for the irrigation system and was also present to discuss LINK. The village magazine which has been delivered to every home in the village since the 80's is at risk of ceasing if volunteers cannot be found to carry it on after May 2026. A resident spoke about concerns with trees at Shady Lane. The Treasurer of the PCC commented on the Church Clock and explained the cost and need for repair and refurbishment.

PC/25/09/198 CAMPION WARD COUNCILLOR REPORT

Ward Councillor Debra King was in attendance. Sandy Lane is regarded by the Chairman as a dangerous junction and had reported it twice to WNC but nothing has happened yet, so he notified Chronicle and Echo to try raise awareness. Councillors supported this action and felt that the road had a dangerous layout that was not clear and difficult to navigate especially at night.

PC/25/09/199 REPORTS ON ISSUES PREVIOUSLY RAISED & CLERK REPORT

The clerk raised the following points:

- The Gayton Road Bridge – Banks need shuttering to prevent vehicles going on to the line. WNC are dragging their feet as they do not have the money to make the repairs and Network Rail will not contribute. Councillor Dean Manning is encouraging everyone to complain to Nick Henstock and copy in MP Sarah Bool to add weight to the argument. Engage with the local clerks to see if they are affected by the closure and also want to write to Sarah Bool. There is a danger that the village could be cut off.
- The surface at the round about has been damaged through a combination of wear and tear and vandalism. The clerk has a quote for £420 to get it repaired. This should be done before it gets worse.
- The clerk gave an update on the proposed 40mph speed limit at the bends in Kislingbury, this will go ahead along with a trial scheme whereby Highways intend to install some guardrail and kerb reflectors to make the bends more visible. A 30mph limit has been rejected as it does not fit with national guides. The panel consider that by extending the 30mph through the bends will create a speeding problem at this location as speeds will likely

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exceed this due to its more rural location. Generally, 30mph speed limits begin at the village confines, usually where there are properties for example. Councillors stated that the road markings need refurbishing as you cannot see them and the bike track is unusable. The clerk had reported these in May but will write to WNC in response to their email regarding the 30mph request.

PC/25/09/200 REPORTS ON FLOODING

The draft of the S19 report should be available for the parish council to review mid-September. This is a further delay so will hopefully finally be available at the October meeting.

PC/25/09/201 JOHNS ROAD – BUGBROOKE MANAGEMENT COMPANY UPDATE

The clerk has provided a briefing note in August, but councillors had deferred the discussion and where now asked to lead it. A number of councillors felt very strongly that this is a complicated national matter that the council cannot be in tangled with while the public open space is detailed on the resident deeds. As this is a national issue, and the correct course of action would be for the Bugbrooke Management Company to work closely with Sarah Bool who appears to be championing the cause. In principle the council are willing to adopt the land once the issues have been legally resolved.

RESOLUTION – Bugbrooke Parish Council agrees in principle to adopt the public open space at Johns Road and take over the maintenance of the verges, bins, playground and benches (to be detailed before transfer), subject to the following conditions being met:

1. That the land is fully transferred to the parish council with unencumbered legal title, at nil cost.
2. That the land is removed from the deeds of the individual properties and any covenants or legal obligations affecting the land are discharged.
3. That the land is transferred in a suitable condition for public use, including necessary works to turf, paths, play areas, drainage, and any other infrastructure as agreed later.
4. Any remaining funds are transferred to the council as a commuted sum to cover future maintenance.
5. That the council reserves the right to seek its own legal advice to ensure due diligence before final adoption and ensure the land is free of liability (no ongoing maintenance costs or liabilities are hidden).

This resolution of intent and does not constitute a legally binding agreement. A formal resolution of Bugbrooke Parish Council and legal transfer will be required before adoption is completed when these conditions have been met.

Proposed – Councillor John Curtis

Seconded – Councillor Will Marriott

All in favour

PC/25/09/202 PLANNING

No planning that required discussion had been received. The clerk informed councillors of the information only application for Tree works at 9 Great Lane. The clerk confirmed on the Thursday 4th

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August she had received the outcome of the appeal for sand and gravel extraction at Upper Heyford. The decision has been made to for it to be allowed, overturning WNC's refusal.

Briefly the Inspector concluded that the scheme aligns with the Local Plan, which identifies the site for this type of development. It was felt concerns raised about landscape impact, noise, dust, biodiversity, flooding, and highway safety can be adequately managed through conditions.

The works will take place over roughly 10 years, with phased restoration ensuring progressive reinstatement of land minimising the impact.

FINANCIAL MATTERS

PC/25/09/203 A financial statement and reconciliation for the month ending 28th August has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Jane Wood

Seconded – Councillor Rik Patel

All in favour.

	Income	Receipts	Totals
Current Account as at 31.07.25			£77,295.22
Current Account (Ring fenced)			£16,341.44
CCLA Deposit Fund as at 31.07.25			£50,000.00
Total Available			£143,636.66
Less August Payments		£7,983.16	
Less unrepresented payments			
Deposits (CCLA Interest)	£179.53		
Dropbox Rebate	£19.66		
Deposits (Ring Fenced Interest)	£13.63		
Bank Statement			£69,511.25
Total Funds at 28.08.25			£135,866.32

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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 David Harries

Seconded – Councillor Brian Curtis

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>
01.09.25	Southern Electric	TBC	HA 1980	Street lighting– August 2025	£31.49	£652.93
01.09.25	Onecom	TBC	LGA 1972 s111	August 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>
01.09.25	Marcus Young	4641	Litter Act 1983 S5,6	Emptying of dog and litter bins for August	£84.00	£504.00
01.09.25	BSACCA	5562	LGA 1972 s111	Parish Office Rent and Room Hire for August / Sept		£395.00
01.09.25	HMRC		LGA 1972 S112	August Tax and NI		£516.42
01.09.25	Mrs N Palmer		LGA 1972 S112	August Salary		£1698.17
01.09.25	Mrs N Palmer		LGA 1972 s111	Stationery – Office paper		£21.99
01.09.25	Hawes Maintenance	BPC08	Open Spaces Act 1906	Remove weeds & overgrowth from Ash Grove – Highstreet (HS End)		£157.99
01.09.25	Hawes Maintenance	BPC010	Open Spaces Act 1906	Remove weeds & overgrowth from Ash Grove – Highstreet (AG End)		£225.00
01.09.25	Hawes Maintenance	BPC09	Open Spaces Act 1906	Remove and dispose of Waste and Bin Millenium Green		£50.00
01.09.25	Northamptonshire Pension Fund	421300 022464	LGA 1972 S112	LGPS contribution		£629.77
01.09.25	ESX Clean	0234-25	LGA (Misc) 1953 s4	Bus Shelter Cleaning		£119.00
01.09.25	DM Payroll Services	4609	LGA 1972 s111	Administration of Payroll 1 st April – 30 th September	£29.10	£174.60
0.609.25	WNC Election Fees			Fees for the Election in May – Uncontested		£727.36
01.09.25	PKF	SB2025 0528	LGA 1972 S112	External Audit for Year End 31 st March 2025	£84.00	£504.00

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01.09.25	Zurich	548099 110	LGA 1972 s111	Insurance including Public Liability and fidelity		£1632.99
01.09.25	Microsoft		LGA 1972 S112	365 Business Charge		£115.20
01.09.25	P.W Environmen tal Services	7184	Open Spaces Act 1906	Grass Cutting		£698.40
01.09.25	R&G Ground Maintenanc e		Open Spaces Act 1906	Mowing	£91.80	£550.80
01.09.25	Bank Charges		LGA 1972 s111	August 2025 Bank Charges		£5.95
Ratification						

PC/25/09/205 Internal Control Councillor

Internal Control Councillor Jane Wood had visited the office to do a review of the accounts and follow the councils process for ensuring all payments were made correctly and invoices match the bank statements. The report had been attached to the agenda.

RESOLUTION – It was resolved that the Internal Control Councillors Report be acknowledged and approved.

Proposed – Councillor David Harries

Seconded – Councillor Brain Curtis

All in favour.

PC/25/09/206 CLERK ANNUAL PAY INCREASE

The parish council follow the green book, so the annual pay increase is detailed on the clerk's contract. Unions often do not agree until November although it should be annually from April. This will take effect from September and back pay to April 2025 issued.

RESOLUTION – For the records councillors were asked to acknowledge the annual increase would be implemented from September.

Proposed – Councillor Graham Skinner

Seconded – Councillor David Harries

All in favour.

PC/25/09/207 PCSO REPORT

The report had been issued with the agenda and councillors had read it and had no further questions.

PC/25/09/208 INSURANCE RENEWAL

The council agreed a 3-year term with Zurich in 2024. A couple of changes were made to the Legal Expenses cover. Previously Debt Recovery and Contract Disputes cover were included in the policy.

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These covers were now optional. The clerk added Contract Disputes back into the cover. The premium is £1632.99 and will be paid this month.

PC/25/09/209 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 was approved by councillors so will be posted to the parish council website along with the 'Notice of conclusion of audit' which is also on the High Street Noticeboard.

RESOLUTION – It was resolved that Bugbrooke Parish Council have seen and accept the completion of the Annual Governance Return for 2024/2025.

Proposed – Councillor Jane Wood

Seconded – Councillor Des Morris

All in favour.

PC/25/09/210 GRANT APPLICATIONS

- a. Bugbrooke Bowls Club - The club have a fund-raising event each year and ask members and others donate money to keep the club going so they try to be self-sufficient but the irrigation system was put in 30 years ago need to replace pump, motor and sprinklers. The request is £500.
- b. Bugbrooke Community Café – Till £462 as this is 35% of the cost.
- c. Bugbrooke Community Café – Defib contribution - £200
- d. Cricket Club – Defib Contribution - £200

RESOLUTION – It was resolved that Bugbrooke Parish Council issue the following grants to the Bowls Club (£500), Community Café (£462), Community Café Defib maintenance (£200) & Cricket Club (£200).

Proposed – Councillor Will Marriott

Seconded – Councillor Rik Patel

All in favour.

PC/25/09/211 CHURCH CLOCK

The treasure of the PCC had requested at the start of the meeting that 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. The councillors thought £9300 was beyond the scope of the parish council and the council would have to significantly increase the precept over a number of years to raise this. The council are happy to receive a grant application for up to £1000 get the mechanism repaired and for the PCC to request funds from Peterborough Diocese to complete the repairs.

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PC/25/09/212 CAPTAINS CLOSE

The item was deferred to the October meeting.

PC/25/09/213 LINK

At the start of the meeting the chairman of LINK Paul Cockcroft expressed concerns as the lack of information that is supplied to the magazine to publish. There is always so much going on in the village but few people contribute although still well supported by the long-standing contributors who add to it each month. The committee still love producing LINK but as it enters a new phase it needs fresh eyes and enthusiasm to take it to the next stage. The committee will stand down in May 2026 so there are only 5 issues left. As of today, no one has come forward to help despite LINK advertising for volunteers. There are only 5 on the committee now and want to do the transition while they are well. The clerk offered to put an advert on the parish council social media and Councillor Will Marriott asked is there anyone at Campion interested in journalism to volunteer.

PC/25/09/214 REGISTER ASSETS OF COMMUNITY VALUE

Councillor Paul Simpson had submitted a report but was unable to attend the meeting so this item was defer to October.

PC/25/09/215 NEW DEFIBRILLATOR PURCHASE

The clerk had produced a briefing note having worked with Councillor Will Marriott to select the best options for the community 3 comparison quotes had been sourced and councillors decided to select the best value including instillation. £1465 + VAT from Defib for Life.

RESOLUTION – It was resolved that Bugbrooke Parish Council purchase the Defib and cabinet from Defib for Life.

Proposed – Councillor Graham Skinner

Seconded – Councillor Brain Curtis

All in favour.

PC/25/09/216 THE FIVE BELLS

Councillor Harries had asked for this item to be added to the agenda. As the state of The Five Bells looks awful as an entrance to the village and is adjacent to the conservation area.

RESOLUTION – It was resolved that Bugbrooke Parish Council to write to the owners and find out what they are doing with the building.

Proposed – Councillor David Harries

Seconded – Councillor Phil Bignell

All in favour.

PC/25/09/217 COUNCILLOR LANYARDS

When councillors are out in the community, it helps if people can quickly see who they are and that they represent the parish council. An ID card makes it easier for residents to recognise and approach

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councillors, adds a sense of professionalism, and can be handy for access at events or meetings. The clerk had provided a briefing note with options. £135.60 with Cardex. It was noted the clerk should also have a ID card.

RESOLUTION – It was resolved that Bugbrooke Parish Council purchase the ID cards

Proposed – Councillor Des Morris

Seconded – Councillor Phil Bignell

All in favour.

PC/25/09/218 STREETLIGHTS

When the full Streetlight inspection was done a few issues were highlighted. While the council is making a decision on whether to change to LED it was decided that the few highlighted issues should be addressed.

RESOLUTION – It was resolved that Bugbrooke Parish Council accept the quote for the 2 new Columns but asked the clerk to make these LED lights.

Proposed – Councillor Will Marriott

Seconded – Councillor Phil Bignell

All in favour.

PC/25/09/219 CHRISTMAS TREES

The price is £105+ VAT for each half but they look better as whole. The clerk is concerned after the grand display last year that just a few trees were not going to look as effective. The clerk suggested she could ask for a best price and see if there were any new options such as a floor standing Christmas Tree with solar powered lights. The decision was deferred until October.

PC/25/09/220 GREAT LANE BRIDGE

Councillor John Curtis wanted this item on the agenda. Highways have been carrying out investigation works to gather important data that will help us assess the structure of the bridge. This assessment will help Highways to determine its load capacity and ensure its overall strength and safety.

PC/25/09/221 PROPERTY NEAR SHADY LANE

The property in Georges Avenue backs on to Shady Lane. When the resident first raised this issue in 2021, the clerk arranged for a tree surgeon to take a look, they concluded that the trees the parish council are responsible for in Shady Lane are all young and the roots would not be strong enough to cause any issues, including the one that was removed a few months previously. There are some very large trees in surrounding gardens but not on the lane. It has been suggested that the issues in the photographs could be due to drainage or underground erosion. The resident said they were not fully satisfied and would take advice but until August 2025 no further communication from the resident has been received until now. The resident will now supply a report from Anglian Water to try to help the council understand if this issue is caused by the roots.

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PC/25/09/222 HOUSING NEED SURVEY

The Housing Need Survey Results had been received and the clerk has tried to create a shorter topline summary to help councillors digest all the information the key outcome (although only based on a 81 respondents) was that Bugbrooke requires a balanced programme of new housing particularly affordable and smaller homes to help local people remain in the parish, support downsizing to allow families to move into the larger homes. Councillors were asked if they wanted to submit any comments before the report is published.

PC/25/09/223 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls -*

C *Footpaths – Planning breach at Shady Lane Footpath.*

D *Street Lighting –*A councillor suggested that there may be someone interested in quoting for the painting of the streetlights in the High Street.

E *Highways and Transport –* Bus stop markings on the High Street not allowed by WNC so yellow lines appears to be the only solution from where curb drops to include drop kerb of the property. Councillor Graham Skinner and Dean Manning are working on this.

F *BSACCA- Leaking roof.*

F *Millennium Green –* A lounge chair appeared on the Millennium Green that had been moved from the primary school.

G *Environmental Group –* Litter pick yesterday in Church Lane. The 2nd November is next one at Camp Hill and around that area. The team have almost finished the raking, a resident has been unhappy with the cut grass at Lime Grove but residents and a member of the public that was present at the meeting will take some so this should reduce the pile, that while may not be attractive does not cause any issues.

H *Defib –* All up to date with checks.

I *Patient Participation Group-* The inside door will be a sliding door by the end of October. Covid and Flu vaccines will be from the start of October.

PC/25/09/224 ITEMS FOR CONSIDERATION ON THE OCTOBER AGENDA

Registering Community Assets

Flooding

PC/25/09/225 DATE OF NEXT MEETING

Monday 13th October 7.30pm in the small hall at Bugbrooke Community Centre.

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

End of Minutes

September 8, 2025

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CHAIRMAN:.....

DATE:.....