

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 12th January 2026 at 7.30pm in Bugbrooke Community
Centre.

PRESENT

Councillor Phil Bignell
Councillor Brian Curtis
Councillor Tony Jones
Councillor David Harries, BEM
Councillor Dean Manning

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

IN ATTENDANCE

5 Members of the Public

Ward Cllr Debra King, Cllr Mark Arnall, Cllr Richard Butler,
Cllr Thomas Manning

APOLOGIES & ABSENT

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

PC/26/01/301 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies above were received and accepted.

PC/26/01/302 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF
MATTERS ON THE AGENDA

None.

PC/26/01/303 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES
UPDATING

None.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/26/01/304 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 8th DECEMBER 2025

The minutes had been circulated in advance of the meeting, and the chair asked the parish councillors if they were happy that they be signed as a true account. **All were in favour**

PC/26/01/305 PUBLIC PARTICIPATION

There was 5 members of the public present. They declined to comment but wanted to be involved in the discussions on the S19 report later on the agenda.

PC/26/01/306 CAMPION WARD COUNCILLOR REPORT

The Chairman and Ward Councillor Phil Bignell spoke about the Local Plan and its objective to replace the three existing authority plans. The plan covers housing, transport, infrastructure, employment, planning policies, and green spaces. It proposes the delivery of 47,300 new homes by 2043, with approximately one third located in Northampton. Other towns and larger villages will also experience growth, including a proposal for 126 new homes in Bugbrooke. Delivery of the plan would require just over 2,500 homes per year, representing an increase of around 25% on recent build rates.

The Local Plan is subject to further consultation and examination, including an eight-week public consultation commencing shortly, followed by review by a Government Planning Inspector. Final adoption of the plan is anticipated by December 2026. It was noted that the Parish Council should engage proactively in this process, potentially by developing a simple, single-issue "Site Allocation" Village Plan to help influence the location of any future housing development in Bugbrooke.

Ward Councillor Debra King was also present at the meeting. However, as Council Leader Mark Arnall was in attendance, he was invited to speak on the current financial position and forthcoming budget decisions. He outlined proposed increases, including a 30% increase in green waste bin charges and changes to parking charges in Towcester. A discussion took place regarding parking charges and the Council's ability to influence the budget. A public consultation on the budget is scheduled for 13 January, allowing residents to provide feedback.

It was noted that West Northamptonshire Council is currently paying approximately £50,000 per day in interest to the Government. No support has been received from the Government in respect of debt relief or forgiveness relating to liabilities inherited from previous administrations, with total debt reported to exceed £85 billion.

PC/26/01/307 GAYTON ROAD BRIDGE

Richard Buter, Cabinet Member for Highways and Transport and Thomas Manning, Cabinet Member for Planning gave an update on the Gayton Road Bridge. The outcome was that there is no imminent solution. Councillor Richard Butler stated that an agreement was reached in 2021 confirming a shared cost of £1.2 million. He advised that Network Rail has not yet responded to the submitted designs and drawings for sign-off. Once approval is received, a further costing exercise will be required, as there are concerns that Kier may not be providing a competitive quotation.

Bugbrooke Parish Council

Agenda & Meeting Minutes

It was agreed that the clerk should write to Richard Butler as a reminder to consider the option of single-lane vehicle use over the bridge. He and Councillor Thomas Manning also advised that there may, in the longer term, be the possibility of constructing a road link from Heygates to Nether Heyford. Sarah Bool is to speak with The Rt Hon Heidi Alexander MP regarding this matter.

In relation to the proposed new crossing on Church Lane, Councillor Butler confirmed that the location is currently under review.

PC/26/01/308 REPORTS ON ISSUES PREVIOUSLY RAISED & CLERK REPORT

The clerk raised the following points:

- **Line Painting on Kislingbury Road** – The clerk wrote to Highways and was advised that the delay is due to the road being used as a diversion route, so Highways are unable to close the road as part of the traffic management requirements. However, the clerk has now been reassured that this will be done before the end of January.
- **LINK** – Councillor Paul Simpson – Meeting on Thursday with the future LINK team, more volunteers are needed by the future of LINK is starting to look more secure.

PC/26/01/309 REPORTS ON FLOODING

The clerk reported that feedback had been received from West Northamptonshire Council regarding the parish council's comments on the S19 report. Councillors and residents were given the opportunity to discuss the report. Questions were raised regarding the clarity of the S19 report, specifically relating to the procedures and timelines for responding to flooding. Residents sought further information on when Heygates and Bugbrooke Mill were instructed to open their sluice gates, how the Environment Agency manages the operation of these gates, and whether the flood team intends to review S19 reports from other affected villages to gain an overall perspective. Clarification was also requested on the operation of flood alarms, the timescales involved, and the sequence of events during the flooding. Councillor Paul Simpson noted that members of the Community Resilience Team would like to have a viable means for checking gates at Heygates and Bugbrooke Mill, but further details were requested on the roles performed and how the Environment Agency monitors these actions. It was suggested that the S19 report should include a clear timeline of events, including the operation of the gates on the evening in question.

PC/26/01/310 PLANNING

10a. 2025/5243/FULL - Proposed new dwelling on land adjoining - Kilronan 3 Camp Hill Bugbrooke NN7 3PH – Lack of parking at 3 Camp Hill is a concern as parking on the opposite side of the road is full and always makes the road single carriageway.

10b. 2026/0033/FULL - Proposed two storey side extension and single storey rear extension including front porch alterations - 50 Camp Hill Bugbrooke NN7 3PH – No objections

Bugbrooke Parish Council

Agenda & Meeting Minutes

FINANCIAL MATTERS

PC/26/01/311 A financial statement and reconciliation for the month ending 30th December had been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Brain Curtis

Seconded – Councillor Paul Simpson

All in favour.

	Income	Receipts	Totals
Current Account as at 30.11.25			£93,936.57
Current Account (Ring fenced)			£16,396.18
CCLA Deposit Fund as at 30.11.25			£50,000.00
Total Available			£160,332.75
Less December Payments		£8,364.17	
Less unpresented payments			
Deposits (CCLA Interest)	£163.60		
VAT Refund	£0.00		
WNC Warm Room Grant	£0.00		
Deposits (Ring Fenced Interest)	£14.08		
Bank Statement			£85,736.00
Total Funds at 31.12.25			£152,146.26

PC/26/01/312 Accounts for Payment

Moneys must be paid out 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.

Bugbrooke Parish Council

Agenda & Meeting Minutes

Direct Debits						
Date	Payee	Invoice	Statutory Power	Description	V.A.T	Total
05.01.26	Southern Electric	TBC	HA 1980	Street lighting– December 2025	£41.81	£877.98
05.01.26	Onecom	TBC	LGA 1972 s111	December Parish Office Telephone and Broadband	£6.40	£38.40
Transfers						
Date	Payee	Invoice	Statutory Power	Description	V.A.T.	Total
05.01.26	Marcus Young	4701	Litter Act 1983 S5,6	Emptying of dog and litter bins for December	£84.00	£504.00
05.01.26	BSACCA	5646	LGA 1972 s111	Parish Office Rent and Room Hire for January		£190.00
05.01.26	HMRC		LGA 1972 S112	December Tax and NI		£565.13
05.01.26	Mrs N Palmer		LGA 1972 S112	December Salary		£1776.24
05.01.26	Northampton shire Pension Fund	421300 022464	LGA 1972 S112	LGPS contribution		£664.84
12.01.26	Poppy Design Studio	13928	LGA 1972 s111	Website Design & .gov domain & email	£403.72	£2422.32
05.01.26	ESX Clean	0249-26		Bus Stop Cleaning		£119.00
05.01.26	Jane Causebrook		GPoC	Grant for Guides		£500.00
05.01.26	E.on	601881 3926	HA 1980	Quarterly Maintenance Contract	£190.60	£1143.60
07.01.26	E.on	601881 4003	HA 1980	Repair PL105 Levitts Road	£20.14	£120.84
05.01.26	Bank Charges		LGA 1972 s111	December 2025 Bank Charges		£5.95
Ratification						
17.12.25	Jane Wood			Community Living Room		£200.00
17.12.25	E-on	601881 3236	HA 1980	Oaklands PL73 & 74	£14.00	£84.00

RESOLUTION – It was resolved that payments listed be paid.

Proposed – Councillor Paul Simpson

Seconded – Councillor Des Morris

All in favour.

PC/26/01/313 POLICE MATTERS

- The report had been issued with the agenda. Councillors had read it and had no further questions.
- Chairman Phil Bignell had earlier attended the Harpole Parish Council Meeting, the council are considering joining the sponsorship of the PCSO with Nether Heyford and Bugbrooke. This will reduce Bugbrooke Parish Councils allocated PCSO time and contribution to cost to a third. Councillors are all supportive of this move as Bugbrooke will still have a dedicated

Bugbrooke Parish Council

Agenda & Meeting Minutes

PCSO presence but there will be a significant cost saving and the additional benefit of another local community sharing intelligence with the PCSO.

PC/26/01/314 CROSSING AT PRESCHOOL

A serious road safety incident occurred on 10th of December 2025 in the 20mph zone at the Church Lane/High Street junction, where a speeding vehicle struck a pram carrying a three-month-old child outside Bugbrooke Preschool; thankfully other than the trauma of the event everyone was unharmed. However, this has raised significant concerns among parents and staff about crossing the road to access the preschool. The clerk has liaised with the PCSO and WNC Highways, who will undertake a site visit in January 2026. The faded road markings have already been approved for renewal as people parking inappropriately does not help those trying to cross safely. WNC Highways have advised that any further measures, such as a pedestrian crossing will require parish council support, identification of a pedestrian desire line, and a feasibility assessment before a potential Local Transport Plan funding bid can be made. The parish council agreed that there are not sufficient measures in place for people to safely cross and were in support of a crossing.

RESOLUTION – It was resolved that the clerk should formally write to Highways to express the parish councils support for a crossing in the most appropriate location to access the preschool.

Proposed – Councillor Phil Bignell

Seconded – Councillor Jane Wood

All in favour.

PC/26/01/315 REGISTER ASSETS OF COMMUNITY VALUE

The clerk received confirmation that The Bakers Arms, The Five Bells and The Wharf have all been registered as Assets of Community Value. The clerk confirmed that the outcome for Bugbrooke Chapel & Manse had not yet been received. However, it was explained that the application for the Chapel & Manse was submitted a week later than the others; and the council is aware there had been an objection to the Manse being included so inevitably it would take longer to process.

PC/26/01/316 LOCAL PLAN

The chairman had provided an update at the start of the meeting.

PC/26/01/317 PARISH MATTERS

A Monthly Inspection Sheets

Inspection Sheets had been received from all areas.

B Hedges/Trees/Fences/Walls - The village sign is down at Campion; the clerk confirmed it had already reported this on Fix my Street.

C Footpaths – None.

D Street Lighting – None.

E Highways and Transport – None.

F BSACCA- None.

Bugbrooke Parish Council

Agenda & Meeting Minutes

- G Millennium Green* – A fence in the far corner of the Church Carpark will need to be replaced as a car has driven into it. The clerk is waiting to hear how the person who carries out maintenance on behalf of the parish council is recovering following an injury. If they are unable to continue a new maintenance contractor will have to be appointed to carry out this repair.
- H Environmental Group* – A Litter Pick was carried out on the on 4th of January around Campion and had resulted in a good clean up. The bird survey will be completed between the 23rd - 25th of January; all councillors will be sent the details and were encouraged to take part.
- I Patient Participation Group*- Carpark holes have been filled in at the surgery. Both surgery doors are now automatic meaning easier access for buggies and wheelchairs.
- J Community Resilience* – The WNC Community Resilience team will attend a meeting in the next few months.
- K Defib* – The new defib is installed and registered.

PC/26/01/318 ITEMS FOR CONSIDERATION ON THE FEBRUARY AGENDA
Keir Satisfaction Survey & WNC Satisfaction Survey.

PC/26/01/319 DATE OF NEXT MEETING
Monday 9th of February 2026 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chair closed the meeting at 9.24 pm.

End of Minutes

CHAIRMAN:.....

DATE:.....