

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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3rd February 2026

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NOTICE OF MEETING

I hereby summon you to the **February Meeting of the Parish Council** which will take place on **Monday 10th February 2026 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 12th January 2026 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 FEBRUARY 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 12th JANUARY 2026
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, Johns Rd Management Company.
8. UPDATES on FLOODING –The clerk wrote to WNC following the January meeting. Any further updates will be provided.
9. PLANNING POLICY & SITE ALLOCATION – The local plan is likely to allocate new homes to Bugbrooke. The Chairman, Vice Chair and clerk met with Mulberry Homes at their request as they have a site they wish to develop. Full details of the meeting will be shared by Chairman.

10. PLANNING

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

10a. 2026/0292/FULL - Demolition of conservatory and erection of single storey extension - Stonegables 3 Harrison Court Bugbrooke NN7 3ET

11. FINANCIAL MATTERS

11a. A financial statement and reconciliation for the month ending 31st January 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. Third Quarter Budget Report – A report and the third quarter figures are attached to the agenda.

11d. Internal Auditor Report – Internal Control Councillor Jane Wood has completed a check of the accounts.

12. POLICE MATTERS –

a. PCSO Report - A report from the PCSO is attached to the agenda.

b. Harpole adoption of sponsored PCSO scheme.

14. FOOTPATH DIVERSION – Due to agricultural and safety issues there is a request being submitted to WNC to divert KD16 to KD32 – A briefing note and map are attached to the agenda.

15. HIGHWAYS ANNUAL SATISFACTION SURVEY – A briefing note is attached to the agenda.

16. GENDER NEUTRAL POLICIES – As requested by councillor last year; a discussion regarding changing the wording of policies is required. A briefing note is attached to the agenda.

17. ASSERTION 10 - A briefing note on the change to the AGAR 2025/2026 is attached to the agenda.

18. NEW IT POLICY - A briefing note is attached to the agenda. The clerk would like an IT policy to be adopted by the council.

19. ASSET REGISTER – The clerk has updated the asset register for 2025/2026 and has attached it to the agenda for Councillors to review.

20. ENERGY RENEWAL – Contract is due for renewal in October, the clerk will update at the meeting.

21. STREETLIGHT REPAIRS & INSPECTION UPDATE – The clerk will update councillors at the meeting.

22. 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* – a briefing note is attached to the agenda for preschool safety.

F *Millennium Green –*

G *Defib –*

H *Environmental Group*

I *Patient Participation Group*

J *Community Resilience*

23. ITEMS FOR CONSIDERATION ON MARCH AGENDA

24. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday 9th March at 7.30pm in Bugbrooke Community Centre, preceded by the Footpath Meeting at 7pm.