

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 13th October 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 Jane Wood (she/her)
Councillor Paul Simpson
Councillor Clare Slater (she/her)

IN ATTENDANCE

Around 11 Members of the Public

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Graham Skinner	Personal
Absent	

PC/25/10/226 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies above were received and accepted.

PC/25/10/227 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Councillor Dean Manning – Captains Close, Clare Slater - Johns Road, David Harries – Millennium
Green Grant.

PC/25/10/228 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

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PC/25/10/229 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 8th September 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. Before councillors agreed the clerk read out the Resolution for the Johns Road Management Company item as the wording had been changed since the draft minutes were circulated. The decision had not changed only the way it was worded. **All were in favour of accepting the minutes although not all thought the changes were necessary.**

PC/25/10/230 PUBLIC PARTICIPATION

There were 11 members of the public present.

PC/25/10/231 CAMPION WARD COUNCILLOR REPORT

Ward Councillor Debra King was not present, so Councillor Phil Bignell gave an update on Gayton Road Bridge. Sarah Bool met with Anna Earnshaw who is chasing Highways to sign the Asset Protection form for Network Rail. Clerk was asked to write to Anna Earnshaw to thank her for being in a meeting with Sarah Bool to drive this forward.

PC/25/10/232 REPORTS ON ISSUES PREVIOUSLY RAISED & CLERK REPORT

The clerk raised the following points:

- **Kislingbury Road Bends** – Road markings are scheduled to be painted and should be done by the end of October. The cycle path (IUR2) is included in the Northampton Cycling and Walking Consultation that was shared with councillors and commented on by the parish council to state that: *Within Northampton, there are already regular bus services, access to taxis, e-scooters, and a network of maintained cycle routes. In contrast, Bugbrooke Parish Council along with local residents have been requesting for many years that the existing cycle path be properly cleaned and maintained. This would make it safer and more usable for children cycling to school, as well as for residents wishing to bike to Kislingbury, Sixfields, or even into Northampton itself.*
At present, the condition of route IUR2 is unacceptable. Bugbrooke Parish Council strongly believes that greater priority should be given to improving and maintaining some of the cycle routes on the outskirts of Northampton, rather than focusing solely on the town centre.
- **Great Lane Bridge** – Highways have recently carried out some checks on the site to better understand the condition of the structure. This included digging small trial holes to see how deep the material is above the arches and taking samples of the bricks to test their strength. They are now waiting for the lab results from those samples so have not yet been able to complete a full assessment. Although they confirmed no significant defects were observed during the site inspection.
- **Gayton Road Bridge** – The clerk has written to all the surrounding villages to ask for support and also put information on Facebook.
- **Dog Fouling** – The clerk has contacted WNC to ask for enforcement and signage for Bugbrooke, also to Environmental Health and asked the PCSO to take a lead of speaking to walkers to ensure they have bags and reminding them of the fine for not picking up. Significant time has been taken up replying to resident complaints. The clerk has now

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produced a standard response that will be used as the parish council cannot be responsible of residents lack of care and respect for their community.

- **Property near Shady Lane** – The clerk decided to contact the company who had recently carried out the tree inspections to determine if the parish council needed to take action based on the residents' reports. The inspector who also carries out investigations on behalf of insurance was well placed to offer advice. The onus is on the resident to contact their buildings insurance who will do soil investigations and root identification and have the pipes inspected, if the council are contacted by the insurance company it would be reasonable for the parish council to act. If the resident lifts the patio slab and a root is visible it could be severed and the slabs re-laid.

PC/25/10/233 REPORTS ON FLOODING

The Draft S19 was received on 22nd September but was not for consultation with residents as could only be shared within the parish council. The overriding feeling was disappointment from councillors that after waiting all this time the report does little more than summarise the event without much depth or detail as to how this can be prevented in the future. A closed session will take place at the end of the meeting to finalise the feedback. The clerk has updated residents.

PC/25/10/234 GRANT FOR CHURCH CLOCK

The church clock does not work, and it would be nice for it to display the correct time. It is in the interest of the whole village so the clerk has encouraged the PCC to submit an application as discussed at the September meeting for the council to contribute to the mechanics as the restoration will be a larger project. The church is asking for £1000 towards the cost of £2820.

RESOLUTION – The parish council are happy to support the clock as a service to the whole village, and it was agreed by 9 councillors that the clock should be repaired.

Proposed – Councillor John Curtis

Seconded – Councillor Dean Manning

9 in favour and 5 against.

PC/25/10/235 PLANNING

No planning that required discussion had been received.

FINANCIAL MATTERS

PC/25/10/236 A financial statement and reconciliation for the month ending 30th September had been circulated with the agenda. Councillors noted that the 2nd tranche of the precept had been correctly received.

RESOLUTION – It was resolved that accounts below be accepted and acknowledged that the 2nd tranche of the precept had been correctly received.

Proposed – Councillor Rik Patel

Seconded – Councillor Phil Bignell

All in favour.

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	Income	Receipts	Totals
Current Account as at 28.08.25			£69,511.25
Current Account (Ring fenced)			£16,355.07
CCLA Deposit Fund as at 28.08.25			£50,000.00
Total Available			£135,866.32
Less September Payments		£9,444.53	
Less unrepresented payments			
Deposits (CCLA Interest)	£174.20		
Cardex Refund	£20.70		
Precept 2nd	£72,457.50		
Deposits (Ring Fenced Interest)	£15.06		
Bank Statement			£132,719.12
Total Funds at 30.09.25			£199,089.25

PC/25/10/237

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.

RESOLUTION – It was resolved that payments listed be paid.

Proposed – Councillor Dean Manning

Seconded – Councillor Des Morris

All in favour.

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Direct Debits						
Date	Payee	Invoice	Statutory Power	Description	V.A.T	Total
06.10.25	Southern Electric	TBC	HA 1980	Street lighting– August 2025	£TBC	£TBC
06.10.25	Onecom	TBC	LGA 1972 s111	September Parish Office Telephone and Broadband	£6.40	£38.40
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
06.10.25	Marcus Young	4655	Litter Act 1983 S5,6	Emptying of dog and litter bins for September	£84.00	£504.00
06.10.25	BSACCA	5646	LGA 1972 s111	Parish Office Rent and Room Hire for October + Resilience		£217.00
06.10.25	HMRC		LGA 1972 S112	September Tax and NI		£807.84
06.10.25	Mrs N Palmer		LGA 1972 S112	September Salary + national increase Backpay		£2167.43
06.10.25	Jane Wood		LGA 1972 s111	Jubilee House Community Living Rooms May – Oct		£440.00
06.10.25	Hawes Maintenance	BPC11	Open Spaces Act 1906	Bus Stop Painting & Supplies		£109.68
06.10.25	Northampton shire Pension Fund	42130002 2464	LGA 1972 S112	LGPS contribution		£840.15
06.10.25	E-on	60188100 48	Parish Council Act 1957	Streetlight Maintenance Contract		£1143.60
06.10.25	E-on	60188097 69	Parish Council Act 1957	PL161 & PL162 Tibbs Way photocell replaced	£11.20	£67.20
06.10.25	E-on	60188097 70	Parish Council Act 1957	PL077 10 Oaklands photocell replaced	£28.00	£33.60
06.10.25	E-on	60188097 71	Parish Council Act 1957	Refit Visor	£5.60	£33.60
06.10.25	Millennium Green Trust		Open Spaces Act 1972	Annual Grant for Maintenance Costs		£4000.00
06.10.25	Defib	TBC	Defibrillators Availability Bill / Public Health Act 1936	Defib and cabinet for Doctor Surgery Wall	£287.00	£1722.00
08.10.25	Police, Fire & Crime Commissioner	31005774	Local Government Rating Act 1997 s31	Sponsored PCSO		£16,163.67
06.10.25	Glasdon	SI921433	Parish Council act 1957 S3	2 bins for Muga & Bus Stop + 3 dog bins	£212.69	£1276.17
06.10.25	NCALC	4824	LGA 1972 s111	Liz Coppard – Flying Start Corse	£10.60	£63.60
06.10.25	RPM	7360	LGA 1972 S112	Remove and replace vandalised flooring at roundabout	£84.00	£504.00
06.10.25	Cardaxis	10216	LGA 1972 s111	Councillors ID Cards and Lanyards		£110.05
06.10.25	Microsoft		LGA 1972 S112	365 Business Charge	£23.04	£138.24
06.10.25	P.W Environmental Services	7188	Open Spaces Act 1906	Grass Cutting	£116.40	£698.40

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06.10.25	R&G Ground Maintenance	121956	Open Spaces Act 1906	Mowing – Late invoice just received (31.07.25)	£264.40	£1586.40
06.10.25	Bank Charges		LGA 1972 s111	August 2025 Bank Charges		£5.95
Ratification						

PC/25/10/238 APPROVAL OF DIRECT DEBITS

The clerk explained that a new Direct Debit had been arranged for SSE but asked councillors to approve the ongoing direct debits with One.com and Siemens. The benefit of the direct debit is the council achieves a slightly lower rate but also as the meeting dates fluctuate the direct debit ensure these bills are always paid on time without any potential issues. The clerk checks the payment each month and the councillors have visibility too to ensure these are correct.

RESOLUTION – It was resolved that Bugbrooke Parish Council approved the use of Direct Debit payments for monthly/quarterly services as mentioned above.

Proposed – Councillor David Harries

Seconded – Councillor Phil Bignell

All in favour.

PC/25/10/239 Second Quarter Budget Report

Second Quarter Budget Report had been included with the agenda and councillors were given the opportunity to ask questions.

RESOLUTION – It was resolved that the Second Quarter Budget Report be accepted.

Proposed – Councillor Will Marriott

Seconded – Councillor John Curtis

All in favour.

PC/25/10/240 PCSO REPORT

The report had been issued with the agenda and councillors had read it and had no further questions. A councillor informed the PCSO about an incident at the playground and she will be patrolling the reported area regularly.

PC/25/10/241 CONTINUATION OF SPONSORED PCSO SCHEME

Having a sponsored PCSO dedicated to this village means the local community are experiencing a high level of service from policing that would otherwise not be achievable to this area. Councillors were asked if they would like to continue. At this point none of the surrounding villages have decided to share the scheme with Bugbrooke and Nether Heyford but Kislingbury may still consider it for 2027/2028. The clerk proposed that a consultation with the community would happen in 2026 to ensure residents still want the scheme, 74% said yes in 2023. The clerk had requested information about a price increase, but this information is currently not available.

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RESOLUTION – It was resolved that Bugbrooke Parish Council continue with the Sponsor PCSO scheme.

Proposed – Councillor Phil Bignell

Seconded – Councillor Will Marriott

All in favour.

PC/25/10/242 BUS SHELTER GRAFFITI

Campion have invited a member of the parish council to attend a meeting at the school to discuss the graffiti. The school sent an email to parents the same day the clerk contacted them to tell them about the graffiti on the newly painted bus shelter to ask parents to remind pupils about respect. The PCSO is attending a meeting and the clerk asked if a councillor would also like to attend. The meeting is at 12.30pm on 17th October to meet with Kim Bradley-Smith, Interim Principal and Paul Tillman, Vice Principal. Councillor Will Marriott volunteered to attend the meeting

PC/25/10/243 VILLAGE PLAN 2025/2026

The clerk had attached the updated village plan to the agenda as this helps to guide the budget for the year ahead. Councillors were asked if they wanted to add anything or make any changes. It is a working document so acts as a guide only. Councillor John Curtis commented that the Wall in Captains Close would need to be worked on in the near future, and a budget should be put aside for this work. There was also enthusiasm in a budget put aside for a potential editor for LINK if this was the only way to ensure that the village magazine continues.

PC/25/10/244 EV CHARGING POINTS

The clerk had attached a briefing note to the agenda for councillors to consider if they would like to propose any locations for chargers. Councillors would like to have publicly available chargers, but they could not think of any convenient locations on the streets. However, the Church Carpark or the Community Centre could be good options, and the clerk was asked to communicate this to WNC in reply to their email.

PC/25/10/245 CAPTAINS CLOSE

Captains Close was identified as an important biodiversity area, and the parish council aim to manage it more naturally by allowing sheep grazing. To enable this, new fencing was required along the Ace Lane boundary. Three quotes for wooden fencing were obtained, with the preferred option priced at £3,800 + VAT. An alternative proposal from Councillor Dean Manning offered second-hand iron fencing at £4,000 + VAT, providing greater longevity and in keeping with the original boundary. Other suppliers would not agree to fit the second-hand fence and other iron fencing options proved impractical and wildly over budget. It was agreed on this occasion that Manning Construction was

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the best option for the village. Councillors want to ensure the new fence is in place by the end of the year.

RESOLUTION – It was resolved that Manning Construction be appointed to remove the existing boundary fences and install the iron fence and either repurpose the kissing gate or replace it.

Proposed – Councillor John Curtis

Seconded – Councillor David Harries

All in favour.

PC/25/10/245 THE FIVE BELLS

At the request of the council, the clerk had written to the brewers who own The Five Bells and had been assured that the plan is for a new landlord to renovate and reopen the pub and restaurant by December 2025.

PC/25/10/246 REGISTER ASSETS OF COMMUNITY VALUE

Councillor Paul Simpson had submitted a report. Councillors discussed if they should be registering Assets of Community Value.

RESOLUTION – It was resolved the parish council would like to put forward The Five Bell, The Bakers Arm, The Wharf and Bugbrooke Chapel as Assets of Community Value.

Proposed – Councillor Paul Simpson

Seconded – Councillor Tony Jones

All in favour.

PC/25/10/247 COMMUNITY RESILIENCE GROUP

The group had their first meeting, and they have made a good start on the Resilience Plan. Considering flooding, pandemics and heat waves. WNC will be providing PPE. With lots of good input from surrounding villages and WNC will be training the Flood Wardens. Volunteers are desperately needed.

PC/25/10/248 STREETLIGHTS & ADOPTION AT JOHNS ROAD

The clerk has been contacted to inform the council that West Northants are adopting the highway in the Johns Road estate and that the Streetlights will be handed over to the parish council.

PC/25/10/249 CHRISTMAS TREES

The clerk had attached a briefing note. Proposing 6ft trees on the green as the lamppost trees would not be as impressive as last year as the council only had a budget for a few. Councillors were concerned about vandalism.

RESOLUTION – Councillors did not want to hire solar powered Christmas trees.

All in favour.

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PC/25/10/250 PARISH MATTERS

A Monthly Inspection Sheets

Inspection Sheets had been received from all areas.

B Hedges/Trees/Fences/Walls - No 2 Camp Hill hanging over. 21 The Paddocks path side.

C Footpaths –

D Street Lighting – A flag has appeared on a light but was disintegrating so the council will not pay money to have it removed.

E Highways and Transport – Met with Highways to assess the bus stop on Kislingbury Road, it was determined nothing can be done. The proposed yellow lines will be on the High Street and Ace Lane but not restrict the parking in Ace Lane.

F BSACCA- No update.

F Millennium Green – Grant has been put in for Annual £4000.

G Environmental Group – The next litter pick Sunday 2nd November, 2pm at Camp Hill.

H Defib – All up to date with checks. But waiting on the new one.

I Patient Participation Group-

PC/25/10/251 ITEMS FOR CONSIDERATION ON THE NOVEMBER AGENDA

PC/25/10/252 DATE OF NEXT MEETING

Monday 10th November 7.30pm in the small hall at Bugbrooke Community Centre.

PC/25/10/253 EXCLUSION OF PRESS AND PUBLIC

To RESOLVE that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations the public and press be excluded during consideration of the following item.

- Feedback on 'Flood Investigation Report Bugbrooke 24th November 2024 - Prepared under Section 19 of the Flood and Water Management Act 2010' Draft Report.

There being no further business the chairman closed the meeting at 9.43pm.

End of Minutes

CHAIRMAN:.....

DATE:.....