

# BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell  
Clerk: Nicola Palmer

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4<sup>th</sup> November 2025

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## NOTICE OF MEETING

I hereby summon you to the **November Meeting of the Parish Council** which will take place on **Monday 10th November 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 13th October 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

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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 NOVEMBER 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 13th OCTOBER 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** – The parish council feedback on the S19 report on the 14<sup>th</sup> October and is awaiting a response from WNC and the Environment agency. The parish council has also been pushing for the date when the information will be shared with residents.

9. **LINK GRANT** – Councillors are to consider the next steps for the issuing of the agreed Annual Grant, either to pay it now or put it aside for when a new committee is in place. The clerk has also proposed a increased grant to help an editor receive a sum for independently managing the magazine, contributors and advertisers.

#### 10. PLANNING

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

#### **10a. 2025/3978/FULL - Removal of existing extension. Single storey rear extension - 3 Johns Road Bugbrooke NN7 3QL**

#### 11. FINANCIAL MATTERS

11a. A financial statement and reconciliation for the month ending 31st October 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. **Draft Budget for 2026/2027 & Review of Financial Reserves** – The Finance Committee met on the 3<sup>rd</sup> Nov and the Draft Budget will be discussed with councillors.

11d. **VAT Reclaim** – The clerk has submitted a VAT reclaim for the first 6 months of the year for £3,785.84. This has been received.

#### 12. POLICE MATTERS –

a. **PCSO Report** - A report from the PCSO will be circulated when available.

b. **Bus Shelter Graffiti** – PCSO and Will Marriott met with Campion and have agreed to produce some posters.

#### 13. PARKING –

a. The clerk has been contacted by residents complaining about the sports clubs users or spectators parking around the village especially on a Sunday morning.

b. The clerk has received complaints about the parking on Great Lane/ High Street bend. There are concerns of an accident happening.

14. **CAPTAINS CLOSE BOUNDARY WALL** – Following the review of the village plan the clerk has endeavoured to obtain quotes for the repair of the wall for accurate future planning.

#### 15. PLAYGROUND –

15a. The clerk was contacted by a resident with concerns about access.

15b. The baby seat needs replaced at the school playground – clerk to discuss at meeting.

16. **REGISTER ASSETS OF COMMUNITY VALUE** – The clerk as instructed as completed applications for Bugbrooke Chapel, The Bakers Arms, The Five Bells and The Wharf to be registered as assets of community value, the council will be informed in 8 weeks if accepted.

17. COMMUNITY RESILIENCE GROUP – The group will provide an update.

18. FATHER CHRISTMAS – An elf has been in touch with an update on the planned visit from Father Christmas.

19. CLERK APPRAISAL – The HR Committee met on 3<sup>rd</sup> November – The clerk had met with the HR committee to complete the appraisal process and objectives for the year ahead.

20. STREETLIGHTS – Adoption at Johns Road and further inspections -

21. 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 –*

*F Millennium Green –*

*G Defib –*

*H Environmental Group*

*I Patient Participation Group*

22. 2026 PARISH COUNCIL MEETING DATES

23. ITEMS FOR CONSIDERATION ON DECEMBER AGENDA

24. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Monday 8<sup>th</sup> December at 7.30pm in Bugbrooke Community Centre.