

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 10th November 2025 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Liz Coppard
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)
Councillor Paul Simpson
Councillor Clare Slater (she/her)

IN ATTENDANCE

1 Members of the Public

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Brian Curtis	Personal
Absent	

PC/25/11/254 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies above were received and accepted.

PC/25/11/255 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/25/11/256 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

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PC/25/11/256 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 13th October 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. The clerk confirmed she has corrected a few typos reported by a councillor. Councillor John Curtis raised that the Manse was missing from the Chapel in the Registering a Community Asset. The clerk confirmed this was correct on the application. **All were in favour**

PC/25/11/257 PUBLIC PARTICIPATION

There was one member of the public present. Paul Cockcroft spoke firstly as Chair of the Bowls Club, thanking councillors for the grant and confirming that it had been gratefully received by the club and that the pump had been ordered ready for next season.

Paul then spoke about the village magazine, LINK, they have so far had one volunteer but unless a committee can be found the last issues will be in February, April and June. There were discussions around how much work the LINK entailed, whether costs could be reduced with fewer issues or cheaper paper. The council confirmed it had allocated £4000 in the 2026/2027 budget and this could pay a small amount to an editor if this helped as an incentive. It was estimated it would take 10 hours work per copy. Councillors do not want LINK to disappear, and Councillors Liz, Rik and Paul volunteered to help by trying to pull together a group to discuss how LINK can continue and who will take over the running.

PC/25/11/258 CAMPION WARD COUNCILLOR REPORT

Ward Councillor Debra King was not present but had been sent the agenda as usual in advance of the meeting. Councillor Phil Bignell updated the council instead. He reported that individuals now must book a time slot to go to the tip, the rationale is that it is more efficient and reduces queues. There is a general number to phone for booking any tip.

PC/25/11/259 REPORTS ON ISSUES PREVIOUSLY RAISED & CLERK REPORT

The clerk raised the following points:

- **Property near Shady Lane** – The clerk has been trying to speak to the parish council insurance company to raise that there may be a claim, but it is expected that the homeowner will be asked to contact their insurance in the first instance.
- **Gayton Road Bridge** – The clerk informed councillors that she had taken the opportunity at a recent conference to speak to Councillor John Slope (Cabinet Member for Finance) and Councillor Charlie Hastie (Cabinet Member for Housing) and Councillor Thomas Manning (Cabinet Member for Planning and Communities), who has shown a genuine interest in helping to drive this forward in both words and actual action. The latest update is that WNC are now awaiting Network Rail's approval to proceed with the planned repairs. There is clearly a significant amount of work ahead, and this will take time, but Councillor T Manning is also exploring options that could potentially reduce the overall cost of the bridge repairs, though a lot depends on how quickly other related plans progress.

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The clerk was asked to write again to find what is happening with the bridge and councillors asked for Ward Councillors to follow up. It was also requested that the clerk write to Mark Arnall about the brook and Gayton Road Bridge and see what response is given.

PC/25/11/260 REPORTS ON FLOODING

The clerk submitted the parish council feedback to WNC on the 14th October and is awaiting the response from WNC and the EA. The clerk had requested an update in advance of the parish council meeting, but it had not been received.

The parish council is feeling completely frustrated with lack of progress and all the time the brook is getting narrower and becoming more overgrown. The clerk was asked to investigate if it a requirement for the Environment Agency to do the work or has it passed to the riparian owner?

PC/25/11/261 LINK GRANT

Councillors are to consider the next steps for the issuing of the agreed Annual Grant; the options are to either to pay it now or put it aside for when a new committee is in place. The clerk has also proposed an increased grant to help an editor receive a sum of money for independently managing the magazine, contributors and advertisers in 2026/2027. £4000 has been put in the budget. If the LINK did not continue any funds remaining are transferred to the parish council.

RESOLUTION – The councillors agreed to pay the £1500 annual grant to LINK as previously agreed.

Proposed – Councillor Phil Bignell

Seconded – Councillor John Curtis

PC/25/11/262 PLANNING

2025/3978/FULL - Removal of existing extension. Single storey rear extension - 3 Johns Road Bugbrooke NN7 3QL – **No objections.**

FINANCIAL MATTERS

PC/25/11/263 A financial statement and reconciliation for the month ending 31st October had been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Graham Skinner

Seconded – Councillor Will Marriott

All in favour.

	Income	Receipts	Totals
Current Account as at 30.09.25			£132,719.12

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Current Account (Ring fenced)			£16,370.13
CCLA Deposit Fund as at 30.09.25			£50,000.00
Total Available			£199,089.25
Less October Payments		£33,012.32	
Less unrepresented payments			
Deposits (CCLA Interest)	£165.41		
VAT Refund	£3,785.84		
WNC Warm Room Grant	£1,500.00		
Deposits (Ring Fenced Interest)	£14.11		
Bank Statement			£105,158.05
Total Funds at 31.10.25			£171,542.29

PC/25/11/264 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 Paul Simpson

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>

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03.11.25	Southern Electric	TBC	HA 1980	Street lighting– October 2025	£31.49	£TBC
03.11.25	Onecom	TBC	LGA 1972 s111	October Parish Office Telephone and Broadband	£6.40	£38.40
03.11.25	Siemens	001/26/851 4270	LGA 1972 s111	Quarterly rental of printer	£45.42	£272.50
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
03.11.25	Marcus Young	4672	Litter Act 1983 S5,6	Emptying of dog and litter bins for October	£105.00	£630.00
03.11.25	BSACCA	5646	LGA 1972 s111	Parish Office Rent and Room Hire for November		£205.00
03.11.25	HMRC		LGA 1972 S112	October Tax and NI		£565.13
03.11.25	Mrs N Palmer		LGA 1972 S112	October Salary		£1776.24
03.11.25	Bugbrooke Chapel		LGA 1972 s111	Chapel Community Living Rooms		£225.00
03.11.25	ESX Clean	0242-25	LGA 1953 s4	Bus Stop cleaning		£119.00
03.11.25	Northamptonshire Pension Fund	4213000224 64	LGA 1972 S112	LGPS contribution		£664.84
03.11.25	Defib	TBC	Defibrillators Availability Bill / Public Health Act 1936	Defib and cabinet for Doctor Surgery Wall	£287.00	£1722.00
03.11.25	Scribe	131140	LGA 1972 s111	Scribe accounting renewal	£112.32	£673.92
06.11.25	Wave	15777280	1908 Small Holdings Act	Water for Allotments		£107.72
03.11.25	P.W Environmental Services	7188	Open Spaces Act 1906	Grass Cutting	£116.40	£698.40
03.11.25	R&G Ground Maintenance	121956	Open Spaces Act 1906	Mowing	£80.40	£482.40
03.11.25	Bank Charges		LGA 1972 s111	October 2025 Bank Charges		£10.15
Ratification						

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DRAFT BUDGET & REVIEW OF FINANCIAL RESERVES

The clerk explained that the Finance Committee had met on the 3rd of November and had analysed the budget line by line. Councillors had received a copy with the agenda. It was commented that money had not be allocated to the Community Resilience Group and the clerk was requested to put a £1000 in the budget for that.

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Based on predicted expenditure for 2026/2027 the draft budget is:

- **Total budget:** £156,721.00
- **Proposed precept:** £150,421.00

This represents a 3.8% increase, in line with predicted inflation. Using the new tax base issued by WNC, this equates to an annual increase of £5.22 for a Band D household, bringing the total annual cost on the council tax bill for the parish council to £142.50 for a Band D household.

Earmarked Reserves Summary

	Total in 2025/2026	2026/2027 Contribution	Total in 2026/2027
Twinning	£ 2,750.00	£ -	£ 2,750.00
Captains Close Wall	£ 2,000.00	£ 2,000.00	£ 4,000.00
Streetlight Painting	£ 2,900.00	£ 500.00	£ 3,400.00
Possible Land Purchase	£ -	£ -	£ -
Election Expenses	£ 1,500.00	£ -	£ 1,500.00
6 Year Streetlight Inspection	£ 2,000.00	£ 1,000.00	£ 3,000.00
Playground Improvements	£ 5,000.00	£ 10,000.00	£ 15,000.00
CCLA		£ 5,000.00	£ 5,000.00
Precept def	£ -	£ 5,000.00	£ 5,000.00
Interest	£ 235.00		
	£ 16,385.00	£ 23,500.00	£ 39,650.00

The clerk was asked to finalise the figures ready for the next meeting when the budget would be approved and the precept determined.

PC/25/11/266 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.

PC/25/11/267 PCSO REPORT

- The report had been issued with the agenda. Councillors had read it and had no further questions.
- Bus Shelter Graffiti – PCSO and Will Marriott met with Campion and have agreed to produce some posters to remind students of the Campion values and there will be intermittent patrols of the Butts Hill bus shelters to try to prevent further vandalism.

PC/25/11/267 PARKING

- The clerk reported that several residents had raised concerns regarding parking by users and spectators of the sports clubs, particularly on Sunday mornings. A representative from the Football

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Club has been monitoring the situation and confirmed that over 100 vehicles are being accommodated within their car park. However, there remains concerns that the Rugby Club does not have adequate parking provision.

The PCSO has spoken with representatives of both clubs regarding the issue. Councillors discussed a number of potential solutions, but none were considered viable at this time. The possibility of requesting that West Northamptonshire Council consider the compulsory purchase of land for additional parking was also discussed.

b. The clerk has received complaints about the parking on Great Lane/ High Street bend. There are concerns an accident will happen. Councillor Skinner said that this area had been evaluated by Highways on their recent visit and unfortunately, there is no further measures that can be put in place.

PC/25/11/268 CAPTAINS CLOSE BOUNDARY WALL

Following the review of the Village Plan, the clerk had sought to obtain quotes for the repair of the wall to support accurate future financial planning. Five companies were contacted, and two quotations were received. Quotes for a complete rebuild were in excess of £35,000, while a repair was estimated at approximately £15,000. Further detail regarding the scope of the repair would be required. Councillor Manning agreed to provide the clerk with suggested wording for a potential specification to enable more detailed quotes to be obtained.

PC/25/11/269 PLAYGROUND

The clerk was contacted by a resident with concerns about access. Councillors discussed that unfortunately to ensure there is not vandalism the playground at the school will remain locked overnight.

The baby seat needs replaced at the school playground and the clerk was requested to organise this along with the new cradle seat for the Community Centre park. The clerk had contacted the playground inspectors to ensure that they were happy for a cradles seat to be put in that location as some of the equipment is for older children. They had no issues with a cradle seat being used.

PC/25/11/270 REGISTER ASSETS OF COMMUNITY VALUE

The clerk as instructed has completed applications for Bugbrooke Chapel & Manse, 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. Councillor David Harries and a member of Bugbrooke Chapel helped the clerk to highlight the area of the Chapel and the Manse as it was not clear from the maps available.

PC/25/11/271 COMMUNITY RESILIENCE GROUP

The group are arranging a follow up meeting on Thursday at 7.30pm and will report back in December.

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PC/25/11/272 FATHER CHRISTMAS

The clerk had heard that Father Christmas will be visiting Bugbrooke on the 19th December. Donations of sweets are welcomed. With great sadness the baton of Santa visiting Bugbrooke needs to be passed on after 10 years. The parish council are extremely proud and grateful for the work that Santa in Bugbrooke has done, and it is hoped that the much-loved village tradition is able to continue.

PC/25/11/273 CLERK APPRAISAL

The clerk had met with the HR committee to complete the appraisal process and objectives for the year ahead had been set. The Chairman thanked the clerk for all the work she had done over the last year and referenced the purchase of Captains Close and her continued efforts regarding flooding.

PC/25/11/274 STREETLIGHTS & ADOPTION AT JOHNS ROAD

The clerk had a meeting with E-On and has approved an inspection of the lights in Johns Road costing £720 +VAT before the adoption takes places. The council will then receive an increase in the maintenance contract from Q1 2026.

PC/25/11/275 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls* - none

C *Footpaths* – none

D *Street Lighting* – none

E *Highways and Transport* – The Chairman raised an issue of the 30mph signs going on to Kislingbury road.

F *BSACCA*- none

F *Millennium Green* – A working party have tidied up ready for winter.

G *Environmental Group* – There was a meeting last week following the litter pick on the Sunday before. A question was asked about the councils own carbon footprint. The council needs to produce a carbon calculator which the Environmental Group will do but they may need input from the clerk.

H *Defib* – All up to date with checks and the new defib if due to be fitted in a few days.

I *Patient Participation Group*- A new door has been installed in the surgery; it makes access easier as they are automatic doors. There were comments regarding the pothole in the carpark.

PC/25/11/276 2026 PARISH COUNCIL MEETING DATES

The dates for 2026 had been distributed to councillors.

PC/25/11/277 ITEMS FOR CONSIDERATION ON THE DECEMBER AGENDA

Allotment Association – raise the question of changing the lease to allow non-Bugbrooke Residents to have a plot.

Vohl visit next May.

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DATE OF NEXT MEETING

Monday 8th December 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 9.15 pm.

End of Minutes

CHAIRMAN:.....

DATE:.....