

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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2nd December 2025

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NOTICE OF MEETING

I hereby summon you to the **December Meeting of the Parish Council** which will take place on **Monday 8th December 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 10th November 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

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 DECEMBER 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 10th NOVEMBER 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 – Response from WNC to Gayton Road Bridge, Cradle seat to be fitted at the primary school and Community Centre park, Captain Close Boundary Wall.
8. UPDATES on FLOODING –The parish council will discuss the response from WNC at the January meeting.

9. GRANT APPLICATIONS – The council will consider any grant applications that have been submitted.

9a. Girl Guiding Bugbrooke 100 years in Bugbrooke Celebration - £500 requested.

10. PLANNING

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

11. FINANCIAL MATTERS

11a. A financial statement and reconciliation for the month ending 30th November 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.

12. APPROVAL 2026/2027 BUDGET - The following the presentation at the November meeting councillors are asked to resolve to approve the 2026/2027 budget – the report is attached to the agenda.

13. PRECEPT – To resolve the amount of Precept required for the year 2026 – 2027 following the approval of the budget. A formal resolution is required.

14. POLICE MATTERS –

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

15. CAMPION SIDE GATE – The clerk will provide an update.

16. REGISTER ASSETS OF COMMUNITY VALUE – The clerk received an objection to the Manse being registered along with the Chapel – a briefing note is attached to the agenda.

17. FATHER CHRISTMAS – An elf has been in touch with an update on the planned visit from Father Christmas – also he issued a request to remember to donate wrapped sweets.

18. 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*

J *Community Resilience*

19. PARISH OFFICE CHRISTMAS CLOSURE

Parish Office will be closed from 18th December until 5th January. The clerk will be unable to monitor emails. Any urgent enquiries will be requested to be forwarded to the Chairman and Vice Chair.

20. ITEMS FOR CONSIDERATION ON JANUARY AGENDA - Flooding Response Analysis, Vohl Visit to Bugbrooke

21. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Monday 12th January at 7.30pm in Bugbrooke Community Centre.