

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 8th December 2025 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Liz Coppard
Councillor Brian Curtis
Councillor Tony Jones
Councillor David Harries, BEM
Councillor Dean Manning

Councillor Rik Patel
Councillor Des Morris
Councillor Graham Skinner
Councillor Jane Wood (she/her)
Councillor Paul Simpson
Councillor Clare Slater (she/her)

IN ATTENDANCE

0 Members of the Public

Ward Councillor Debra King

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Philip Bignell	Personal
Councillor John Curtis, BEM	Personal
Councillor Paul Henson	Personal
Councillor Will Marriott	Personal
Absent	

PC/25/12/279 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies above were received and accepted. In the absence of Chairman Phil Bignell, vice Chair Jane Wood was appointed to chair the meeting.

PC/25/12/280 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/25/12/281 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/25/12/282 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 10th November 2025

The minutes had been circulated in advance of the meeting, and the chair asked the parish councillors if they were happy that they be signed as a true account. **All were in favour**

PC/25/12/283 PUBLIC PARTICIPATION

There was 0 members of the public present.

PC/25/12/284 CAMPION WARD COUNCILLOR REPORT

Ward Councillor Debra King was present at the meeting and told councillors that Richard Butler (Cabinet Member for Highways and Transport at WNC) had done a walk around the bridge. However, both Cllr Thomas Manning (Cabinet Member for Planning at WNC) and Cllr Richard Butler will attend the January Meeting to update the council fully. The person responsible for approving the repair designs at Network Rail is on long term sick leave so the project has not moved further forward. Cllr Richard Butler intends to analyse the situation right from the beginning of the issue and try to unpick what has led to the current position. Parish councillors then further discussed the bridge and how the issue could be resolved.

PC/25/12/285 REPORTS ON ISSUES PREVIOUSLY RAISED & CLERK REPORT

The clerk raised the following points:

- **Line Painting on Kislingbury Road Bends** – The clerk confirmed this has been chased up and is waiting for confirmation of when it will take place it was scheduled to be complete by the end of October.
- **Gayton Road Bridge** – The clerk had written to Councillor Mark Arnall regarding the bridge and the brook, and the clerk had attached the full responses to the agenda for the councillors to digest. The clerk had been uninspired by the responses and had replied to say that they did not provide the council with any further information.
- **Playgrounds** – The cradle seats have been fitted at the primary school park and the Community Centre park. The council have managed to prolong the life of the swing frame at the primary school, but it will eventually need to be replaced.
- **Captains Close Boundary Wall** – The suppliers have sent alternative repairs to a full rebuild that still maintain the appearance and stability of the wall. The clerk will arrange meetings onsite later in 2026, if the council decide to proceed. Councillor Dean Manning also provided estimates that can be added to the mix of proposals.

PC/25/12/286 REPORTS ON FLOODING

The clerk had sent the now published S19 report to all the residents who have supplied contact details to the parish council. The clerk also has received the response to the parish council feedback from the Flood Risk Team at WNC. This will be discussed at the meeting on the 12th January 2026.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/25/12/287 GRANT APPLICATIONS

An application has been received from Girl Guiding Bugbrooke for 100 years in Bugbrooke Celebration at the end of next year - £500 requested.

RESOLUTION – The councillors agreed to issue the £500 requested grant to Bugbrooke Girl Guiding

Proposed – Councillor Dean Manning

Seconded – Councillor Brian Curtis

All in favour.

PC/25/12/288 PLANNING

No Planning Applications have been received.

FINANCIAL MATTERS

PC/25/12/289 A financial statement and reconciliation for the month ending 28th November had been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Graham Skinner

Seconded – Councillor Dean Manning

All in favour.

	Income	Receipts	Totals
Current Account as at 31.10.25			£105,158.05
Current Account (Ring fenced)			£16,384.24
CCLA Deposit Fund as at 31.10.25			£50,000.00
Total Available			£171,542.29
Less November Payments		£11,391.62	
Less unpresented payments			
Deposits (CCLA Interest)	£170.14		
VAT Refund	£0.00		
WNC Warm Room Grant	£0.00		

Bugbrooke Parish Council

Agenda & Meeting Minutes

Deposits (Ring Fenced Interest)	£11.94		
Bank Statement			£93,936.57
Total Funds at 28.11.25			£160,332.75

PC/25/12/290

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 Paul Simpson

Seconded – Councillor David Harries

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>
02.12.25	Southern Electric	TBC	HA 1980	Street lighting– November 2025	£31.49	£TBC
03.11.25	Onecom	TBC	LGA 1972 s111	November Parish Office Telephone and Broadband	£6.40	£38.40
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
02.12.25	Marcus Young	4684	Litter Act 1983 S5,6	Emptying of dog and litter bins for November	£84.00	£504.00
02.12.25	BSACCA	5646	LGA 1972 s111	Parish Office Rent and Room Hire for December		TBC
02.12.25	HMRC		LGA 1972 S112	November Tax and NI		£564.93
02.12.25	Mrs N Palmer		LGA 1972 S112	November Salary		£1776.44
02.12.25	Bugbrooke Chapel		LGA 1972 s111	Chapel Community Living Rooms		£216.00
02.12.25	Northampton shire Pension Fund	421300 022464	LGA 1972 S112	LGPS contribution		£664.84
08.12.25	Reids Playground Maintenance	7523	LGA (Misc) 1976 s19	Replace shackles and brushes on both seats at School playground and install new cradle seat.	£106.00	£636.00
08.12.25	Reids Playground Maintenance	7525	LGA (Misc) 1976 s19	Supply and fit chains & Cradle seat at Community Centre Park	£111.00	£666.00
08.12.25	LINK		LGA 1972 s111	Advert in 3 issues		£50.00
05.12.25	Defib	TBC	Defibrillators Availability Bill /	Defib and cabinet for Doctor Surgery Wall	£287.00	£1722.00

Bugbrooke Parish Council

Agenda & Meeting Minutes

			Public Health Act 1936			
02.12.25	WNC Uncontested Election	131140	LGA 1972 s111	Recharge for Uncontested Election	0.00	£137.50
02.12.25	NCALC	5007	LGA 1972 s111	Biodiversity Training Course – x 2 Councillors	£18.40	£110.40
03.11.25	Bank Charges		LGA 1972 s111	November 2025 Bank Charges		£5.95
Ratification						
24.11.25	R&G Ground Maintenance	122149	Open Spaces Act 1906	Mowing (September invoice not received until 24 th Nov)	£449.04	£2694.27

PC/25/12/291 FULL COUNCIL APPROVAL OF 2026/2027 BUDGET

The clerk had attached a briefing note, and the budget had been fully discussed at the November meeting, and the clerk had made a few final tweaks, councillors were happy with the figures presented and agreed that they were ready to approve. They had also reviewed the breakdown of the Earmark Reserves that the clerk had updated since the November Meeting as is shown below:

	Total in 2025/2026	2026/2027 Contribution	Total in 2026/2027
Twinning	£ 2,750.00	£ -	£ 2,750.00
Captains Close Wall	£ 2,000.00	£ 8,000.00	£ 10,000.00
Streetlight Painting	£ 2,900.00	£ 600.00	£ 3,500.00
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	£ 6,000.00	£ 11,000.00
Johns Road Legal & Maintenance		£ 5,000.00	£ 5,000.00
CCLA General Reserves Fund		£ 5,000.00	£ 5,000.00
Brook Maintenance		£ 1,000.00	£ 1,000.00
Interest	£ 235.00		
	£ 16,385.00	£ 26,600.00	£ 42,750.00

RESOLUTION – Councillors had the opportunity to review the final budget, and it was resolved to accept the figures presented. The Budget was set at £159,715.00 for 2026/2027.

Proposed: Councillor Graham Skinner

Seconded: Councillor Des Morris

All in favour.

PC/25/12/292 FULL COUNCIL APPROVAL OF THE 2025/2026 PRECEPT

Councillors had approved the final budget for 2026/2027, and it was formally resolved by councillors. The budget had been set at £159,715.00.

Bugbrooke Parish Council

Agenda & Meeting Minutes

The precept request of **£150,421.00** represents a 3.8% increase, in line with predicted inflation. Using the new tax base estimations 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.

RESOLUTION – It was proposed that the 2026/2027 precept demand be set at £150,421.00 and that the clerk submit this to WNC.

Proposed – Councillor Dean Manning

Seconded – Councillor David Harries

All in favour.

PC/25/12/293 POLICE MATTERS

- a. The report had been issued with the agenda. Councillors had read it and had no further questions.

PC/25/12/294 CAMPION SCHOOL SIDE GATE

The clerk informed councillors that Campion School had issued a letter to parents advising that the side gate would be closed. This letter was forwarded to the Parish Council by concerned parents, and the Clerk subsequently wrote to Campion School outlining community concerns that the side gate provides a significantly safer route for pupils entering and exiting the school. The Headteacher acted swiftly to address these concerns, and the decision was overturned; the side gate will remain open.

The clerk then attended a parent and community meeting arranged by the school to discuss issues relating to the front of the school. Councillors were informed that more than 18 staff are required to manage pupil arrival and departure, and that considerable work has been undertaken to improve drop-off and pick-up arrangements. However, there is insufficient space at the front of the school to accommodate the required parking, and vehicle movements continue to cause traffic issues. A number of potential improvements were discussed, including why the road outside the school is not designated as a 20mph zone.

The clerk has written to Highways, who will present a proposal for a 20mph speed limit to the Speed Panel in January 2026. If approved, a public consultation will follow.

PC/25/12/295 REGISTER ASSETS OF COMMUNITY VALUE

The clerk received an objection to the Manse being registered along with the Chapel, a briefing note had been sent to councillors, and the clerk had replied to the objection state that the Chapel and the Manse are thought of as one entity. Councillors spoke of the Manse being very much still part of the Chapel, it is accessed via the carpark, and the tenant looks after the chapel. Councillors hope that these points will be considered when the Asset Team make their decision.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/25/12/296 FATHER CHRISTMAS

Father Christmas is on schedule for the visit on the 19th December, the sweets have rolled in, and the truck is being prepared. Decent weather has been booked and there is a full team of elves. The parish council extended their thanks again to all the volunteers and it is hoped that a new Santa will continue the now much-loved tradition in the village.

PC/25/12/297 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls* - Resident in Pound Close needs some help with the leaves that have fallen from a neighbour's over hanging tree. Councillor David Harries volunteered to sweep them up.

C *Footpaths* – none

D *Street Lighting* – Light opposite Spencer Close and Levitt's Road out. The replacement poles will be installed the week of 5th January.

E *Highways and Transport* – The drain in Ace Lane is due to be unblocked tomorrow.

F *BSACCA*- none

G *Millennium Green* – A fence in the far corner of the Church Carpark will need to be replaced as a car has driven into it. This will be investigated in the new year.

H *Environmental Group* – Litter Pick on 4th January – Meeting at Campion at 2pm -3.30pm.

I *Defib* – The new Defib has been installed at the Doctors Surgery.

J *Patient Participation Group*- The new online triage system is fully operational. There is a noticeboard with PPG News and there is a newsletter that can be accessed.

K *Community Resilience* – The main point is there is a call for volunteers for group. They need vehicles that can operate in shallow waters and responders to help get belonging to places of safety. The next meeting will be early in 2026, but a date is yet to be confirmed.

PC/25/12/298 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.

PC/25/12/299 ITEMS FOR CONSIDERATION ON THE JANUARY AGENDA

Flood response Analysis, Gayton Road Bridge visit by Richard Butler and Thomas Manning, LINK under matters previously raised.

PC/25/12/300 DATE OF NEXT MEETING

Monday 12th January 2026 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chair closed the meeting at 8.35 pm.

End of Minutes

CHAIRMAN:.....

DATE:.....