

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 9th February 2026 at 7.30pm in Bugbrooke Community
Centre.

PRESENT

Councillor Phil Bignell
Councillor Liz Coppard
Councillor John Curtis, BEM
Councillor Brian Curtis
Councillor Tony Jones
Councillor David Harries, BEM

Councillor Paul Henson
Councillor Dean Manning
Councillor Des Morris
Councillor Jane Wood (she/her)
Councillor Paul Simpson
Councillor Graham Skinner

IN ATTENDANCE

3 Members of the Public

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Rik Patel	Personal
Councillor Clare Slater (she/her)	Personal
Councillor Will Marriott	Personal
Absent	

PC/26/02/320 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies above were received and accepted.

PC/26/02/321 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Councillor Tony Jones declared an interest in item 14 - Diversion of Footpath KD16.

PC/26/02/322 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

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PC/26/02/323 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 12th JANUARY 2026

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/26/02/324 PUBLIC PARTICIPATION

There were 3 members of the public. Nick Howard had sent a message to update Councillors regarding the Johns Road Management Company; the affordable housing company Orbit was on board and will cover the cost of removing the land from the property's deeds. The Management Company is now preparing the documents to present to the residents.

PC/26/02/325 CAMPION WARD COUNCILLOR REPORT

Ward Councillor Debra King had sent her apologies. The Chair and Ward Councillor Phil Bignell gave a brief update; the revised budget increase in council tax will now be 4.94%. The green bin fee has been reduced from £80 to £69. The Local Plan must be completed by December 2026 and will be in action by September 2027.

The 30mph signage on the Heyford Road as it joins Church Lane will be moved as requested by the Chair.

PC/26/02/326 REPORTS ON ISSUES PREVIOUSLY RAISED & CLERK REPORT

The Clerk raised the following points:

- **Gayton Road Bridge** – The Clerk had written to Councillor Richard Butler as requested and he confirmed that WNC are working to find a solution to the Gayton Road Bridge. Councillor Paul Simpson will write to Network Rail to ask for a further update.
- **Johns Road Management Company** – The Johns Road Management Company advised that it had appointed a solicitor so that the council is aware that progress is being made to resolve the issue with the land being on the deeds of all the residents' properties.

PC/26/02/327 REPORTS ON FLOODING

The Clerk provided an update to residents following the January meeting and had written to the Senior Flood Risk Officer at WNC to raise the following questions that had been discussed at the meeting:

1. Residents requested clarification regarding when Heygates and Bugbrooke Mill were instructed to open their sluice gates, and how the Environment Agency manages the operation of these gates. It was noted that the residents at Bugbrooke Mill had moved in only 10 days prior to the flooding, and there was concern as to whether they would have been aware of the procedures for operating the gates.
2. Councillor Paul Simpson expressed interest in members of the Community Resilience Team taking responsibility for checking and operating the gates at Heygates and Bugbrooke Mill. Further information was requested regarding the roles currently undertaken and how the Environment Agency monitors these actions. It was also asked what arrangements are in place if the person responsible for opening a gate is unavailable, for example if they are on holiday.

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3. Residents asked whether the Flood Team intends to review and collate all Section 19 reports from other affected villages to provide an overall perspective on flood management relating to the events of 24 November 2024.
4. It was suggested that the S19 report should have included a clear timeline of events, including details of the operation of the gates on the evening in question. The Parish Council would welcome confirmation as to whether this information could be incorporated into an additional document, as the S19 report has now been published.

Councillor Paul Simpson also attended a meeting with the Environment Agency, arranged by a resident who is actively campaigning for action. It was noted that the current water level trigger for flood warnings is not located in Bugbrooke, but at a point either upstream or downstream.

PC/26/02/328 PLANNING POLICY & SITE ALLOCATION

The settlement boundaries have been adjusted. Campion School is now included within the boundary, although the playing fields are not. The justification for this approach is, in theory, to protect the playing fields from future development.

The Clerk, Chair and Vice Chair were invited to attend a meeting with Mulberry Homes to discuss a potential development in Bugbrooke. The proposed site is located off Kislingbury Road, adjacent to Campion School. Mulberry Homes is a medium-scale housebuilder based near Rugby, specialising in small- to medium-sized developments of quality homes.

Mulberry Homes is working with the landowners of the site to the east of Campion School and south of Kislingbury Road. The proposal is for between 150 and 200 dwellings, including starter homes, and is intended to reflect the needs identified in the recent Bugbrooke Village Housing Survey. Under the new WNC Local Plan, Bugbrooke is required to deliver a minimum of 126 dwellings. This proposal would meet that obligation.

In terms of potential Section 106 contributions, it was suggested that funding could support the provision of car parking for drop-off and collection at Campion School, which is currently a significant issue within the village. Mulberry Homes had met with representatives of Campion School a few days prior to this discussion and had raised the matter; the school was reported to be very supportive of such a scheme. In addition, there is a proposal for a large pharmacy. Access arrangements would be addressed through the inclusion of a roundabout at the location of the existing bends. The plans would seek to ensure that there is no increase in flood risk within the village.

Councillors raised concerns regarding the capacity of the sewage infrastructure and queried where foul water would be directed. Concerns were also expressed that access to the development would be via Kislingbury. Some Councillors would like to look at other potential sites in the village and suggested a Working Group may be formed to do this.

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PC/26/02/329 PLANNING

10a. 2026/0292/FULL - Demolition of conservatory and erection of single storey extension - Stonegables 3 Harrison Court Bugbrooke NN7 3ET – No objections

FINANCIAL MATTERS

PC/26/02/330 A financial statement and reconciliation for the month ending 30th January had been circulated with the agenda.

RESOLUTION – It was resolved that the accounts below be accepted.

Proposed – Councillor Paul Simpson

Seconded – Councillor Des Morris

All in favour.

	Income	Receipts	Totals
Current Account as at 31.12.25			£85,736.00
Current Account (Ring fenced)			£16,410.26
CCLA Deposit Fund as at 31.12.25			£50,000.00
Total Available			£152,146.26
Less January Payments		£9,305.18	
Less unrepresented payments			
Deposits (CCLA Interest)	£165.85		
VAT Refund	£0.00		
WNC Mowing Grant Grant	£0.00		
Deposits (Ring Fenced Interest)	£12.81		
Bank Statement			£76,596.67
Total Funds at 30.01.26			£143,019.74

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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.

Direct Debits						
Date	Payee	Invoice	Statutory Power	Description	V.A.T	Total
03.02.26	Southern Electric		HA 1980	Street lighting– January 2025	£42.50	£850.00
03.02.26	Siemens	8636713	LGA 1972 s111	Printer Lease	£45.42	£272.50
03.02.26	Onecom		LGA 1972 s111	January Parish Office Telephone and Broadband	£6.40	£38.40
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
03.02.26	Marcus Young		Litter Act 1983 S5,6	Emptying of dog and litter bins for January	£105.00	£630.00
03.02.26	BSACCA	5646	LGA 1972 s111	Parish Office Rent and Room Hire for February		£190.00
03.02.26	HMRC		LGA 1972 s112	January Tax and NI		£564.93
03.02.26	Mrs N Palmer		LGA 1972 s112	January Salary		£1776.44
03.02.26	Northamptonshire Pension Fund		LGA 1972 s112	LGPS contribution		£664.84
03.02.26	DM Payroll Services	4940	LGA 1972 s111	Administration of payroll Oct-March 2026	£29.10	£174.60
03.02.26	ESX Clean	0249-26		Bus Stop Cleaning		£119.00
03.02.26	Jane Wood			17 Room Bookings for Community Living Room		£340.00
03.02.26	E.on	6018814764	HA 1980	Produce Streetlighting Report for Johns Road Adoption	£144.00	£864.00
03.02.26	E.on	6018815039	HA 1980	Carry out inspection of lights on High Priority List	£80.92	£485.52
09.02.26	E.on	6018815350	HA1980	Column Replacements 118 & 167 Meadway & Pilgrims Lane	£564.50	£3387.02
09.02.26	NCALC	5091	LGA 1972 s111	Flying Start Course – Tony Jones	£10.60	£63.60
03.02.26	Bank Charges		LGA 1972 s111	January 2026 Bank Charges		£5.25
Ratification						

RESOLUTION – It was resolved that the payments listed be paid.

Proposed – Councillor Brian Curtis

Seconded – Councillor Paul Simpson

All in favour.

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PC/26/02/332 THIRD QUARTER BUDGET REPORT

The Clerk had attached the report and the figures to the agenda. Bugbrooke Parish Council remains within the overall budget at the end of the third quarter, with sufficient funds projected to meet commitments through to the year end.

RESOLUTION – It was resolved that Councillors had read the report and approved the Third Quarter report.

Proposed – Councillor David Harries

Seconded – Councillor Graham Skinner

All in favour.

PC/26/02/333 INTERNAL CONTROL COUNCILLOR REPORT

The Internal Control Councillor, Jane Wood had completed a thorough check of the accounts and was satisfied that everything was in order.

RESOLUTION – It was resolved that Councillors were happy that the Internal Control Councillor had completed the check of the accounts.

Proposed – Councillor Tony Jones

Seconded – Councillor Graham Skinner

All in favour.

PC/26/02/334 POLICE MATTERS

- a. The report had been issued with the agenda. Councillors had read it and had no further questions.
- b. The Clerk, Councillor Phil Bignell and Police Liaison Officer Councillor Des Morris had attended a meeting with representatives from Nether Heyford Parish Council, Harpole Parish Council and the PCSO Team at Northamptonshire Police. Harpole have confirmed that they will be joining the scheme with Bugbrooke and Nether Heyford. The split will be a third of the cost and a third of the PCSO's time. The new contract is being drawn up to take effect from 1st of April 2026.

PC/26/02/335 FOOTPATH DIVERSION

Councillor Tony Jones left the meeting as he had declared an interest.

Due to agricultural and safety issues there is a request being submitted to WNC to divert KD16 to KD32. Councillors felt that the proposed diversion is a sound idea.

RESOLUTION – It was resolved that the Clerk write to Mr Barry Davies; who is representing the landowner and offer the parish council's support in the redirection as it is believed that residents will benefit from the safer route.

Proposed – Councillor John Curtis

Seconded – Councillor David Harries

All in favour.

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PC/26/02/336 HIGHWAYS ANNUAL SATISFACTION SURVEY

The Clerk had attached the survey for Councillors to consider. The level of satisfaction with Kier is at an all-time low and Councillors instructed the Clerk to complete the survey on behalf of the council. Councillor Graham Skinner offered to volunteer to do a walk around with the Highways team to highlight some of the issues that have been reported on Fix My Street. There are a number of dangerous potholes particularly near The Wharf and Corn Hill as well as the ongoing issue of the Gayton Road Bridge and the impact its closure is having on all other routes in and out of the village.

PC/26/02/337 GENDER NEUTRAL POLICIES

Some Councillors expressed no significant concerns about the use of gender-neutral language within council policies and suggested that a general statement could be applied. The Clerk explained that all recently adopted policies have already been written predominantly in a gender-neutral tone, and with the forthcoming updated Model Standing Orders from NCALC, the review may be less onerous than Councillors expect. The policies are due for re-adoption in May, and the Clerk will begin reviewing them and updating the language where appropriate.

PC/26/02/338 ASSERTION 10

The Clerk had attached a briefing note on Assertion 10 explaining the changes to the 2025/2026 AGAR. Councillors had read this and Councillor Paul Simpson volunteered to provide some further guidance for Councillors to ensure that they personally meet the criteria. This will be done at the March meeting.

PC/26/02/339 NEW IT POLICY

The Clerk had attached the policy, which Councillors had read. Most were content to adopt the policy; however, there were a few suggested amendments. The Clerk will make the amendments and resubmit the policy for approval at the March meeting.

PC/26/02/340 ASSET REGISTER

The Clerk has attached the reviewed and updated Asset Register. There have been replacement bins this year, so they have been updated but no change to the values as they are simply replacements. The Clerk has reduced the insurance value of the swings from £25,000 to £18,000 based on recent quotes as the current value was too high. Also, some old office equipment with a current value of £603.00 have been removed as the equipment no longer exists or is so old it is not fit for purpose and would not be replaced.

PC/26/02/341 ENERGY RENEWAL

The Clerk explained the energy broker had sourced three quotes and the cheapest is with our existing supplier SSE with a saving of just under £50 across the year. The recommendation is to lock in the price now for 3 years as they are expecting a price increase in the coming months. The rate fluctuates and it is therefore difficult to bring exact prices to the council meeting, but the Clerk will ask for the latest prices in time for the March meeting.

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PC/26/02/342 STREETLIGHTS

The Clerk advised that the inspection of the Johns Road streetlights had taken place and Persimmon Homes should now carry out the required work before they are adopted by the parish council. The 'High Priority' repairs had been reinspected and a quote given on the cost of the repairs. The Clerk will bring this to council in the next few months as there is work to do to understand the work and manage the costs.

PC/26/02/343 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls* - The village sign is down at Campion; the Clerk confirmed they had already reported this on Fix My Street.

C *Footpaths* – The Clerk expressed her concerns that Shady Lane KD25 is not updated on Land Registry and Councillors gave permission for a solicitor to be consulted.

D *Street Lighting* – None.

E *Highways and Transport* – There is a large pothole on Cornhill Road at the bridge that has already been reported on Fix My Street. Kerb lowering and a buildout was proposed by Highways for Church Lane to ensure safer crossing for the preschool; the parish council welcomed this decision and hope it progresses swiftly. The path at the primary school was raised again as its condition further deteriorates and more trip hazards emerge. The Clerk said she would report it again as previously it had been rejected.

F *BSACCA* - None.

G *Millennium Green* – They are struggling to get anyone to work on the gate and may need the support of the parish council.

H *Environmental Group* – The group are working on using a Carbon Calculator for the council, it is a local government spreadsheet to get a carbon equivalent figure. They had also met with Flore and Nether Heyford with the view to create a wildlife corridor through the Nene valley. The new Local Plan talks about a green wedge and working with the landowners so the group are keen to explore options and think it can also link it in with the flood report. The next litter pick is on the 1st March at 2pm, meeting by the shop.

I *Patient Participation Group* – Bugbrooke will be a hub for other surgeries, and patients will be offered available appointments at other surgeries although the catchment is quite wide so this may not be a practical solution.

J *Community Resilience* – The next meeting is on the 5th March and will be attended by the West Northants Resilience Team.

K *Defibrillator* – The new defibrillator has been installed and registered.

PC/26/01/344 ITEMS FOR CONSIDERATION ON THE MARCH AGENDA

IT Policy

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PC/26/01/345 DATE OF NEXT MEETING

Monday 9th of March 2026 at 7.30pm in the small hall at Bugbrooke Community Centre this will be preceded by the Footpath Meeting at 7pm.

There being no further business the Chair closed the meeting at 9.24pm.

End of Minutes

CHAIR:.....

DATE:.....