

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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3rd March 2026

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NOTICE OF MEETING

I hereby summon you to the **February Meeting of the Parish Council** which will take place on **Monday 9th March 2026 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 9th February 2026 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 MARCH 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 9th FEBRUARY 2026
 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 –
 8. UPDATES on FLOODING –The Clerk has received a response the questions asked in January and will provide an update.
 - 8a. Grand Union Canal Transfer – Phase Two Public consultation – The Clerk has attached a suggested response and information that could be shared on the website.
 9. PLANNING
- Planning Applications are shown below if received. Any additional applications received before the meeting may also be discussed.

10. FINANCIAL MATTERS

10a. A financial statement and reconciliation for the month ending 31st January are attached to the agenda.

10b. 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.

10c. VAT RECLAIM – A reclaim for £4409.75 for the period 1/10/25 – 28/02/26 has been submitted.

11. POLICE MATTERS – a. PCSO Report - A report from the PCSO is attached to the agenda.

12. SANTA IN BUGBROOKE – The tradition is set to continue. Cllr Morris will provide an update.

13. HIGHWAYS VERGES – Complaints have been received from Kislingbury Road and Butts Hill about the condition of the verges Councillor Morris will lead a discussion.

14. CAPTAIN CLOSE – The new fence on the Ace Lane boundary is due to be replaced this month. However, this is later than planned and sheep have not yet grazed the field. Do councillors want a JCB to help with land management and removing some of the nettles that the sheep will not eat?

15. LAND AT SHADY LANE – The Clerk will provide an update.

16. GDPR FOR COUNCILLORS – Cllr Paul Simpson has compiled a reminder for Councillors.

16a. IT POLICY - The updated policy is attached to the agenda for adoption at the meeting.

17. BIRDS HILL GRIT BIN – The Clerk will provide information regarding the Grit Bins.

18. ENERGY RENEWAL – Contract is due for renewal in October, the clerk will have the latest quotes at the meeting for approval.

19. CHAPEL – Cllr John Curtis wishes to discuss the Chapel and will lead the discussion.

20. ASSETS OF COMMUNITY VALUE – The Clerk can confirm that the chapel has been register but the manse was not included as it did not meet the required criteria.

21. GRANT APPLICATIONS – 21a. An application has been received from the Football Club for assistance with the upgrade of the Women's Changing Rooms.

21b. An application has been received from Bugbrooke Chapel for assistance with renovations to facilities used by the Warm Room Initiative.

22. VILLAGE BOUNDARY – The Chair has requested this item discussed further.

23. ALLOTMENT ASSOCIATION REQUEST FOR MAINTENANCE – A briefing note is attached.

24. PLANTERS – The council have levelled the ground for the planters. This item is to ensure councillors are happy to continue as last year.

25. 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*

26. ITEMS FOR CONSIDERATION ON APRIL AGENDA

27. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday 13th April at 7.30pm in Bugbrooke Community Centre, preceded by the Annual Parish Meeting at 7pm.