

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 March 2026 at 7.30pm in Bugbrooke Community
Centre.

PRESENT

Councillor Phil Bignell
Councillor Liz Coppard
Councillor John Curtis, BEM
Councillor Brian Curtis
Councillor David Harries, BEM
Councillor Paul Henson
Councillor Will Marriott

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

IN ATTENDANCE

3 Members of the Public

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Tony Jones	Personal
Absent	

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The Chair opened the meeting with a tribute to two former Councillors who have sadly passed away.

Diana Cockrill was a dedicated and active resident of Bugbrooke who gave generously of her time to the Parish Council and to many village organisations. She was known for her organisation, precision, and commitment in all that she undertook. Her contributions, including her involvement with the Millennium Green, particularly her expertise in horticulture and plant selection have left a lasting legacy within the community. The Parish Council records its sincere gratitude for all she did and extends its heartfelt condolences to her family.

John Bignell served both as a Parish Councillor and as a District Councillor, contributing significantly to the development of the village. During his time as a District Councillor, Bugbrooke secured permission for the Surgery and later for Jubilee House, both important milestones for the community. He was known for his positive attitude and dedication, and he made a substantial and lasting contribution to village life. The Parish Council likewise extends its condolences to his family and acknowledges with appreciation his service to the community.

PC/26/03/345 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies above were received and accepted.

PC/26/03/356 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF
MATTERS ON THE AGENDA

Councillor Graham Skinner expressed an interest in the maintenance request for the Allotment fence as he is an Allotment Holder and Chair of the Association.

Councillor Will Marriott expressed an interest in the Football Club Grant application.

PC/26/03/357 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES
UPDATING

None.

PC/26/03/358 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON
9th FEBRUARY 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/26/03/359 PUBLIC PARTICIPATION

There were two members of the public present.

PC/26/03/360 CAMPION WARD COUNCILLOR REPORT

Ward Councillor Debra King had sent her apologies. In her absence, Councillor Phil Bignell provided a brief update.

Councillor Bignell reported that potholes within the village continue to be a significant concern. A highways team had recently spent approximately a day and a half resurfacing the area outside the village shop; however, given the large number of potholes throughout Bugbrooke, this work was widely considered by Councillors to have been a lower priority compared with other areas in need of repair.

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It was agreed that the Clerk would write to WNC to request clarification as to why the area outside the shop had been prioritised, rather than addressing the more significant potholes on Cornhill Road, particularly around the railway bridge.

Councillors also raised concerns regarding the approach of filling individual potholes while leaving adjacent potholes unrepaired.

PC/26/03/361 REPORTS ON ISSUES PREVIOUSLY RAISED & CLERK REPORT

The Clerk raised the following points:

- **Bugbrooke Parish Council Website** – The new site is now live www.bugbrookeparishcouncil.gov.uk. The Clerk will be sending log in details and instructions to the Environmental Group and the Community Resilience Group for them to be able to upload Blog posts independently within the next 6 weeks.
- Allotment Water and Rent Reclaim invoices have been sent.
- Footpath at School Playground has been scheduled for repair within the next 28 days.
- Gayton Road – Network Rail have received the designs for the repairs on Thursday 5th of March and will review the designs and reply to WNC. Parish Councillor Dean Manning stated that he had communication from WNC Councillor Richard Butler who had replied to an email to say that WNC do not currently have funding allocated for a project like this, the extra strain that the recent massive increase in road defects is putting on WNC is adding to the problem. He stated he would continue trying to identify potential sources of funding that may become available but to date, no funding has been secured.
- LINK – Councillor Paul Simpson told the Parish Council that meeting for transition arrangements had been held but there is only one volunteer and three councillors who are interested in help to ensure LINK continues. If more do not come forward and express an interest it may be required to fold.

PC/26/03/362 REPORTS ON FLOODING

The Clerk had received a reply to the questions raised at the January Parish Council meeting; these are detailed below so there is a clear record of the response.

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. **EA: The sluice gates at Heygates and Bugbrooke Mill are owned and operated by third parties, so we do not inform their operation. These sluices were originally constructed to maintain water levels for mill activity rather than flood risk management. Although we do not provide instructions to mill owners, the Environment Agency issues flood alerts and warnings for 'Upper Nene' and 'Isolated properties and mills near the Upper River Nene'.**
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

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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. **EA:** As above, the Environment Agency do not instruct 3rd party sluice owners on how to operate their sluices. If the Community Resilience Team wish to take on this role they would need to contact the owners of Heygates and Bugbrooke Mill. There is Flood Warden training on 26th March and Bugbrooke have indicated they are attending. Paul confirmed he is aware of this and is also in contact with Marie Hepplewhite, West Northants Community Resilience office. The Flood Resilience team can support with next steps after the Community Resilience team is set up by providing maps and triggers for a plan and addresses who aren't signed up to flood warnings for if they wanted to do proactive door knocking etc.

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. **LLFA:** The LLFA are continuing to work with Risk Management Authorities to continuously review flood risk management in WNC and find ways to make improvements. A report reviewing the flooding across WNC on 24th November 2024 will not be written as the flooding mechanisms vary. Nonetheless the LLFA and Risk Management Authorities take a catchment approach when managing flood risk to ensure risk is managed cohesively and consistently.
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. **LLFA:** As above please see response by Environment Agency.

PC/26/03/363
CONSULTATION

GRAND UNION CANAL TRANSFER – PHASE TWO PUBLIC

Councillors considered the Phase Two consultation for the Grand Union Canal Transfer scheme. While recognising the national importance of improving long-term water resilience, the Councillors requested that the Clerk write to ask for further clarification and assurance that the scheme will not increase flood risk, affect the structural integrity of canal infrastructure, or create environmental or community impacts for Bugbrooke. Councillor also requested additional information on hydraulic modelling, embankment condition and emergency planning, as well as requesting that the aqueducts be inspected.

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PC/26/03/364 PLANNING

No planning applications had been received.

FINANCIAL MATTERS

PC/26/03/365 A financial statement and reconciliation for the month ending 28th February had been circulated with the agenda.

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

Proposed – Councillor Dean Manning

Seconded – Councillor Paul Simpson

All in favour.

	Income	Receipts	Totals
Current Account as at 31.01.26			£76,596.67
Current Account (Ring fenced)			£16,423.07
CCLA Deposit Fund as at 31.12.25			£50,000.00
Total Available			£143,019.74
Less February Payments		£10,081.33	
Less unrepresented payments			
Deposits (CCLA Interest)	£161.32		
VAT Refund	£0.00		
WNC Mowing Grant Grant	£0.00		
Deposits (Ring Fenced Interest)	£11.97		
Bank Statement			£66,676.66

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Total Funds at 28.02.26			£133,111.70
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PC/26/03/366

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
03.03.26	Southern Electric	TBC	HA 1980	Street lighting– February 2026	£40.48	£850.00
	Siemens	8636713	LGA 1972 s111	Printer Lease	£45.42	£272.50
	Onecom	TBC	LGA 1972 s111	February Parish Office Telephone and Broadband	£6.40	£38.40
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
03.03.26	Marcus Young		Litter Act 1983 S5,6	Emptying of dog and litter bins for February	£84.00	£504.00
03.03.26	BSACCA	5712	LGA 1972 s111	Parish Office Rent and Room Hire for March		£190.00
03.03.26	BSACCA	5719	LGA 1972 s111	Room Hire for January & March Environmental		£30.00
03.03.26	HMRC		LGA 1972 S112	February Tax and NI		£559.53
03.03.26	Mrs N Palmer		LGA 1972 S112	February Salary		£1781.84
03.03.26	Northamptonshire Pension Fund		LGA 1972 S112	LGPS contribution		£664.84
03.03.26	Parish Online	0008	LGA 1972 s111	Subscription to Mapping Services	£15.00	£90.00
03.03.26	Wave	16150552		Water for the Allotments		£19.44
03.03.26	Bugbrooke PCC			Ace Lane Light Contribution		£65.00
03.03.26	ESX Clean	0254-26		Bus Shelter Cleaning		£119.00
03.03.26	Andrew Granger & Co		HA 1980	Allotment Rent		£300.00
03.03.26	E.on	60188158 20	HA1980	Repair PL008 & PL007	£7.00	£42.00
03.03.26	Bank Charges		LGA 1972 s111	February 2026 Bank Charges		£5.95
Ratification						

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

Proposed – Councillor David Harries

Seconded – Councillor Paul Simpson

All in favour.

PC/26/03/367 VAT RECLAIM

The Clerk had submitted a VAT reclaim from 1st Oct – 28th February 2026 totalling £4409.75

RESOLUTION – It was resolved that the VAT reclaim for the period of 1st Oct – 28th February 2026 totalling £4409.75 had been submitted.

Proposed – Councillor Des Morris

Seconded – Councillor Will Marriott

All in favour.

PC/26/03/368 POLICE MATTERS

The report had been issued with the agenda. Councillors had read it and had no further questions. A councillor advised of a location of interest for the PCSO to investigate.

The Chair confirmed that the agreement between the Police and the 3 villages was being drawn up and the Clerk would sign the new contract when it was available. The cost to Bugbrooke will now be £16,041.67.

PC/26/03/369 SANTA IN BUGBROOKE

Councillor Des Morris was pleased to confirm that a replacement Santa had been found and that the tradition would continue in largely the same format. The Chair requested it be recorded that Councillor Des Morris had done a phenomenal job in getting it started and it being an established and much-loved event in the village and he had now also contributed to keeping it going. The councillors expressed their thanks to Councillor Des Morris.

PC/26/03/370 HIGHWAYS VERGES

Complaints had been received from Kislingbury Road and Butts Hill. The PCSO has been patrolling the area and the Kislingbury Road parking is due to a medical issue. The resident has applied to Amplus to have a driveway installed.

Write to Highways to ask for it to be tarmacked.

PC/26/03/371 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, so the grass and nettles are more difficult to manage. It was discussed if a JCB should be used to speed up some of the management but as the land has been untouched and the ant hills are part of it. Councillors decided that it should just be managed by sheep. However, the nettles could be cut and offered to the Allotment Association for compost.

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PC/26/03/372 LAND AT SHADY LANE

The Clerk can confirm that this land is not registered to the Parish Council and she has spent a significant amount of time attempting to locate the original solicitor. It is assumed all the paperwork was completed but not submitted. As long as the original owners can be contacted by the newly appointed solicitor, they hope the original forms can be sent to land registry with an explanation. All being well this is likely to cost in the region of £600.

PC/26/03/373 GDPR FOR COUNCILLORS

The Clerk had attached the document produced by Councillor Paul Simpson to ensure councillors are clear on their requirements. All the councillors had seen the document and were clear on how to safely manage data.

PC/26/03/374 IT POLICY

The Clerk had attached the updated IT policy to incorporate comments from Councillors at the February meeting. The need for the policy had been identified as part of the Review of Effectiveness of Financial Control conducted by the Clerk and Internal Control Councillors before the February meeting. All councillors had read it and were happy to adopt.

RESOLUTION – It was resolved that the Bugbrooke Parish Council formally adopts the IT Policy as presented, confirming that it meets the requirements of Assertion 10 of the Annual Governance and Accountability Return (AGAR) regarding the adequate and effective management of electronic records and cybersecurity. The Parish Council further confirms that the policy will be implemented and reviewed annually to ensure ongoing compliance and proper governance of the Council's IT systems and data.

Proposed – Councillor Paul Simpson

Seconded – Councillor Graham Skinner

All in favour.

PC/26/03/375 BIRD HILL GRIT BIN

The Clerk explained the Birds Hill Grit bin had been adopted by the Parish Council in 2018 and that it needed to be filled. Councillor Dean Manning agreed to investigate.

PC/26/03/376 ENERGY RENEWAL

Due to the current situation in the Middle East costs had increased and the council debated if they should secure the price now or wait a few months. It is impossible to tell but many sources are expecting prices to continue to raise. It was decided that council had budgeted enough to manage the increase and on balance it might be wise to secure the prices now.

RESOLUTION – It was resolved that the Bugbrooke Parish Council accept the renewal with SSE on a 2-year contract.

Proposed – Councillor Phil Bignell

Seconded – Councillor Jane Wood

All in favour.

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PC/26/03/377 CHAPEL

Councillor John Curtis updated Councillors regarding the Chapel as he had attended the Annual General Meeting.

PC/26/03/378 ASSETS OF COMMUNITY VALUE

The Clerk had emailed Councillors following the response from the WNC Asset Team and for the minutes can confirm that the chapel has been registered as an Asset of Community Value, but the manse was not included as it did not meet the required criteria.

PC/26/03/379 GRANT APPLICATIONS

a. An application has been received from the Football Club for assistance with the upgrade of the Women's Toilets – The Football Club are constantly trying to upgrade the facilities that benefit the community that women's toilets are in need of refurbishment. The club is also the venue for many events and hired by groups in the village. The request was for £2000.00

RESOLUTION – It was resolved that the Bugbrooke Parish Council issue a grant of £2000.00 to Bugbrooke St Micheal's Football Club.

Proposed – Councillor Phil Bignell

Seconded – Councillor Jane Wood

All in favour.

b. An application has been received from Bugbrooke Chapel for a grant of £500 to assist with renovations to facilities used by the Warm Room Initiative.

A representative from the Chapel addressed the Council, explaining that the Trustees are actively seeking to attract local residents to join the trustee body and are working to ensure the chapel is well used by the wider community. Two advertisements have been placed in The LINK to encourage local interest in becoming trustees. The proposed refurbishments aim to improve the space for community use.

Councillors requested further detail on how the £500 grant would be spent. It was noted that the Council is restricted to funding projects that provide a clear community benefit and cannot contribute to repairs to the fabric of the building. The representative advised that a toilet is required on the second floor, which is used by a kickboxing group, and suggested that the Council's contribution could be directed towards this. Councillors requested sight of the refurbishment plans and a detailed cost for the proposed upstairs toilet. It was emphasised that any funded facilities must be available for use by a range of local community groups and events, and that any grant awarded would be strictly for community use rather than for religious worship or activities.

Given that the premises are used weekly by a kickboxing group and operate as a Community Living Room, Councillors were satisfied in principle that these criteria could be met. However, the representative was asked to provide detailed plans and to clearly identify the specific element of the project to which the £500 grant would be allocated. Councillors noted that any funded element would need to be completed promptly to ensure the grant is not absorbed into a wider project that is not yet fully funded. The Clerk was requested to place the application on the April agenda, subject to receipt of the requested information.

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PC/26/03/380 VILLAGE CONFINES

The Chair had requested this item discussed further in order for the Clerk to submit the feedback to WNC. The Chair put a map of the new settlement plan on screen. The settlement or village confines represent the extent of a settlement's main built-up area and where certain policies apply. They are used to direct development to the most sustainable locations whilst protecting the character of the countryside, villages and towns. The new settlement map has some odd changes cutting through Homestead Farm when the farm has been in the village confines for generations. The Chair was in favour of Campion playing fields being excluded and the playing fields at the Community Centre as it protects them from development. The Rugby Club is now positioned outside the confines. Homestead Farm has been split in half. The Clerk was requested to object to the farm being split in half and its total inclusion with the confines as it has been historically.

PC/26/03/381 ALLOTMENT ASSOCIATION REQUEST FOR MAINTENANCE

The association needs to make repairs to the fence and has requested a contribution of £444.76. The Clerk confirmed that a budget of £300 for maintenance was available and as it is not claimed every year it would be suitable to fund this project in entirety.

RESOLUTION – It was resolved that £444.76 to paid to Bugbrooke Allotment Association for the fence to be repaired.

Proposed – Councillor Jane Wood

Seconded – Councillor Clare Slater

All in favour.

Paul Simpson, John Curtis and Graham Skinner did not vote as allotment holders.

PC/26/03/382 PLANTERS

The Clerk had obtained a quote for the same five 3-tiered planters as the council had the last two years the price was £2436.00, an increase in £60 over last year. The Parish Council have levelled the greens and residents have enjoyed the displays so it was agreed the same format should continue. It was suggested that one of the planters that is usually placed on Johns Road be relocated to the corner of Chipsey Avenue.

RESOLUTION – It was resolved that the 5 x 3-tiered planters be ordered for the Summer of 2026.

Proposed – Councillor Graham Skinner

Seconded – Councillor Brian Curtis

All in favour.

PC/26/03/383 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls -*

C *Footpaths – There is still an issue with dog fouling.*

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- D Street Lighting* – Kislingbury Road opposite bungalows a streetlight is out.
- E Highways and Transport* – There is increasing frustration with the number of potholes.
- F BSACCA* - None.
- G Millennium Green* – There is working party on the 4th April.
- H Environmental Group* – The team are preparing a recycling day.
- I Patient Participation Group* – The surgery is extending into space currently used by the pharmacy.
- J Community Resilience* – The meeting has been moved to Thursday 12th as WNC needed to move the meeting date.
- K Defibrillator* – Councillor Will Marriott has checked the Defib and the Clerk has updated the status on The Circuit.

PC/26/03/384 ITEMS FOR CONSIDERATION ON THE APRIL AGENDA

Women's Charter

Chapel Grant

PC/26/03/385 DATE OF NEXT MEETING

Monday 13th of April 2026 at 7.30pm in the small hall at Bugbrooke Community Centre this will be preceded by the Annual Parish Meeting at 7pm.

There being no further business the Chair closed the meeting at 9.30pm.

End of Minutes

CHAIR:.....

DATE:.....