

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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7th April 2026

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NOTICE OF MEETING

I hereby summon you to the **April Meeting of the Parish Council** which will take place on **Monday 13th April 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 March 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 APRIL 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 MARCH 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 – Grit Bin, Gayton Road Bridge, Councillor Inspection Rota Attached to the agenda.
8. UPDATES on FLOODING –The Clerk has asked the Community Resilience Group for an update.
9. PLANNING

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

9a. **2026/1127/FULL -Single storey side extension - Wheelpits Cottage 31 West End Bugbrooke NN7 3PF**

9b. **Draft Upper Nene Valley Gravel Pits Special Protection Area Guidance and Mitigation Strategy – public consultation information is attached to the agenda**

10. FINANCIAL MATTERS

10a. A financial statement and reconciliation for the month ending 31st March 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 £190.74 for the period 1/03/26 – 31/03/26 has been submitted.

10d. INTERNAL CONTROL COUNCILLOR CHECKS – The internal control councillor Jane Wood has completed her checks of the accounts.

11. YEAR END 2025/2026

11a. A financial statement and reconciliation for the year ending 31st March 2026 have been attached to the agenda.

11b. 4th Quarter – Year End Budget Report - The budget report is attached to the agenda.

12. INTERNAL AUDITOR'S REPORT

The parish council's Internal Auditor is carrying out her inspection, and her report will be presented at the meeting if it has been received. The next agenda items will be deferred if the Internal Auditor's Report has not been received.

13. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 – Section 1

Bugbrooke Parish Council are asked to satisfy themselves that the Annual Governance and Accountability Return 2025/26 has been completed correctly. Councillors are asked to review and approve the Annual Governance Statement 2025/26. The councillors should then give the Chairman permission to sign Section 1 at the meeting.

14. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 – Section 2

If section 1 is approved Councillors will **then be asked to review and approve the figures provided on Section 2 Accounting Statements 2025/2026 of the AGAR. This has already been signed by the RFO. If approved, the Chair will sign the Accounting Statement at the meeting.**

15. POLICE MATTERS – a. PCSO Report - A report from the PCSO will be forwarded when received.

16. CAPTAIN CLOSE – An update on the new fence at Ace Lane is required.

17. LAND AT SHADY LANE – The Clerk has provided all the information required to the solicitor and will provide an update if available.

18. WOMAN'S CHARTER – The Police, Fire and Crime Commissioner is inviting parish councils across Northamptonshire to sign up to her new Women's Charter, Councillor Phil Bignell has prepared a briefing note.

19. CHAPEL GRANT APPLICATION - At the last meeting further information was requested on the redevelopment plans for the chapel and a specific item that the parish council could issue a grant for that benefits the whole community. This has been determined as £500 for the toilet on the first floor that is hired out to community groups.

20. 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 –* A response to the Potholes has been received and is attached to the agenda.
- F Millennium Green –*
- G Defib –*
- H Environmental Group*
- I Patient Participation Group*
- J Community Resilience*

21. RESPONSE FROM GRAND UNION CANAL TRANSFER PHASE TWO CONSULTATION

The response the letter from the Parish Council has been attached to the agenda.

22. ITEMS FOR CONSIDERATION ON MAY AGENDA

23. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Monday 11th May at 7.30pm in Bugbrooke Community Centre. This is the Annual Meeting of the Parish Council, the Chair of Bugbrooke Parish Council will be elected at this meeting.