

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 13th April 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 Paul Henson
Councillor Will Marriott

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

IN ATTENDANCE

Members of the Public 1

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Paul Simpson	Personal
Councillor David Harries, BEM	Personal
Councillor Jane Wood (she/her)	Personal
Absent	

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The Chair opened the meeting by expressing sincere condolences to the family and friends of Cherry Pilcher, who had passed away at the age of 91. Cherry was a former Councillor and a deeply valued member of the community, who made a significant contribution to village life over many years. She founded the Bugbrooke Flower Club in 1974, served as a Trustee for Bugbrooke Charities, was Secretary of the WI for 13 years, and was a dedicated helper at The Wednesday Club, among many other roles.

In recognition of her service and lasting impact on the village, Councillors stood for a minute's silence in remembrance of Cherry and with gratitude for all she had done for Bugbrooke.

PC/26/04/386 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The above apologies were received and accepted.

PC/26/04/387 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/26/04/388 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/26/04/389 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 9th MARCH 2026

The minutes had been circulated in advance of the meeting, and the Chair asked the Parish Councillors if they were happy for them to be signed as a true and accurate record. **All were in favour.**

PC/26/04/390 PUBLIC PARTICIPATION

There was one member of the public present. PCSO Emma Teagles gave a brief report regarding the new territory of Harpole that now falls under her remit and how intelligence is linking across the villages and working effectively.

PC/26/04/391 CAMPION WARD COUNCILLOR REPORT

Ward Councillor Debra King sent apologies and stated that Councillor Phil Bignell could give a report on her behalf. Councillors expressed frustration that as an elected representative for the Bugbrooke Ward they would like Councillor Debra King to attend meetings to represent the serving Cabinet.

PC/26/04/392 REPORTS ON ISSUES PREVIOUSLY RAISED & CLERK REPORT

The Clerk raised the following points:

- Councillor Inspection Rota – The Clerk had shared the Inspection Rota; there had been no changes.
- The footpath at the school park has been patched up by WNC.

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- Gayton Road – The Clerk has no further update, except for the response received by Councillor Manning stating that WNC have no budget for the bridge and have been unable to identify a funding source so far.
- Grit Bin – Councillor Dean Manning provided an update that it was being filled on the 14th of April.

PC/26/04/393 REPORTS ON FLOODING

The Clerk had received an update from the Community Resilience Group confirming that they had held their third meeting and that two new Flood Wardens had been trained in Bugbrooke. Currently the Environment Agency does not use the levels in the brook to issue their flood warnings. Having learned this information, the group have asked the EA to ensure this is changed and that the brook is used for warnings. The EA will consider this request at their review in June 2026.

Councillor John Curtis asked if the Community Resilience Group could contact Heygates and the owners of Bugbrooke Mill to organise a strategy for opening and closing the flood gates since the EA do not issue actions in the lead up to potential flooding.

PC/26/04/394 PLANNING

9a. 2026/1127/FULL -Single storey side extension - Wheelpits Cottage 31 West End Bugbrooke NN7 3PF – **Councillors wanted to ensure that flooding had been considered and that materials match both stone and slate.**

9b. Draft Upper Nene Valley Gravel Pits Special Protection Area Guidance and Mitigation Strategy – public consultation information is attached to the agenda. This has been produced using updated evidence to assist Local Planning Authorities, developers and others in ensuring development does not adversely affect the integrity of the Special Protection Area (SPA), in line with the Conservation of Habitats and Species Regulations 2017 (as amended).

It sets out a consistent approach to consulting Natural England, identifying potential impacts on the SPA's qualifying features, and provides guidance on implementing relevant local plan policies.

FINANCIAL MATTERS

PC/26/04/395 A financial statement and reconciliation for the month ending 31st March had been circulated with the agenda.

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

Proposed – Councillor John Curtis

Seconded – Councillor Will Marriott

All in favour.

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	Income	Receipts	Totals
Current Account as at 28.02.26			£66,676.66
Current Account (Ring fenced)			£16,435.04
CCLA Deposit Fund as at 28.02.26			£50,000.00
Total Available			£133,111.70
Less March Payments		£7,991.62	
Less unrepresented payments			
Deposits (CCLA Interest)	£144.37		
VAT Refund	£4,409.75		
WNC Mowing Grant Grant	£1,647.15		
Deposits (Ring Fenced Interest)	£12.70		
Allotment Rent	£510.00		
Water Reclaim	£604.75		
Bank Statement			£66,001.06
Total Funds at 31.03.26			£132,448.80

PC/26/04/396 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.

<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>
07.04.26	Southern Electric	TBC	HA 1980	Street lighting– March 2026	£31.41	£659.63
	Onecom	TBC	LGA 1972 s111	March 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>
07.04.26	Marcus Young	4806	Litter Act 1983 S5,6	Emptying of dog and litter bins for March	£84.00	£504.00

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07.04.26	BSACCA	5712	LGA 1972 s111	Parish Office Rent and Room Hire for March		£321.00
07.04.26	HMRC		LGA 1972 S112	March Tax and NI		£564.53
07.04.26	Mrs N Palmer		LGA 1972 S112	March Salary		£1776.84
07.04.26	Northamptonshire Pension Fund		LGA 1972 S112	LGPS contribution		£664.84
07.04.26	R&G	122556	Open Space Act 1906	Sports Fields Maintenance and Mowing	£276.40	£1658.40
07.04.26	P.W Warden	7200	Open Space Act 1906	March Verge Mowing	£58.20	£349.20
07.04.26	Bugbrooke PCC		HA1980	Ace Lane Light Contribution		£65.00
07.04.26	NCALC	5413	LGA 1972 s111	2026 Membership, Data Protection Officer, Audit Service		£1656.33
07.04.26	SLCC	2580-45-1	LGA 1972 s111	2026 Membership Fee SLCC		£200.00
07.04.26	E.on	6018817592	HA1980	Quarterly Maintenance Contract	£190.60	£1143.60
07.04.26	Jane Wood		LGA 1972 s111	Warm Room Jubilee House Mar/Apr		£240.00
07.04.26	Bank Charges		LGA 1972 s111	April 2026 Bank Charges		£9.10
Ratification						
March 26	Nicola Palmer		LGA 1972 s111	Expenses – Tea and Coffee for meeting		£8.10
March 26	Arnold Thomson		LGA 1972 s111	Instruction Fee for Shady Lane Land Registry		£100.00
March 26	Bugbrooke PCC		HA1980	Ace Lane Light Contribution from 2025		£65.00

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

Proposed – Councillor Dean Manning

Seconded – Councillor Des Morris

All in favour.

PC/26/04/397 VAT RECLAIM

The Clerk had submitted a VAT reclaim from 1st March – 31st March 2026 totalling £190.74

RESOLUTION – It was resolved that the VAT reclaim for the period of 1st March – 31st March 2026 totalling £190.74 had been submitted.

Proposed – Councillor Will Marriott

Seconded – Councillor Graham Skinner

All in favour.

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PC/26/04/398 INTERNAL CONTROL COUNCILLOR CHECKS

Councillor Jane Wood was not present at the meeting, and the item was deferred to the May meeting.

The Chair wished to thank Councillor Jane Wood for all her hard work and dedication as the Internal Control Councillor.

PC/26/04/399 2025/2026 YEAR END FINANCIAL STATEMENT

The Councillors confirmed they had viewed the year end accounts and were happy with the breakdown presented by the Clerk.

RESOLUTION – It was resolved that the end of year accounts for 2025/2026 be accepted.

Proposed – Councillor Will Marriot

Seconded – Councillor Brian Curtis

All in favour.

PC/26/04/400 4TH QUARTER REPORT

The Clerk had provided a breakdown of the end of year accounts and a report detailing the spend.

- The council finished the year with £132,448.80 cash in hand.
- £50,000 of this is in the long-term savings account and would be used if there was a delay or issue with West Northants Council paying the precept.
- £16,447.74 is in the reserve account – this account is for earmarked reserves where the council is putting money aside for large projects to try to ensure there is no major hike in the precept.
- £66,001.06 remains in the current account.

RESOLUTION – It was resolved that the 4th Quarter Report for 2025/2026 be accepted.

Proposed – Councillor Graham Skinner

Seconded – Councillor Dean Manning

All in favour.

PC/26/04/401 INTERNAL AUDITOR'S REPORT

The Clerk had circulated the completed Internal Auditor's Report and asked Councillors if they had all read the Internal Auditor Report and if they had any comments. All Councillors confirmed that they had read the report. The audit had gone very well, and the Clerk had had outstanding feedback on the state of the Parish Council and the accounts. The Clerk explained that the Internal Auditor had stated that Councillors should not be discussing co-option candidates without them being present so the Clerk will amend the Co-option Policy. The Council also need to review the standing orders and ensure Councillors with a pecuniary interest (personal or partner with potential financial gain) are leaving the meeting during the relevant items.

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RESOLUTION – It was resolved that the Internal Auditor's Report be accepted.

Proposed – Councillor Phil Bignell

Seconded – Councillor Rik Patel

All in favour.

PC/26/04/402 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 – Section 1

The clerk had circulated the completed Annual Governance Statement and the Annual Return with the agenda. Each of the Governance Statement questions were put to the parish council and answered in the affirmation.

RESOLUTION – It was resolved that the Annual Governance Statement be approved, and that the Chair be authorised to sign it. This was duly done.

Proposed – Councillor Graham Skinner

Seconded – Councillor Rik Patel

All in favour.

PC/26/04/403 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 – Section 2

Councillors were asked to review and approve the figures provided on Section 2 Accounting Statements 2025/26 of the AGAR. This has already been signed by the RFO. The Clerk had completed the Annual Return as follows:

Year Ending	31st March 2025	31st March 2026
Balances brought forward	£157,443	£121,586
Annual Precept	£129,189	£144,915
Total Other Receipts	£15,792	£15,202
Staff costs	£33,187	£35,846
Loan Interest repayments	0	0
All other payments	£147,652	£113,408
Balances carried forward	£121,586	£132,449
Total fixed assets	£486,169	£487,503
Total Borrowings	0	0

RESOLUTION – It was resolved that the Annual Governance Statement and the Annual Return be approved, and that the Chair be authorised to sign it. This was duly done.

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Proposed – Councillor Dean Manning

Seconded – Councillor Clare Slater

All in favour.

PC/26/04/404 PCSO

The PCSO had attended the APM earlier in the evening and Councillors had the opportunity to speak to her.

PC/26/04/405 CAPTAIN CLOSE

The Clerk asked Councillor Manning for an update, and it was confirmed that work on the Captain's Close fence was starting later in the week.

PC/26/04/406 LAND AT SHADY LANE

The Clerk had provided all the information required to the solicitor, but no update was available.

PC/26/04/407 WOMEN'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. Councillors discussed the Charter and what it meant.

RESOLUTION – It was resolved that the Bugbrooke Parish Council sign up to the Woman's Charter to show their support of the campaign.

Proposed – Councillor Phil Bignell

Seconded – Councillor Clare Slater

All in favour.

PC/26/04/408 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. The representative was unable to attend the meeting to answer questions so this item was deferred until May.

PC/26/04/409 PARISH MATTERS

A Monthly Inspection Sheets

Inspection Sheets had been received from all areas.

B Hedges/Trees/Fences/Walls - The Clerk confirmed that she had scheduled some maintenance work on the trees on the greens and at Shady Lane. Councillor John Curtis requested that the tree surgeon be mindful of Nut Hatches and their habitat.

C Footpaths –

D Street Lighting – 37 Smitherway lamp on all the time. Previous repair

E Highways and Transport – A response to the Potholes has been received and is attached to the agenda.

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- F* [BSACCA](#) - The Clerk stated that the prices to hire the hall were being increased slightly.
- G* [Millennium Green](#) – No update.
- H* [Environmental Group](#) – Residents wishing to take donations of unwanted items to The Air Ambulance collection can do so at the Community Centre on Friday, there is a litter pick in a few weeks' time.
- I* [Patient Participation Group](#) – Two new consulting rooms are being built above the pharmacy.
- J* [Community Resilience](#) – The Clerk had provided an update on behalf of the team earlier in the meeting and Councillor Phil Bignell commented on the 3D model of the river and it was a successful meeting with a member of the Flood Planning Team from WNC.
- K* [Defibrillator](#) – Will has checked the defib, he had a few questions and the Clerk agreed to follow up.

PC/26/04/410 [RESPONSE FROM GRAND UNION CANAL TRANSFER PHASE TWO CONSULTATION](#)

The Canal and River Trust have an emergency plan if the canal were to burst its banks and Councillors would like the clerk to request a copy.

PC/26/04/411 [ITEMS FOR CONSIDERATION ON THE MAY AGENDA](#)

Vohl

Village extension - Where would Councillors recommend the new houses be built.

[LINK](#)

PC/26/04/412 [DATE OF NEXT MEETING](#)

Monday 11th of May 2026 at 7.30pm in the small hall at Bugbrooke Community Centre. This is the Annual Meeting of the Parish Council, the Chair of Bugbrooke Parish Council will be elected at this meeting.

There being no further business, the Chair closed the meeting at 8.27pm.

End of Minutes

CHAIR:.....

DATE:.....