

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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5th May 2026

E: parishclerk@bugbrookeparishcouncil.gov.uk

NOTICE OF MEETING

I hereby summon you to the **Annual Meeting of the Parish Council** which will take place on **Monday 11th May 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 13th April 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 - ANNUAL MEETING MAY 2026

- I Election of Chair and Vice Chair and Acceptance of Office
- II To receive and accept apologies for absence.
- III To reappoint Responsible Financial Officer and Internal Control Councillor.
- IV To review and re-adopt the following policy documents. Copies of the policies have been emailed to councillors, in advance of the meeting.
 - Standing orders
 - Financial Regulations
 - Internal Audit – Terms of Reference – Review of effectiveness
 - Procedures for Financial Control & Internal Audit Policy
 - Risk Assessment policies and log
 - Complaint's procedure

- Freedom of Information Act scheme as published on the Parish Council website
- Asset register
- Audit Plan
- Disciplinary and Grievance Procedure Policy
- CCTV Policy
- GDPR Policies – Data Breach; Data Protection and Record Retention and Procedures
- Biodiversity Policy
- Social Media Policy
- Communications Policy
- Co-option Procedure Policy
- Lone working Policy
- Financial Reserves Policy
- Safeguarding Policy
- Training & Development Policy
- Procedures for Financial Control & Internal Audit Policy
- Equality Policy
- Grant Policy
- Sexual and General Harassment Policy
- IT Policy

V To review the appointment of the internal auditor and their terms of reference (copy attached).

VI To review the system of internal control, including measures designed to prevent and detect fraud and corruption and review its effectiveness and to review the maintenance throughout the year of the council's system of internal audit of its accounting records and control systems and its effectiveness.

VII Re-appointment of NCALC as Data Protection Officer for Bugbrooke Parish Council.

VIII Re-approve the use of BACS to complete monthly payments & Direct Debit for services

XI Review representatives for committees, working parties and other organisations and to appoint new representatives where relevant.

- Finance Committee
- Tree Wardens
- Flood Wardens
- Footpath Committee
- Monthly Inspection Rota
- Community Resilience Group
- Patient Participation Group
- HR Committee

X Adoption of the General Power of Competence

PROPOSED RESOLUTION: It is proposed that Bugbrooke Parish Council adopts the General Power of Competence as provided by S1 Localism Act 2011, being an eligible parish council which fulfils the criteria as set out in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

AGENDA MAY 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 13th APRIL 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. GRANT FOR CHAPEL – The requested grant of £500 for the upstairs toilet have been received and a representative will attend to discuss.

9. PLANNING

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

Councillors requested the opportunity to discuss how the Council wants to respond to requests for new development in the village based on the local plan requirements. Councillors are keen to have identified potential sites in advance of developer interest.

9a. 2026/1615/FULL - Proposal Change of use of existing residential garage to home aesthetics business - Location 21 Pound Lane Bugbrooke NN7 3RH

9b. Newlands Developments - Equites Park - Northampton - Junction 16 - M1 – Developers have requested a meeting with Councillors before attending a full meeting.

10. FINANCIAL MATTERS

10a. A financial statement and reconciliation for the month ending 30th April 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. Receipt of 1st Tranche of 2026/2027 Precept – Councillors can see in the finances that the first payment has been received from WNC.

10d. Receipt of March 2026 VAT Reclaim – The claim for £190. 74 has been received.

11. POLICE MATTERS

11a. PCSO Report - A report from the PCSO has been distributed to Councillors.

12. CHURCH CAP PARK REQUEST FOR ACCESS – The clerk has attached a image to the agenda to discuss.

13. CAPTAINS CLOSE – The fence has been replaced but work is required on the gate and wall. The Clerk would like to proceed with quotes for the gate and fence work initially.

14. VöHL – Councillor Will Marriott has requested to talk about Vöhl.

15. REPLACEMENT BINS – The Clerk will update Councillors regarding replacement bins.

16. LINK – Councillor Paul Simpson to give an update on LINK.

17. PARISH MATTERS

A Monthly Inspection Sheets

To be submitted to the clerk electronically where possible. The Clerk would like councillors to photograph assets that require maintenance.

B Hedges/Trees/Fences/Walls

C Footpaths - Path at Chipsey Avenue/Kislingbury Road

D Street Lighting

E Highways and Transport – Road Safety Questionnaire

F Millennium Green

G Community Resilience Group – Councillor Paul Simpson had a meeting with the Canal and River Trust and will update the council.

H Environmental Group

I Patient Participation Group

J Speed Watch

18. TO SIGN AND APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 13th APRIL 2026

19. ITEMS FOR CONSIDERATION ON JUNE AGENDA

20. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Monday 8th June at 7.30pm in Bugbrooke Community Centre.