

Bugbrooke Parish Council

Agenda & Meeting Minutes

Annual Meeting of the Parish Council 2026

Minutes of the Annual Meeting of the Parish Council held on Monday
11th May 2026 at 7.30pm in Bugbrooke Community Centre.
Followed by the Full Council Meeting.

PRESENT

Councillor Phil Bignell
Councillor John Curtis, BEM
Councillor Brian Curtis
Councillor David Harries, BEM
Councillor Will Marriott

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

IN ATTENDANCE

Members of the Public 1

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Tony Jones	Personal
Councillor Clare Slater (she/her)	Personal
Councillor Liz Coppard	Personal
Councillor Paul Henson	Personal
Councillor Graham Skinner	Personal
Absent	

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PC/26/05/01 ELECTION OF CHAIR AND VICE-CHAIR AND ACCEPTANCE OF OFFICE

Councillors were invited to nominate a Chair. It was proposed by Councillor David Harries and seconded by Councillor John Curtis that Councillor Phil Bignell be re-appointed as Chair.

All Councillors were in agreement, and this was confirmed with a show of hands. Councillor Phil Bignell was appointed as Chair.

Councillor Phil Bignell proposed the re-election of Councillor Jane Wood to the position of Vice-Chair, this was seconded by Councillor David Harries, and the proposal was accepted with a show of hands.

The duly elected Chair, Phil Bignell, and Vice-Chair, Councillor Jane Wood then signed the Declaration of Acceptance of Office in the presence of the Clerk and fellow Councillors.

PC/26/05/02 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Liz Coppard, Clare Slater, Tony Jones and Graham Skinner.

PC/26/05/03 TO RE-APPOINT THE RESPONSIBLE FINANCIAL OFFICER AND INTERNAL CONTROL COUNCILLOR

It was proposed that the position of Responsible Financial Officer remains with the Clerk and that Councillor Jane Wood continues with the role of Internal Control Councillor.

RESOLUTION: It was resolved that the Clerk will remain in the role of Responsible Financial Officer (RFO) for the Council and Councillor Jane Wood will remain the Internal Control Councillor.

Proposed: David Harries

Seconded: Will Marriott

All were in favour.

PC/26/05/04 TO REVIEW AND RE-ADOPT THE FOLLOWING POLICY DOCUMENTS

The following policy documents had been circulated with the agenda for review by Councillors and they were re-adopted and signed by the Chair.

- Standing orders
- Financial Regulations
- Councillors Code of Conduct
- Internal Audit – Terms of Reference – Review of effectiveness
- Procedures for Financial Control & Internal Audit Policy
- Risk Assessment policies and log
- Complaints 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

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- Biodiversity Policy
- Social Media Policy
- Communications Policy
- Co-option Procedure Policy
- Lone Working Policy
- Financial Reserves Policy
- Safeguarding Policy
- Training & Development Policy
- Equality Policy
- Grant Policy
- Sexual Harassment and General Harassment Policy
- IT Policy

RESOLUTION: Councillors confirmed they had read all the policies and agreed to re-adopt all those listed above. The Chair then signed each document.

Proposed: Councillor John Curtis

Seconded: Councillor David Harries

All were in favour

PC/26/05/05 TO REVIEW THE APPOINTMENT OF THE INTERNAL AUDITOR AND THE TERMS OF REFERENCE

The terms of reference for the Internal Auditor were agreed and Mrs Tina Charteress was re-appointed as the Parish Council's Internal Auditor.

RESOLUTION: The terms of reference for the Internal Auditor were agreed and Mrs Tina Charteress was re-appointed as the Parish Council's Internal Auditor.

Proposed: Councillor David Harries

Seconded: Councillor Jane Wood

All were in favour

PC/26/05/06 TO REVIEW THE SYSTEM OF INTERNAL CONTROL, INCLUDING MEASURES DESIGNED TO PREVENT FRAUD AND CORRUPTION AND REVIEW ITS EFFECTIVENESS OF MAINTENANCE OF COUNCIL'S SYSTEM OF INTERNAL AUDIT

The Councillors had reviewed the procedures.

RESOLUTION: It was resolved that Councillors had reviewed the procedures and were satisfied.

Proposed: Councillor Will Marriott

Seconded: Councillor Des Morris

All in agreement

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PC/26/05/07 RE-APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER FOR BUGBROOKE FOR 2026/2027

The Parish Council re-affirmed the appointment of NCALC to act as Data Protection officer for Bugbrooke Parish Council.

RESOLUTION: The Parish Council re-affirmed the appointment of NCALC to act as Data Protection Officer for Bugbrooke Parish Council.

Proposed: Councillor Phil Bignell

Seconded: Councillor Paul Simpson

All in agreement

PC/26/05/08 RE-APPROVE THE CONTINUED USE OF BACS AS A METHOD OF PAYMENT & DIRECT DEBIT FOR SERVICES

The Parish Council re-approved the continued use of BACS for payment and Direct Debit for services.

RESOLUTION: The Parish Council re-approved the continued use of BACS for payments and Direct Debit for services.

Proposed: Councillor Will Marriott

Seconded: Councillor Paul Simpson

All in agreement

PC/26/05/09 TO REVIEW REPRESENTATIVES FOR COMMITTEES, WORKING PARTIES AND ORGANISATIONS

- Finance Committee
- Planning Group
- Tree Wardens
- Flood Wardens
- Footpath Committee
- Monthly Inspection Rota
- Emergency Plan Group
- Patient Participation Group
- HR Committee

All Councillors were happy to continue in their roles as and Councillor Brian Curtis was appointed Tree Warden.

PC/26/05/10 ADOPTION of THE GENERAL POWER OF COMPETENCE

The Councillors and Clerk discussed that as nothing has changed since last year and that Bugbrooke Parish Council being an eligible Parish Council, which fulfils the criteria as set out in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S.I.2012 No 965) the council still had GPC and therefore did not formally need to re-adopt it.

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THE PARISH COUNCIL MEETING CONTINUED WITH THE REGULAR MAY MONTHLY BUSINESS.

PC/26/05/11 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The above apologies were received and accepted.

PC/26/05/12 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/26/05/13 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/26/05/14 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 13th APRIL 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/26/05/15 PUBLIC PARTICIPATION

There was one member of the public present to observe.

PC/26/05/16 CAMPION WARD COUNCILLOR REPORT

Ward Councillor Debra King was not present and had not sent a report or apology. Councillor Phil Bignell said that Gayton Bridge had not progressed as WNC and Network Rail have not reached agreement on the solution or how it is to be funded. The Clerk was asked to write to the Acting Chief Executive Martin Henry at WNC to state that the Parish Council are not being updated properly by Highways and no progress has been made. The Clerk was asked to also include Sarah Bool in the letter.

PC/26/05/17 REPORTS ON ISSUES PREVIOUSLY RAISED & CLERK REPORT

The Clerk raised the following points:

- Shady Lane Insurance – the Clerk had provided further information relating to a potential claim to the insurers.
- Shady Lane Land ownership – the Clerk had been asked to provide further evidence and also needs the former Chair and Vice Chair to provide verification of their identity to the solicitors. Once permission has been obtained the Clerk will pass the contact details to the solicitors.
- Work on alley between Chipsey Avenue and Kislingbury Road and Smitherway path at the rear gate at Campion school will take place this week.

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PC/26/05/18 GRANT APPLICATION FOR THE CHAPEL

The application had been received to fund an upstairs toilet that will be used by the Kick Boxing Club and any other groups that rent the upstairs room. The total cost is £2000 and £500 has been requested towards the cost. Currently, the kickboxing club use it exclusively and children have to be escorted downstairs to use the toilet so it will be a valued addition. The Council had already determined that the space is to be used by the community, and the council were in favour of more community groups using the building that has recently been registered as an asset of Community Value. Therefore, the Parish Council was satisfied that this work benefitted the wider community, and they were happy to support the application.

RESOLUTION – It was resolved that Bugbrooke Parish Council issues the Chapel a grant of £500 towards the new toilet on the first floor.

Proposed – Councillor John Curtis

Seconded – Councillor David Harries

All were in favour.

PC/26/05/19 PLANNING

9a. 2026/1615/FULL - Proposal Change of use of existing residential garage to home aesthetics business - Location 21 Pound Lane Bugbrooke NN7 3RH – No Comment

9b. Newlands Developments - Equites Park - Northampton - Junction 16 - M1 – Developers have requested a meeting with Councillors before attending a full meeting – Councillors discussed the development and agreed that a group would meet with Newlands Development. A group of Councillors will meet with Newlands Development to include the planning committee and Councillor Jane Wood, Councillor John Curtis and Councillor David Harries. The Clerk will forward the details of the meeting to all Councillors.

Councillors had 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. The Chair spoke of the cost and time involved in producing a Development Framework and that it was likely to be sometime before applications were submitted. The Clerk confirmed that Manor Oak would like to attend in June to discuss a site in the village. Councillors are happy to hear their proposal, and the Clerk was asked to confirm their attendance.

The Chair explained for the Parish Council to produce a Development Framework it would need to be policy and evidence based to determine where the houses would be located, as it cannot be subjective or based on Councillors' preferences. There are grave concerns regarding increased risk of flooding or further stress on the already overburdened sewage system so the council would require specialist advice to ensure any potential development would not burden these already overloaded systems. The Clerk offered to pull some details together for a future meeting.

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FINANCIAL MATTERS

PC/26/05/20 A financial statement and reconciliation for the month ending 30th April had been circulated with the agenda.

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

Proposed – Councillor Paul Simpson

Seconded – Councillor Brian Curtis

All were in favour.

	Income	Receipts	Totals
Current Account as at 31.03.26			£66,001.06
Current Account (Ring fenced)			£16,447.74
CCLA Deposit Fund as at 31.03.26			£50,000.00
Total Available			£132,448.80
Less April Payments		£9,841.68	
Less unrepresented payments			
Deposits (CCLA Interest)	£158.98		
VAT Refund	£190.74		
1st Tranche Precept	£75,210.50		
Deposits (Ring Fenced Interest)	£11.49		
SIEMENS FINANCIAL	£89.00		
0	£0.00		
Bank Statement			£131,808.60
Total Funds at 30.04.26			£198,267.83

PC/26/05/21 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
05.05.26	Southern Electric	4454458	HA 1980	Street lighting– April 2026	£25.46	£534.68
05.05.26	Siemens	8758811	LGA 1972 s111	Printer/Photocopier Lease & annual fee	£50.00	£300.00

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05.05.26	Onecom	TBC	LGA 1972 s111	April Parish Office Telephone and Broadband	£6.40	£38.40
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
05.05.26	Marcus Young	4819	Litter Act 1983 S5,6	Emptying of dog and litter bins for April	£84.00	£504.00
05.05.26	BSACCA	5712	LGA 1972 s111	Parish Office Rent and Room Hire for April		£196.00
05.05.26	HMRC		LGA 1972 S112	April Tax and NI		£564.33
05.05.26	Mrs N Palmer		LGA 1972 S112	April Salary		£1777.04
11.05.26	e.on	6018818654	HA 1980	PL62 George's Avenue – replace photocell	£7.00	£42.00
11.05.26	e.on	6018818623	HA 1980	PL102 Smitherway – repair	£7.80	£46.80
05.05.26	Northampton shire Pension Fund		LGA 1972 S112	LGPS contribution		£519.54
05.05.26	R&G	122656	Open Space Act 1906	Sports Fields Maintenance and Mowing	£118.20	£709.20
05.05.26	P.W Warden	7204	Open Space Act 1906	April Verge Mowing	£116.40	£698.40
05.05.26	Police & Crime Commissioner	31006721	LG & Ratings Act 1997 s31	Sponsorship of PCSO Apr -Sep		£8020.83
05.05.26	Network Solutions	1886234762	LGA 1972 s111	Renewal of .org domain		£26.39
05.05.26	Manning Construction	26/2361	Open Spaces 1906 s9 & s10	Fence at Captain Close	£800.00	£4800.00
05.05.26	ESX Clean	0260-26	LGA 1953 s4	Bus Stop Cleaning		£130.00
05.05.26	Bank Charges		LGA 1972 s111	May 2026 Bank Charges		£5.95
05.05.26	Ellis Tree Services	1254	LGA Open Spaces 1906	Tree Maintenance, Greens and Shady Lane		£660.00
Ratification						
May 26	SLCC		LGA 1972 s111	Annual Subscription increase		£53.00

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

Proposed – Councillor David Harries

Seconded – Councillor Des Morris

All were in favour.

PC/26/05/22 VAT RECLAIM

The Clerk had submitted a VAT reclaim from 1st March – 31st March 2026 totalling £190.74 and Councillors acknowledged this had been received.

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PC/26/05/23 RECEIPT OF FIRST TRANCHE OF THE 2026/2027 PRECEPT

The Council had received £75,210.50 from West Northants Council as the first precept payment of 2026/2027.

RESOLUTION – It was resolved that the precept had been received into the Parish Council accounts.

Proposed – Councillor Will Marriott

Seconded – Councillor Paul Simpson

All were in favour.

PC/26/05/24 INTERNAL CONTROL COUNCILLOR CHECKS

Councillor Jane Wood had produced her report on the final quarter of 2025/2026 and was satisfied that the accounts were all in order.

RESOLUTION – It was resolved that the Internal Control Councillor Report be accepted.

Proposed – Councillor David Harries

Seconded – Councillor Will Marriott

All were in favour.

PC/26/05/25 PCSO

The PCSO report had been circulated to the Councillors. The trailer had been moved from the High Street and the charging wires in Levetts Road followed up.

PC/26/05/26 CHURCH CARPARK REQUEST FOR ACCESS

The Clerk explained that the PCC had requested that there be a cut through from the church carpark for pedestrians. The council requested that the PCC create a formal proposal and that the Clerk adds the matter to the agenda when that has been received.

PC/26/05/27 CAPTAIN CLOSE

The Clerk stated that the work on the fence was now completed and the fence looked very smart. It was noted that the post for the wide gate was rotten and needed to be replaced. It was suggested that a metal post be used to reduce future maintenance.

PC/26/05/28 VÖHL

Councillor Will Marriott gave an update on the upcoming visit from Bugbrooke's twinning town Vöhl. There are 34 guests arriving on Sunday 24th of May and staying until the 30th of May. Day trips to Silverstone & Sixfields have been arranged as well as a Hog Roast on the 27th.

It is exactly 44 years since the first visit to Bugbrooke and one of the visitors played all those years ago along with two of the current Councillors. The Parish Council thanked Councillor Marriott for all the work that he does on Twinning and wished them a pleasant and fun visit.

PC/26/05/29 REPLACEMENT BINS

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The bin at the Community Centre Playground needs to be replaced. The cost is £342 + VAT and Councillors were happy for it to be replaced. The Clerk will order it when the Handy person is able to fit it.

PC/26/05/30 LINK

LINK had their AGM on Friday and the whole committee as planned resigned on mass as had been agreed for over a year. The five committee members have a combined involvement of over 140 years and the Parish Council on behalf of the whole village are extremely grateful for the excellent quality and interesting magazine that had been distributed to every home in the village bi-monthly since 1983. Councillor Paul Simpson informed Councillors that he has agreed to put out the August edition of the magazine and there are now potentially four new members so it is hoped that LINK will continue; Councillors are grateful for Paul's continued efforts to keep the magazine going.

PC/26/05/31 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls* - Ace Lane – House in the Paddocks has its hedge overhanging the path and needs to be cut back.

C *Footpaths* – Shady Lane one part of the path is no longer accessible, but Councillors agreed to leave it.

D *Street Lighting* –

E *Highways and Transport* –The Clerk was requested to complete the Highways Safety Questionnaire on behalf of the Parish Council following a discussion.

F *BSACCA-*

G *Millennium Green* –

H *Environmental Group* – The group had a meeting last week and discussed planting a bush in Captain Close. This would be similar to an ancient hedge using seven different varieties, the group was still to investigate but it may include Dogwood, Hazel, Hawthorn and spindle for example. The Clerk was asked to add it to the agenda in June for discussion.

I *Patient Participation Group* – The Councillors discussed how people could no longer pop into the doctors to speak to a doctor.

J *Community Resilience* – Embankment at Bugbrooke is a critical and high-risk asset. The Grand Union Canal transfer will mean that some funds will be spent on the culverts according to information seen by Councillor Simpson.

K *Defibrillator* – Councillor Will Marriott had checked the defib at the surgery.

PC/26/05/32 TO SIGN AND APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 13th APRIL 2026

The Chair signed the minutes of the meeting. The following groups had sent in reports:

Bugbrooke Millennium Green Trust,

Bugbrooke Food Larder

Bugbrooke Community Café

Bugbrooke Allotment Association

Bugbrooke Girl Guiding

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Bugbrooke and Harpole Scouts Group
Badgers Classic and Sports Car Group
Ward Councillor Phil Bignell's Report

The Parish Council is grateful for all the groups that took the time to contribute.

PC/26/05/33 ITEMS FOR CONSIDERATION ON THE JUNE AGENDA

Hedges at Captains Close
Oak Manor Homes

PC/26/05/34 DATE OF NEXT MEETING

Monday 8th of June 2026 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business, the Chair closed the meeting at 9.20pm.

End of Minutes

CHAIR:.....

DATE:.....