

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 8th June 2026 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Phil Bignell
Councillor Liz Coppard
Councillor John Curtis, BEM
Councillor Paul Henson
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 Brian Curtis	Personal
Councillor Graham Skinner	Personal
Councillor Tony Jones	Personal
Councillor Clare Slater (she/her)	Personal
Absent	

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PC/26/06/35 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The above apologies were received and accepted.

PC/26/06/36 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/26/06/37 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

Councillor Phil Bignell declared a potential interest in the Developer Visit item should any related planning application come before the relevant planning committee; he would participate in the discussion for information purposes only and would not express a view on the proposal.

PC/26/06/38 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 11th MAY 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/26/06/39 PUBLIC PARTICIPATION

There were five members of the public present for the Developer Visit item, including the landowners.

PC/26/06/40 CAMPION WARD COUNCILLOR REPORT

Ward Councillor Debra King attended the meeting and offered an apology for her recent absences. She explained the extent of her responsibilities, including her committee commitments, attendance at numerous meetings and her full-time employment.

Councillor Bignell advised that West Northamptonshire Council will adopt the new three-bin waste collection system. Under the proposed arrangements, general waste bins will be emptied every three weeks, recycling bins every two weeks and food waste caddies weekly. Households requiring additional capacity may be eligible to apply for a larger bin through the WNC website. Councillors emphasised the importance of clear communication from WNC ahead of the planned implementation date of April 2027.

PC/26/06/41 REPORTS ON ISSUES PREVIOUSLY RAISED & CLERK REPORT

The Clerk raised the following points:

- The Newlands Meeting will take place on 22nd June at 11am in the Committee/Green Room. Newlands Developments, a strategic logistics developer, is exploring an employment site near Junction 16 and wishes to engage with local parish councils.
- The Three-Tiered Planters will be installed on the evening of the 17th June.

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- The Clerk has received information from the Returning Officer that will affect the elections in 2029. The Returning Officer fee for uncontested parishes will remain at the current rate (£28, plus £16 per parish ward); and Parishes will be recharged 15% of the cost of poll cards in a contested election.
- Feedback from the Highway Road Safety Questionnaire had been received. Road safety remains a significant local concern, with speeding identified as the most frequently reported issue. Additional comments highlighted concerns regarding road surface conditions and the suitability of roads for current traffic volumes. Whilst maintenance-related matters fall outside the scope of the strategy, they have been noted and will be communicated to other council workstreams. Suggested measures included improved speed management at village entrances, enhanced pedestrian crossings and restrictions on pavement parking. All suggestions will be reviewed by Highways against national guidance and local feasibility.
- £1647.15 will be paid to into the account from WNC Mowing Grant. The Clerk routinely submits an invoice in February 2027, but WNC seemed to be encouraging easily submissions so the Clerk will now endeavour to submit claims in the May of the previous year going forward as long as the documents have been received from WNC.

PC/26/06/42 DEVELOPER VISIT

Representatives from Berrys, Manor Oak Homes, Heygates Land Agents and the landowners attended the meeting to introduce a potential residential development proposal on land opposite Campion School.

An initial indicative proposal was presented, including residential development, affordable housing provision and potential small-scale employment units. Councillors held a preliminary discussion regarding the opportunities and challenges associated with the site.

Key matters raised by councillors not just about the specific site but about new housing in the village in general included:

- Highway capacity, traffic generation and access arrangements.
- Connectivity to local services and facilities.
- School capacity and community infrastructure.
- Housing needs, including affordable housing and accommodation for older residents.
- Flood risk, drainage and wastewater infrastructure.
- The need for meaningful public consultation before any proposals progress.

It was noted that these discussions were at a very early stage, and no planning application has been submitted. Councillors emphasised that any future proposal would need to address the issues identified and demonstrate clear benefits for the village.

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PC/26/06/43 PLANNING

9a. Notification of tree work - 46 High Street Bugbrooke NN7 3PG -intended tree work includes: sycamore of approx. 7 metres in height and a holly of approx. 5 metres in height adjacent to a boundary wall. Remove both as whilst no associated damage was noted, trees can cause problems to structures and services located on shrinkable subsoil – **No objection**

9b. 2026/2225/FULL - Mount Farm Watling Street Bugbrooke NN7 4SD - Proposed new vehicular crossover to serve existing field access – **Object**. The Chairman had documented that historically there has never been access to the field but in recent years a gate has appeared. Councillors expressed concerns regarding visibility at the proposed access point on the A5, especially with it being farm access there was unlikely to be signage and requested that Highways give particular consideration to sight lines, traffic speeds and the accident history in the vicinity.

PC/26/06/44 DEVELOPMENT FRAMEWORK

The Clerk presented a discussion document regarding future planning policy for the village.

Councillors know that the emerging Local Plan is likely to require Bugbrooke to have development of at least 126 additional homes. Councillors expressed a desire to ensure that the village has meaningful input into both the location and type of future development.

It was noted that a Parish Plan/Development Framework could identify local priorities and material planning considerations but would carry limited planning weight. A Neighbourhood Development Plan, or potentially a more focused Single-Issue document, would provide a stronger policy basis.

The Clerk was asked to undertake further research, engage with relevant consultants and obtain indicative costs, timescales and professional advice on the most appropriate approach for the village.

FINANCIAL MATTERS

PC/26/06/45 A financial statement and reconciliation for the month ending 31st May had been circulated with the agenda.

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

Proposed – Councillor David Harries

Seconded – Councillor Will Marriott

All in favour.

	Income	Receipts	Totals
Current Account as at 30.04.26			£131,808.60
Current Account (Ring fenced)			£16,459.23

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CCLA Deposit Fund as at 30.04.26			£50,000.00
Total Available			£198,267.83
Less May Payments		£20,671.04	
Less unrepresented payments			
Deposits (CCLA Interest)	£154.51		
Refund for Website Builder	£487.69		
Deposits (Ring Fenced Interest)	£11.12		
Bank Statement			£111,779.76
Total Funds at 31.05.26			£178,250.11

PC/26/06/46 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>
02.06.26	Southern Electric	4454458	HA 1980	Street lighting– May 2026	£25.46	£534.68
02.06.26	Onecom	TBC	LGA 1972 s111	May Parish Office Telephone and Broadband	£6.87	£41.21
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
02.06.26	Marcus Young	TBC	Litter Act 1983 S5,6	Emptying of dog and litter bins for May	£84.00	£504.00
02.06.26	BSACCA	5772	LGA 1972 s111	Parish Office Rent and Room Hire for June		£196.00
02.06.26	BSACCA	5780	LGA 1972 s111	Environmental Group Meeting May 6 th		£15.00
02.06.26	HMRC		LGA 1972 S112	May Tax and NI		£564.53
02.06.26	Mrs N Palmer		LGA 1972 S112	May Salary		£1776.84
02.06.26	Northamptonshire Pension Fund		LGA 1972 S112	LGPS contribution		£519.54
02.06.26	R&G	122747	Open Space Act 1906	Sports Fields Maintenance and Mowing	£199.49	£1196.95
02.06.26	P.W Warden	7209	Open Space Act 1906	May Verge Mowing	£116.40	£698.40
02.06.26	Bank Charges		LGA 1972 s111	June 2026 Bank Charges		£5.95

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08.06.26	JW Tree Services		LGA Open Spaces 1906	Cut back both sides of Doctors Surgery path		£260.00
02.06.26	JW Tree Services		LGA Open Spaces 1906	Tree Maintenance, Smitherway to Campion & Kislingbury Road Alley		£440.00
Ratification						
May 26	WAVE		LGA 1972 s111	Feb – May Water for Allotment		£106.98
May 26	Baptist Heritage Assets		GPC	Grant for Community Space Toilets		£500.00

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

Proposed – Councillor David Harries

Seconded – Councillor Will Marriott

All in favour.

PC/26/06/46

EARMARKED RESERVES TRANSFER AUTHORISATION

In line with the Budget for 2026/2027 the Clerk is seeking authorisation to transfer the planned £26,600 to the Reserve Account. The Financial Regulations specify up to £10,000 so a Resolution is required.

	Total in 2025/2026	2026/2027 Contribution	Total in 2026/2027
Twinning	£ 2,750.00	£ -	£ 2,750.00
Captain Close Wall	£ 2,000.00	£ 8,000.00	£ 10,000.00
Streetlight Painting	£ 2,900.00	£ 600.00	£ 3,500.00
Possible Land Purchase	£ -	£ -	£ -
Election Expenses	£ 1,500.00	£ -	£ 1,500.00
6 Year Streetlight Inspection	£ 2,000.00	£ 1,000.00	£ 3,000.00
Playground Improvements	£ 5,000.00	£ 6,000.00	£ 11,000.00
Johns Road Legal & Maintenance		£ 5,000.00	£ 5,000.00
CCLA General Reserves Fund		£ 5,000.00	£ 5,000.00
Brook Maintenance		£ 1,000.00	£ 1,000.00
Interest	£ 235.00		
	£ 16,385.00	£ 26,600.00	£ 42,750.00

RESOLUTION – It was resolved that the Clerk move £26,600 to the Earmarked Reserve Account.

Proposed – Councillor David Harries

Seconded – Councillor Will Marriott

All in favour.

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PC/26/06/47 POLICE MATTERS

The PCSO report had been attached to the agenda. PCSO Emma Teagles attended the meeting. Councillor Will Marriott explained that the Football Club were using cones to direct parking and had opened space on the pitch to try to ensure vehicles are not causing a nuisance. A councillor raised the issue that a resident in Oaklands is creating issues with the trailer and vehicles parked on the road.

PC/26/06/48 CAPTAIN CLOSE

a. The Environment Group proposed planting a hedge. Councillors agreed that it should have gaps rather than forming a continuous barrier and requested further consideration of its precise location and ongoing maintenance requirements.

b. The Clerk has contacted the farmer that was interested in putting sheep in the field.

PC/26/06/49 GAYTON ROAD BRIDGE

The Clerk had attached a briefing note, and the Chairman gave an update regarding the application for the Department of Transport grant/funding. He is hopeful that the petition and the submissions of the supporting evidence will make a difference. Within the reply WNC Highways state that they will continue monitoring and managing the impact on the local network and improve communication with stakeholders. Councillors wanted to know how this would be done and asked the Clerk to follow up.

PC/26/06/50 CANAL & RIVER TRUST UPDATE

The Clerk has received access to the inspection reports and the Emergency Plan. The High-Risk Action Plan is intended to inform the initial actions in the first few hours following a significant leak or asset failure that requires isolation of the affected section. It identifies the location of, and access to, operational stop plank groves, where the planks are stored, what if any keys are needed, and what equipment is required to transport them. It will also identify the location of any sluices, again identify the access point, and any equipment required to operate them. This is a confidential document used by the Canal and River Trust. The Parish Council can be satisfied that the trust has procedures in place.

PC/26/06/51 JOHNS ROAD MANAGEMENT COMPANY

The Clerk has been informed by Councillors that a residents' meeting is scheduled for 10th of June to consider a vote on a proposed transfer of the land to the Parish Council. Councillors considered that residents may benefit from additional information regarding the proposal and the associated legal process. Councillors reiterated that the Parish Council had not yet agreed to accept the transfer and would only do so once satisfied that all requirements set out in Resolution 25/09/201 had been met, thereby minimising risk and ensuring that no encumbered land is transferred. The Clerk was asked to write to Bugbrooke Management Company to ensure that this is clearly communicated to residents, so that expectations are not set unrealistically high. Councillors noted that the proposed transfer remains subject to detailed scrutiny to

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ensure that the Parish Council and its residents are protected from any risks associated with the transfer of encumbered land.

Councillors reiterated their support in principle for the transfer; however, they acknowledged that this is a complex matter and that there can be no guarantee of a successful outcome, despite the wishes of many residents of Johns Road.

PC/26/06/52 GRANT APPLICATIONS

The Clerk has not received any applications.

PC/26/06/53 PLANTERS

Councillors noted concerns regarding the maintenance of the village entrance planters following a complaint from a resident.

The Clerk advised that efforts had been made to recruit volunteers during the previous year. The planter at the allotments and the planter at Camp Hill are currently maintained. Councillor Jane Wood agreed to review the planter on Heyford Road, and Councillor Dean Manning volunteered to oversee the planter at the Campion entrance to the village.

The Clerk thanked both councillors for their assistance.

PC/26/06/54 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls* - Hedges on the corner of High Street are overgrowing the footpath.

C *Footpaths* –

D *Street Lighting* – Church gate light is currently not switched on; the Clerk was asked to check.

E *Highways and Transport* – None.

F *BSACCA* - Councillor Phil Bignell is now the Chair of the committee.

G *Millennium Green* – No update.

H *Environmental Group* – *No update*. The next litter pick is Sunday 5th July at 2pm on the High Street.

I *Patient Participation Group* – No update.

J *Community Resilience* – No update

K *Defibrillator* – Councillor Will Marriott confirmed that the defibrillator had been inspected.

PC/26/06/55 ITEMS FOR CONSIDERATION ON THE JULY AGENDA

PC/26/06/56 DATE OF NEXT MEETING

Monday 13th of July 2026 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business, the Chair closed the meeting at 9.24pm.

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End of Minutes

CHAIR:.....

DATE:.....