

Bulwick Parish Council

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Bulwick Parish Council Meeting Minutes

Date	Wednesday 13 th August 2025	500	19.15 20.20
Meeting held at	St Nicholas Church, Bulwick, NN17 3ET		
Present	Cllr I Martin (Chair) Cllr A Lashmar (Vice Chair) Cllr C Ortega McLean Members of the public in attendance (7) + Cllr Simon Fairhall (Unitary Councillor)		
Apologies	Cllr Scott Macdonald		
Minutes taken by	Helen Keech - Clerk to Bulwick Parish Council		
Discussion			Action
2508.60	To receive and approve reasons for apologies - members to approve apologies for absence (LGA 1972 Sch12, para 40). Cllr Scott Macdonald - Work commitments		RESOLVED: (AL/IM)
2508.61	To receive declaration of interests - members to declare any pecuniary or prejudicial interests in relation to items on the agenda (Localism act 2011 and the relevant authorities (DPI) regulations 2012). <i>Councillors are reminded of their obligations to declare orally their interests as per BPC Model Code of Conduct.</i>		NONE
2508.62	To authorise the Chair to sign as a correct record of the proceeding: Minutes of the Bulwick Parish Council Meeting dated 23 rd May 2025. (LGA 1972 Sch12 P41(1)).		RESOLVED (AL/ COMc)
2508.63	Public Session (*) The council welcomes the participation of residents and will receive and process comments and questions from members of the public/press in accordance with the Bulwick Parish Council Standing Orders. Decisions cannot be made on items not on the agenda. Residents raised concerns regarding pot holes along Main Street and recent accident at the Blatherwycke turn on the A43. Cllr Fairhall informed residents that 7.7m has been allocated to improving the roads by NNC. MP Lee Barron is campaigning for a new zebra crossing on the Prior Halls estate.		

	<p>Cllr Fairhall informed us all 5 speed indicators on the A43 (2 x Deenethorpe, 1 x after Bulwick and 2 x around Fineshades Wood) are included in the £270,000 for replacement of vehicle activated signs which are due to be replaced within the year.</p> <p>View shared by a resident that the new website was boring and BPC social media platforms have not been updated. Point noted and residents informed that new website had only been up and running for a few weeks. Clerk only had a few images of the village that a Cllr had sent her to use for the website. The same resident, Dan Pickard offered to share his photos of the village as long as we added '<i>copyright Dan Pickard</i>' on then photos. Clerk has requested feedback from villagers and Cllrs for improvements later as a separate item in the minutes relating to this. Dan Pickard has said he will requested that Social Media Platforms be closed. Clerk informed the parish council they have no social media policies in place.</p> <p>It was not through choice to change provider. The only reason BPC had to change to a new website site was because the current provider could not supply a .GOV.UK web address. This is a new requirement for the Assertion 10 on the AGAR for 2026 along with all Cllrs having a .GOV.UK email address and awareness for all Cllrs and Clerks on GDPR. The change was purely to meet compliance.</p> <p>Villagers praised the council for the recent efforts in getting the car removed from the hedge row along the A43 - it had been there for some months.</p>	
2508.64	<p><u>COMMUNITY MATTERS</u></p> <p>To discuss and action the following</p> <p>Defibrillator - James Sanderson would like to hand over the caretaker duties.</p> <p>Chair - Ian Martin has been in touch with James and completed handover training and responsibilities for the defibrillator. It requires regular monitoring and data feed back to the portal. During the meeting Dan Pickard offered to take on the responsibilities for the defibrillator. The BPC would like to say thank you to Mr Pickard for his kind offer.</p> <p>Residents also commented on refresher training for villagers as it has been a long time since the last training for the defibrillator and Bulwick also has a number of new residents who might like to know how to use it</p> <p>Proposed Sycamore Tree Removal - Rupert Conant email the clerk requesting a copy of the email that was sent to planning - Unfortunately the clerk cannot find this and has been in contact with the planning department, who vaguely remember the email, but they</p>	<p>RESOLVED: (IM/COMc)</p> <p>WORK IN PROGRESS - Clerk to action</p> <p>RESOLVED - Clerk to Action</p>

	<p>also have new computers and systems so it might take them a while to find it.</p> <p>Cllrs present suggested the clerk sent a new email to the 'Conant Family' showing the BPC support for the proposed works.</p> <p>The chair also commented that he needed a meeting with Bulwick Estates over a number of issues that have been raised to him. Meeting arranged for 02.09.2025.</p> <p><u>HIGHWAYS</u></p> <p>Lack of grass cutting in the village - Clerk has reported this several times on street doctor and emailed Keir for an update - Clerk</p> <p>The grass has now been cut although badly and only a meter wide strip. Parish council would like to know how much it would cost to take on the grass cutting. Clerk to create a map of areas to be cut and send out for tender.</p> <p>Update on Street Light Refurbishment – Ordered on 30.06.2025 (again), Provisional supply date of 26th September 2025 - Chair / Clerk</p> <p>Hopefully as above all is in place for work starting around 26.09.2025. The work will include the lamp posts being painted.</p> <p>New Speed Indicator - Ordered on 21.07.2025 - Chair has advised on speed settings.</p> <p>This is for the bottom of Main Street, near the bridge and hopefully all is going to plan for being delivered soon.</p> <p>A43 Speed Signs - Chair requested removal of this item.</p> <p>However we have had an update in the Public session from Cllr Fairhall.</p> <p>Abandoned Car in verge on A43 - Chair</p> <p>Villagers are extremely happy that issue is now resolved - a bit of an all-round team effort had by all in getting this resolved with the police eventually removing it due to no tax.</p> <p>Police monitoring speed through Village - Chair</p> <p>It has taken 8 months to get the above actioned in the village and any cars requiring further action have been accounted for.</p> <p>A resident spoke with the officer conducting the check and asked why they were not issuing tickets to certain cars who they thought were speeding. The officer invited them to stand behind the gun with them. They were then made aware that cars who they thought were speeding were actually not speeding, and in fact when you are standing still, driving past at 30mph seems really fast.</p>	<p>Chair to action</p> <p>WORK IN PROGRESS - Clerk & Chair</p> <p>WORK IN PROGRESS</p> <p>WORK IN PROGRESS</p> <p>RESOLVED</p> <p>RESOLVED</p> <p>RESOLVED</p>
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	<p>Hopefully there will be another speed check in the village fairly soon.</p> <p>It was also commented by residents that parents leaving the nursery in the village often left at considerable speed. It was suggested that the BPC wrote to the nursery and advised them of the above and dangers of speeding. The chair stated he would like the letter to be hand delivered.</p> <p>As this is technically not an agenda item for this meeting, the clerk will add this concern to the next agenda for action.</p> <p>Village Litter Picking - Arranged for the 16th August 2025 - For more information contact Cllr AL or look at website. Clerk is writing a risk assessment for this.</p> <p>Cllr A Lashmar went through the main points on the Risk Assessment in the meeting and this was approved in meeting - Clerk advised that they must follow the advice given in the risk assessment on the day.</p> <p>Jane Edgeley volunteered to be the 4 day qualified first aider along with her husband who is a trained, regular volunteer litter-picker with NNC. The village had been split up into zones and volunteers to pick an area of their choice. After the event bacon butties and coffee were on offer at Cllr A Lashmar house.</p> <p>Cllr A Lashmar has said she will water the Queen's tree tomorrow and again on Saturday during the litter pick.</p>	RESOLVED
2508.65	<p><u>CLERKS UPDATE & CORRESPONDANCE</u></p> <p>Climate & Nature Champion Scheme - "To appoint a Climate & Nature Champion to represent the council in matters relating to the climate, nature, and the environment" - email sent to chair on 02.07.2025</p> <p><i>Northants CALC has launched the above, due to the incredible response they had to their Climate & Nature Survey in the spring. 181 out of 220 member councils responded and told them about all the brilliant work that parish and town councils are already doing in Northamptonshire. The Top 5 most common actions were:</i></p> <ul style="list-style-type: none"> ▪ <i>Planting native trees and plants</i> ▪ <i>Organising community clean-up events</i> ▪ <i>Creating and maintaining wildlife habitats</i> ▪ <i>Implementing LED street lighting</i> ▪ <i>Protecting local biodiversity</i> <p><i>The Climate and Nature (CAN) Champion will act as the council's key point of contact and advocate for environmental sustainability, biodiversity, and climate resilience. This voluntary role supports the council in identifying, promoting, and coordinating local action on climate and nature. The CAN Champion Scheme will</i></p>	RESOLVED (IM/COMc)

	<p><i>drive the dissemination of guidance, the sharing of good practice, and the identification of challenges and solutions to those challenges.</i></p> <p><i>The scheme will operate in a very similar way to the Police Liaison Representative (PLR) Scheme. Councils are asked to appoint a CAN Champion, who can be a councillor, officer, or member of the public. Where a council has not been able yet to appoint a CAN Champion, the clerk will act as the default person. Once CAN Champions are appointed, they will receive regular communications from Northants CALC and will be invited to meetings. We are thinking about an annual online meeting for all CAN Champions in Northamptonshire and then thematic focus meetings three or four times per year, online, focused on a particular area of Climate & Nature Action with external speakers.</i></p> <p>Cllr Scott Macdonald expressed an interest in this and even more keen after the clerk emailed the information from Danny Moody which is above.</p> <p>Cllr Scott Macdonald emailed the contact for CAN giving over his information but used the clerk's email address as a contact of his own accord.</p> <p>.gov.uk website & emails - Clerk to update (complete move over for 01.09.2025)</p> <p>Website is up and running - clerk requires feedback / improvements and hoping to move all emails over by above date. Cllrs to advise clerk when they moved emails or if they need any help.</p> <p>Pensions Regulator (Auditors point) - Clerk</p> <p>Clerk has been in contact with the above and updated the information, we are now compliant for another three years - please refer to hard copy on files and another auditor concern actioned.</p> <p>VAT 126 - Numerous issues - Clerk</p> <p>We have moved forward with this as we now have a new VAT126 number. However HMRC have requested we submit the claim again due to wrong end of month day being used for the tax year being submitted (this has been resubmitted via post). Clerk is looking forward to setting this up online as it is a much easier process.</p> <p>78th Annual Conference - 4th October 2025 - Clerk has requested to attend.</p> <p>Clerk emailed the chair requesting to attend this conference in Northampton. She attended this last year and found it to be a useful. The chair agreed as there is no cost implications involved to the council</p> <p>The unions and Local Government Employers - agreed 3.2% pay raise</p>	<p>WORK IN PROGRESS</p> <p>RESOLVED</p> <p>WORK IN PROGRESS</p> <p>RESOLVED</p>
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	<p>for all employees back dated to 01.04.2025.</p> <p>Discussed by council and agreed by full council.</p> <p><u>POLICES</u></p> <p>Clerk needs to write the below policies to comply with new legislation.</p> <ul style="list-style-type: none">- Internet policy- Social media- Reserves policy- Clerk to update all polices with new website address and email	RESOLVED (IM/AL)																																																																																																																			
2508.66	<p><u>BULWICK’S FINANCES / ACCOUNTS</u></p> <p>To note current account balance stands at £9,793.54 on 06.08.2025. (Accounts & Audit 2015 Reg 4)</p> <p>To note savings account balance stands at £10,092.02 on 06.08.2025. (Accounts & Audit 2015 Reg 4)</p> <p>Invoices - to approve payments for the following (Accounts & Audit 2015 Reg 4)</p> <table><tr><th>DATE</th><th>TO WHOM</th><th>REASON</th><th>COST</th><th>POWERS & DUTIES</th></tr><tr><td>31.07.2025</td><td>Unity Bank</td><td>Service Charge</td><td>£6.00</td><td>LGA 1972 S111</td></tr><tr><td>28.07.2025</td><td>Hugo Fox</td><td>Email Host</td><td>£11.99</td><td>LGA 1972 S142, TCSA 2</td></tr><tr><td>25.07.2025</td><td>H. Keech</td><td>Staff Costs</td><td>£274.18</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.07.2025</td><td>DCK Payroll</td><td>Wages 07.25</td><td>18.00</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.07.2025</td><td>HMRC</td><td>PAYE</td><td>£68.60</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>14.07.2025</td><td>Valda Energy</td><td>Street Lights</td><td>£91.75</td><td>PCA 1957,s3 HWA 1980, s.301</td></tr><tr><td>14.07.2025</td><td>Hugo Fox</td><td>Website</td><td>£23.99</td><td>LGA 1972 S142, TCSA 2</td></tr><tr><td>02.07.2025</td><td>SSE Energy</td><td>Street Lights</td><td>£168.19</td><td>PCA 1957,s3 HWA 1980, s.301</td></tr><tr><td>02.07.2025</td><td>SSE Energy</td><td>Street Lights</td><td>£152.39</td><td>PCA 1957,s3 HWA 1980, s.301</td></tr><tr><td>30.06.2025</td><td>Unity Bank</td><td>Service Charge</td><td>£6.00</td><td>LGA 1972 S111</td></tr><tr><td>30.06.2025</td><td>SSE - DD</td><td>Street Lights</td><td>£152.39</td><td>PCA 1957,s3 HWA 1980, s.301</td></tr><tr><td>25.06.2025</td><td>H. Keech</td><td>Staff Costs</td><td>£274.18</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.06.2025</td><td>DCK Payroll</td><td>Wages 06.25</td><td>18.00</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.06.2025</td><td>HMRC</td><td>PAYE</td><td>£68.60</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>13.06.2025</td><td>Hugo Fox</td><td>Website</td><td>£23.99</td><td>LGA 1972 S142, TCSA 2</td></tr><tr><td>13.06.2025</td><td>Hugo Fox</td><td>Website</td><td>£23.99</td><td>LGA 1972 S142, TCSA 2</td></tr><tr><td>11.06.2025</td><td>E-on</td><td>Street Lights Contract</td><td>£46.80</td><td>PCA 1957,s3 HWA 1980, s.301</td></tr><tr><td>31.05.2025</td><td>Unity Bank</td><td>Service Charge</td><td>£6.00</td><td>LGA 1972 S111</td></tr><tr><td>25.05.2025</td><td>H. Keech</td><td>Staff Costs</td><td>£274.18</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.05.2025</td><td>DCK Payroll</td><td>Wages 05.25</td><td>18.00</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.05.2025</td><td>HMRC</td><td>PAYE</td><td>£68.60</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>19.05.2025</td><td>Bulwick</td><td>BPC Meeting</td><td>£30.00</td><td>LGA 1972 SS133</td></tr></table>	DATE	TO WHOM	REASON	COST	POWERS & DUTIES	31.07.2025	Unity Bank	Service Charge	£6.00	LGA 1972 S111	28.07.2025	Hugo Fox	Email Host	£11.99	LGA 1972 S142, TCSA 2	25.07.2025	H. Keech	Staff Costs	£274.18	LGA 1972 S101,111 & 112	25.07.2025	DCK Payroll	Wages 07.25	18.00	LGA 1972 S101,111 & 112	25.07.2025	HMRC	PAYE	£68.60	LGA 1972 S101,111 & 112	14.07.2025	Valda Energy	Street Lights	£91.75	PCA 1957,s3 HWA 1980, s.301	14.07.2025	Hugo Fox	Website	£23.99	LGA 1972 S142, TCSA 2	02.07.2025	SSE Energy	Street Lights	£168.19	PCA 1957,s3 HWA 1980, s.301	02.07.2025	SSE Energy	Street Lights	£152.39	PCA 1957,s3 HWA 1980, s.301	30.06.2025	Unity Bank	Service Charge	£6.00	LGA 1972 S111	30.06.2025	SSE - DD	Street Lights	£152.39	PCA 1957,s3 HWA 1980, s.301	25.06.2025	H. Keech	Staff Costs	£274.18	LGA 1972 S101,111 & 112	25.06.2025	DCK Payroll	Wages 06.25	18.00	LGA 1972 S101,111 & 112	25.06.2025	HMRC	PAYE	£68.60	LGA 1972 S101,111 & 112	13.06.2025	Hugo Fox	Website	£23.99	LGA 1972 S142, TCSA 2	13.06.2025	Hugo Fox	Website	£23.99	LGA 1972 S142, TCSA 2	11.06.2025	E-on	Street Lights Contract	£46.80	PCA 1957,s3 HWA 1980, s.301	31.05.2025	Unity Bank	Service Charge	£6.00	LGA 1972 S111	25.05.2025	H. Keech	Staff Costs	£274.18	LGA 1972 S101,111 & 112	25.05.2025	DCK Payroll	Wages 05.25	18.00	LGA 1972 S101,111 & 112	25.05.2025	HMRC	PAYE	£68.60	LGA 1972 S101,111 & 112	19.05.2025	Bulwick	BPC Meeting	£30.00	LGA 1972 SS133	NOTED NOTED APPROVED (AL/COMc)
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12.05.2025	DCK Payroll	Yr End 24-25	18.00	LGA 1972 S101,111 & 112	
12.05.2025	SSE Energy	Street Lights	£132.20	PCA 1957,s3 HWA 1980, s.301	
12.05.2025	NCALC	Membership / DPO / Audit	£430.28	LGA 1972 S175	
Invoices - to note income into the current account (Accounts & Audit 2015 Reg 4)					NOTED
DATE	FROM WHOM	REASON	COST		
08.07.2025	GoCardless	Website	£23.99		
Instant Access Savings Account - to note balance off (Accounts & Audit 2015 Reg 4)					NOTED
DATE	INCOME	REASON	TOTAL		
20.06.2025	Unity Bank	Interest	£50.86		
<p>Change of electric supplier - One of the two UNS has been changes over to Yalea Engery. SSE have been blocking the other, originally saying we were still in contract with them and then saying we had an outstanding balance. Even when this was clear they have not transferred over and had an over payment via a DD that they have now set up from January 2025. I continue with my professional approach.</p> <p>Clerk spoke to SSE just before the meeting and they are now saying the reason we cannot change over is because the bill has not been made up to 30.06.2025 (Currently we are mid-August - I do not understand). I have now been informed that this has now been completed and will be collected on the 11.08.2025 via direct debt for final payment. SSR have acknowledge a credit on the account.</p> <p>Budget and Precept for 2026 - Cllrs need to consider what projects they would like to put forward for next year as clerk needs to work on this for November meeting.</p> <p>Cllrs appreciated the reminder and will bring their ideas to the next meeting.</p> <p>2025 Internal Audit Report for AGAR - actions completed on the audit plan are Website / Email Address / Meeting Dates / DAoO & RoI / Pension.</p> <p>Clerk has received 'notification of being exempt from' from JFK Pilkington and has placed a copy of this email under AGAR 2025 on the website.</p> <p>Clerk is also steadily working through the points raised from the internal auditor. She has not quite finished all the points yet.</p> <p>Accounts audit by Cllr 06.2025 - for Cllr S Macdonald to approve if he is</p>					WORK IN PROGRESS
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	<p>happy with accounts.</p> <p>Once Cllr S Macdonald returns the paperwork to the clerk she will upload the information onto the website.</p>	PROGRESS
2508.67	<p>Items for next meeting or general interest</p> <ul style="list-style-type: none"> - Add bacon butties to the litter picking risk assessment - Cork on noticeboard needs replacing - Dog style gate behind rectory public right of way and at other end. Clerk to source permissions and costs (potential year's budget/project) for above with Chair - Ownership of land (West of cemetery) - potential C of E?? - Parish Paths (email arrived after agenda set) clerk to maintain reporting so all councillors and residents have a central point to report too. Clerk to attend training and feedback information. - Unitary empowerment fund - DD for reviewing / adding to next agenda - Letter to nursery in village regarding speed 	Clerk to add to next agenda
2508.68	<p>Dates for future meetings -</p> <p>Wednesday 26th November 2025@ 19.15hrs Wednesday 21st January 2026 @ 19.15hrs Wednesday 6th May 2026 @ 19.15hrs</p> <p>All other committee meetings will be advised by way of a summons in the form of an agenda in line with statutory requirements.</p>	Church booked for dates set
2508.69	Close of Meeting	

Approved & Signed by Cllr Ian Martin on 26th November 2025

Mr Ian Martin
Chair to Bulwick Parish Council

	POWER & DUTIES	
KEY	ACT	Section
LGA 1972	Local Government Act	SS 133
PCA 1957	Parish Council Act 1957	S3
HWA 1980	High Ways Act 1980	S301
L&AA 1976	Lotteries & Amusements Act	S7
LGA 1972	Local Government Act	S226