



**BOW BRICKHILL PARISH COUNCIL
ANNUAL VILLAGE MEETING AGENDA
Hosted by Bow Brickhill Parish Council**

Telephone: 07904 339391

E-Mail : clerk@bowbrickhill-pc.gov.uk

Meeting to be held at 8.00pm on Tuesday 12 May 2026 at the Pavilion, Rushmere Close, Bow Brickhill before the BBPC AGM, for the purpose of transacting the following business:

1. Apologies for Absence
2. To Confirm Minutes of the Annual Village Meeting 14 May 2025
3. Council Report on 2025/2026 Activities
4. Unitary Councillors' Reports - tba due to local elections 07/05/26
5. Invited/Reports Requested From:
 - Bow Brickhill Women's Institute - attending
 - Neighbourhood Watch, The Village Email, Newsletter and Library– attending
 - Woburn & Wavendon Football Club
 - Thames Valley Police – apologies
 - Lunch Club
 - Bow Brickhill History Society – report attached
 - Bow Brickhill C of E (VA) Primary School – apologies, report attached
 - 1st Bow Brickhill Brownies
 - Bow Brickhill Book Club
 - All Saints Church Bow Brickhill
 - ASTRA
 - Bedford to Bletchley Rail Users Association
 - Tai Chi
 - ECKA
 - Ducklings Pre School
 - Drop in/warmspaces
 - Village events – Clare Evans



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To: Members of the public

CLIs: P Ball (Chairman)
C Evans (Vice Chairman)
M Kozak
S Pangala
Vacancy

Notice of Meeting

You are hereby summoned to the Annual General Meeting of the **Bow Brickhill Parish Council** to be held in person at the Pavilion, Rushmere Close, Bow Brickhill, MK17 9JB on Tuesday 12 May 2026 at **8.00pm**, after the Annual Village Meeting.

J Godden

Julie Godden
Clerk & RFO

THIS MEETING MAY BE RECORDED¹

AGENDA

¹ *Phones and other equipment may be used to film, audio record, tweet, or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.*

The use of images or recordings arising from this is not under the Council's control.

1. **ELECTION OF CHAIR:** Councillors to elect a Chair for the year, until the next Annual General Meeting of the Parish Council in May 2027.
2. **DECLARATION OF OFFICE:** Chair to sign the declaration of office form.
3. **ELECTION OF VICE-CHAIR:** Councillors to elect a Vice-Chair for the year, until the next Annual General Meeting of the Parish Council in May 2027.
4. **DECLARATION OF OFFICE:** Vice-Chair to sign the declaration of office form.
5. **APOLOGIES:** To receive and approve apologies from members unable to attend the meeting.
6. **QUESTIONS FROM THE PUBLIC**
In accordance with approved Standing Order 10, members of the public may make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 20 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

7. SPECIFIC DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

8. MINUTES

To consider the approval of the Minutes of the meeting of the Council held on 17 March 2026 and acknowledge the notes taken for the remainder of the meeting due to it becoming inquorate.

Recommendation: To confirm the Minutes of the meeting of the Council held on 17 March 2026 and acknowledge the notes taken for the remainder of the meeting due to it becoming inquorate, to be signed by the Chairman.

9. FINANCE

- a) Budget, Income and expenditure reports for March and April to be noted
- b) Reconciliation Balances for March & April to be noted
- c) Balance in accounts as of 30/04/26 = £71266.19
- d) Review Councillor remuneration for 2026/27
- e) Zurich Town and Parish policy renewal = 1 Year: £3,629.22 (including IPT) or 3-Year (LTA): £3,282.54 (including IPT)

10. YEAR END ACCOUNTS

Members will find attached a report providing brief outline of the year end accounting process.

Members are invited to raise any queries relating to the process.

This report is provided for information purposes.

11. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/2026

In accordance with Financial Regulation 2.3, Members are presented with the completed Annual Internal Audit Report and supporting paperwork as part of the Annual Governance & Accountability Return, for the year ended 31 March 2026.

Members are advised that the internal auditor completed the year end internal audit on 27/04/26.

Please see the attached Observations / Considerations / Recommendations

Recommendation: Cllrs to note the attached Observations / Considerations / Recommendations

12. DATES FOR THE EXERCISE OF PUBLIC RIGHTS FOR 2025/2026

Members are requested to approve the dates for the Exercise of Public Rights in relation to the Annual Governance & Accountability Return, for the year ended 31 March 2026 as below:

- a. Date of announcement: 13 May 2026
- b. Date of commencement: 23 June 2026
- c. End date: 4 August 2026

Recommendation: Cllrs to approve the dates for the Exercise of Public Rights in relation to the Annual Governance & Accountability Return, for the year ended 31 March 2026 as above

13. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/2026

SECTION 1 - ANNUAL GOVERNANCE STATEMENT

In accordance with Financial Regulation 2.3, a draft completed version of Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return, for the year ended 31st March 2026 is attached for consideration and approval.

Recommendation: Cllrs to approve Section 1 – Accounting Statements of the Annual Governance & Accountability Return for the year ended 31st March 2026 subject to external audit.

14. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/2026

SECTION 2 – ACCOUNTING STATEMENTS

In accordance with Financial Regulation 2.3, Section 2 – Accounting Statements of the Annual Governance & Accountability Return and the supporting Statement of Accounts for the year ended 31st March 2026 is attached for consideration and approval subject to external audit.

Recommendation: Cllrs to approve Section 2 – Accounting Statements of the Annual Governance & Accountability Return for the year ended 31st March 2026 subject to external audit.

15. 2026/2027 MEETING DATES TO BE AGREED

16. COUNCILLOR VACANCY CO-OPTION

17. POPPY ARMY AND BOW BRICKHILL

- a) Donation of £100 from BBPC
- b) Free use of Pavilion – agreed at the last meeting as an operational decision
- c) Permission from BBPC to place poppies and other items:
 - at the planters on the station end of the village - Poppies on stalks in the planter with possibly a figure soldier – agreed at the last meeting as an operational decision
 - At the Pavillion, to cover the dome seated area just off the car park to the left near the play area, in a netting covered in poppies to make it look like a hide and have at least two figure soldiers – agreed at the last meeting as an operational decision
 - At the monument on the village green, to have a WW2 lorry with poppies on a mesh draping out the back onto the green and 2/3 figure soldiers. – agreed at the last meeting as an operational decision

18. SPEED INDICATOR DISPLAY

To ratify the decision made via email to instruct MKCC to supply and install the replacement SiD and to invoice BBPC for their contribution as per the Community Infrastructure Fund (CIF) 2025-2026 agreement.

19. POLICY AND NEW DOCUMENT REVIEW

- a) BBPC Risk Management
- b) Document Retention and Disposal Policy
- c) Data Protection Policy
- d) IT Policy

- e) BBPC to confirm that the Clerk will act on their behalf as their data controller.

19. 2026/2027 MEETING DATES TO BE AGREED

20. PLANNING NOTIFICATIONS

- a. PLN/2026/0719 Householder planning permission 37 CHURCH ROAD, BOW BRICKHILL, MILTON KEYNES, MK17 9LH The erection of two first floor front gables, the construction of a single storey rear extension, and associated alterations to the existing dwelling. Under Consultation
- b. PLN/2026/0779 Householder planning permission 2 WOBURN SANDS ROAD, BOW BRICKHILL, MILTON KEYNES, MK17 9LA Proposed first floor extension over existing detached garage outbuilding with a single storey rear link extension Under Consultation
- c. PLN/2026/0809 Householder planning permission 14 DOWNS VIEW, BOW BRICKHILL, MILTON KEYNES, MK17 9JS Erection of two single storey rear extensions and modifications to front door arrangement Under Consultation
- d. PLN/2026/0851 Consultation on Nationally Significant Infrastructure Project The Route Corridor of The East West Rail Project, Milton Keynes Consultation for East West Rail to enable the operation of trains between Oxford and Cambridge, including associated works to the railway network and amendments to proposal including Bletchley West train maintenance depot and passing loops, eastern entrance for Bletchley station, new station at Woburn Sands with links to local communities and changes to level crossings

21. EAST WEST RAIL CONSULTATION

22. SEMK/NEIGHBOURHOOD FUTURES GROUP

23. MARSTON VALE TRAIN SERVICE

24. PAVILION

- a) Nursery Enquiry: Ratify the daily hire cost that was agreed by Cllrs via email
- b) Quote for replacement Curtains for front and back inc 1 x new rail for the front window, there is a 5-to-6-week lead time, and it will take up to 4 hours to install.

25. PAVILION 2050

26. SPEED INDICATOR DISPLAY UPDATE – c/f from last meeting

Ratify the decision made by email to instruct MKCC to supply and install a replacement SiD

27. 20MPH SPEED LIMITS FOR BUCKINGHAMSHIRE – c/f from last meeting

28. CORRESPONDENCE

- a) Funding Enquiry for Recreational Youth Sports Programme – C/F from last meeting
- b) Planning permission notice for garage next to BBPC land

29. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

Each Councillor is offered this opportunity to report minor matters for information not included elsewhere on the agenda and raise items for consideration within future agendas.

30. DATE OF THE NEXT MEETING

The next meeting is a Community Engagement on Tuesday 10 June 2025 at 7.00pm at Bow Brickhill Pavilion.