



**Minutes of Bow Brickhill Parish Council Annual General Meeting  
held on 12 May 2026 at 8.00pm at the Pavilion, Rushmere Close,  
Bow Brickhill, MK17 9JB**

|                 |                                 |                           |
|-----------------|---------------------------------|---------------------------|
| <b>PRESENT:</b> | <b>Cllrs:</b>                   | Cllr P Ball (Chair)       |
|                 |                                 | Cllr C Evans (Vice Chair) |
|                 |                                 | Cllr S Pangala            |
|                 |                                 | Vacant                    |
|                 |                                 | Vacant                    |
|                 | <b>Officer:</b>                 | J Godden                  |
|                 | <b>Members of Public (MoP):</b> | 8                         |

**RESIGNATION:** The clerk informed members that Cllr Kozak had handed a letter of resignation after nearly three years of service to the village, and she had left the meeting. It was noted that during her time as a councillor, Maria played a key role in securing the village's fourth defibrillator through EWR funding — now installed at The Wheatsheaf — an important addition to community safety in Bow Brickhill.

**1. APOLOGIES:** Ward Cllr Hopkins

**2. ELECTION OF CHAIR**

Members were requested to elect a Chair for the year 2026/27. Cllr Ball informed members that he is happy to stand as Chair again for BBPC. Cllr Evans proposed Cllr Ball for the role of Chair, seconded by Cllr Pangala.  
**Resolved:** All members agreed, and Cllr Ball was elected as Chair for the year 2026/27

**2. DECLARATION OF OFFICE:** Chair signed the declaration of office form.

**3. ELECTION OF VICE CHAIR**

Members were requested to elect a Vice Chair for the year 2026/27. Cllr Ball proposed Cllr Evans for the role of Vice Chair, seconded by Cllr Pangala.  
**Resolved:** All members agreed, and Cllr Evans was elected as Vice Chair for the year 2026/27

**4. DECLARATION OF OFFICE:** Vice-Chair signed the declaration of office form.

**5. QUESTIONS FROM THE PUBLIC**

A MoP raised a question about the East West Rail consultation and whether the parish council had attended. It was confirmed that attendance had not been possible, but another consultation session was due the 19 May at Oldbrook. Ward Cllr Hopkins has attended previous sessions and reported back, to include concerns raised by residents of Caldecotte.

A discussion followed regarding the proposals for the level crossing and possible traffic lights near Brickhill Street. Concern was expressed that a humpback bridge could significantly reduce drivers' visibility and reaction time to traffic signals. The general view that proposals appear to be based on desktop studies rather

than on-site assessments. Frustration was expressed at the lack of detail provided by East West Rail, with officers reportedly unable to answer key questions. It was noted that the proposals could have significant implications for the village.

BBPC informed attendees that BBPC have invited East West Rail representatives to attend meetings on at least two occasions. Also a parish response has been prepared and is available upon request.

#### **Drakewell House**

A question was raised regarding the status of the Drake House planning decision, as the expected decision date had passed. The response suggests delays may be due to the election and the large volume of consultation responses.

BBPC has received No further update.

#### **Tree Preservation Orders**

A question was asked about whether Tree Preservation Orders (TPOs) could be applied to hedgerows. It was clarified that the parish council cannot make TPOs; this is the responsibility of Milton Keynes City Council. The concern raised was about hedgerows on Wood Ends Road, following the removal of hedgerows in front of nearby warehouses and the impact on mature trees.

### **6. SPECIFIC DECLARATIONS OF INTEREST**

Councillor Ball declared a non-pecuniary interest as trustee of the board of Willen Hospice

Councillor Ball declared a non-pecuniary interest as Chair and Secretary of Friends of Bow Brickhill Station.

### **7. MINUTES**

To consider the approval of the Minutes and notes of the meeting of the Council held on 17 March 2026.

**Resolved:** all members confirmed their approval of the Minutes and notes of the meeting of the Council held on 17 March 2026 and these were signed by the Chairman.

### **8. FINANCE**

- a. Budget, Income and expenditure reports for March and April - noted
- b. Reconciliation Balances for Jan, Feb, March & April - noted and signed
- c. Balance in accounts as of 30/04/26 = £71266.19 - noted
- d. Review Councillor remuneration for 2026/27

**Resolved:** All members agreed to forgo any remuneration for 2025-26 except for any ad hoc expenses for purchases that may be made on behalf of BBPC.

- e. Zurich Town and Parish policy renewal = 1 Year: £3,629.22 (including IPT) or 3-Year (LTA): £3,282.54 (including IPT)

**Resolved:** All members agreed to the 3-Year (LTA): £3,282.54 at £3282.54 for 2026/2027

### **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 was 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

**Resolved:** Cllrs noted 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: 23 June 2026
- b. Date of commencement: 24 June 2026
- c. End date: 04 August 2026

**Resolved:** Cllrs approved 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.

**Resolved:** Cllrs approved Section 1 – Accounting Statements of the Annual Governance & Accountability Return for the year ended 31st March 2026.

**14. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2024/2025****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.

**Resolved:** Cllrs approved Section 2 – Accounting Statements of the Annual Governance & Accountability Return for the year ended 31st March 2026.

**15. 2026/2027 MEETING DATES TO BE AGREED all ok**

**Resolved:** All members agreed the meeting dates for 2026/2027

**16. COUNCILLOR VACANCY CO-OPTION**

An application from Filip Czepinski has been received who was in attendance. Cllr Ball proposed to Co-opt Filip Czepinski on to Bow Brickhill Parish Council Seconded by Cllr Evans

**Resolved:** all members agreed, and Filip Czepinski was unanimously coopted onto Bow Brickhill Parish Council

**17. POPPY ARMY AND BOW BRICKHILL**

- a. Donation of £100 from BBPC was proposed by Cllr Ball, seconded by Cllr Evans

**Resolved:** all members agreed and a donation of £100.00 is to be given to the Poppy Army initiative

- b. Free use of Pavilion – This was 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 and other end on what to WS - 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

Proposed by Cllr Ball that the above poppy placement have permission, seconded by Cllr Evans

**Resolved:** all members agreed that the above poppy placement have permission

**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.

**Resolved:** Members ratified 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 – Cllr Evans asked the Clerk to review the document for the next meeting as some of the risks seem to still be in the high category and should be changed to low.
- b. Document Retention and Disposal Policy
- c. Data Protection Policy
- d. IT Policy

**Resolved:** Approval of policies b to d proposed by Cllr Ball, seconded by Cllr Evans

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

**Resolved:** Proposed by Cllr Ball Seconded by Cllr Evans that the Clerk will act on their behalf as their data controller

**19. 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

**20. EAST WEST RAIL CONSULTATION**

BBPC encourages residents to reply to the consultation before the closing date of 9 June 2026.

BBPC are formulating a response with their thoughts and observations

**21. SEMK/NEIGHBOURHOOD FUTURES GROUP**

This is currently on hold due to the ongoing EWR Consultation

**22. MARSTON VALE TRAIN SERVICE**

The service seems to be managing ok, although there is a replacement bus service at times

**23. PAVILION**

- a. Members to ratify the daily hire cost for the nursery that will be occupying the building Mon to Fri, due to time constraints it was agreed via email that £140.00 would be the daily charge.

**Resolved:** All members ratified the decision made via email that the daily hire cost for the nursery = £140.00

- b. Quote for replacement Curtains for front and back inc 1 x new rail for the front window = £1538.00 + VAT, there is a 5-to-6-week lead time, and it will take up to 4 hours to install.

**Resolved:** All members agreed that the Clerk instruct the company to go ahead with the order of replacement curtains at a cost of £1538.00 + VAT

**24. PAVILION 2025**

Alan Preen expressed his personal disappointment that funding was not secured after early positive encouragement from MKCC especially as the meeting with Michale Bracey had seemed so positive. He also raised the fact that a substantial amount of money had already been spent on preparation and planning work and urged the parish council not to lose sight of the work already completed.

He is happy to continue to work with Ward Cllr Hopkins towards the overall design plan to preserve the value of previous efforts.

There was then a discussion about Section 106 funding for Bow Brickhill and the need to establish where the money has gone with the hope that both our Ward Cllrs will pursue the matter.

BBPC thank Alan for all his hard work and assured him that they will endeavour to continue to pursue the refurbishment, however in the meantime there is a list of short-term projects that can be addressed. The Clerk has made a list, members to let her know if they have any additional items to add to it.

**25. 20MPH SPEED LIMITS FOR BUCKINGHAMSHIRE – c/f from last meeting**

Cllr Evans would like BBPC to give their support – agreed

**26. CORRESPONDENCE**

- a. Funding Enquiry for Recreational Youth Sports Programme – C/F from last meeting no funding available
- b. Planning permission notice for garage next to BBPC land – noted

**27. TREE PRESERVATION ORDERS IN BOW BRICKHILL**

**28. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA**

The clerk to add tree preservation orders in Bow Brickhill as to the next agenda

**29. DATE OF THE NEXT MEETING**

The next meeting is a Community Engagement on Tuesday 14 June 2025 at 7.00pm at Bow Brickhill Pavilion.