

Cosgrove Parish Council

Minutes of the Ordinary Meeting of Cosgrove Parish Council held on **Wednesday 3 April 2024** at 7.30pm.

Present: Cllr D Smith (Chairman), ~~Cllr G Bird~~, Cllr A Bracey, Cllr S Comerford (Vice Chair),
Cllr M Draddy, Cllr C Peacock, Cllr J Proctor, ~~Cllr P Roberts~~

Mrs J Evans (Clerk to the Council)

	Action
CPC/24/04/1 There were three absences: Cllr Bird was working, Cllr Draddy was unwell and Cllr Roberts was unable to attend.	
CPC/24/04/2 There were no declarations of interest.	
CPC/24/04/3 The Minutes were approved unanimously.	
CPC/23/11/4 Matters arising from the Minutes not covered elsewhere in the Agenda were: The Parish Council (PC) had completed the Settlement Hierarchy consultation and suggested a small change to the village confines to include house number 18, Wildwood Cottage and Little Orchard, The Green and Cosgrove Lodge Hotel. The fenced area surrounding St Vincent's Well had not been included. The PC resolved to make holiday payments to the Clerk rather than ask for holiday to be taken during contracted working hours.	
CPC/24/04/5 Councillor Updates: Cllr Peacock said the invoice from Kompan had been presented for payment and the work under the two swings had been completed as expected. A small amount of material appeared to have been dumped in the hedge alongside the playpark and the PC decide to ask Kompan for an explanation before payment of their invoice. Cllr Peacock announced this would be his last meeting as he had regretfully decided to tender his resignation owing to other commitments. The PC thanked Cllr Peacock for his service. Cllr Bracey noted the verge beside the trees along Stratford Road continued to be cut to a width of one meter. It was decided to ask Blackwells to quote for an increase in the width of the mowed strip. Cllr Comerford had attended the Beat Bus session on 27 March and had raised the issue of the parking problems caused by fishing competitions and the PCSO offered to contact the Canal and River Trust to ask if they were notified in advance of the competitions and is so could they remind the organisers of the need to park considerately. Cllr Comerford also discussed the amount of cannabis being smoked in public areas in the village (eg under the bridge and in the bus stop) and the PCSO said he would try to increase his patrols in those areas. Cllr Proctor offered to attend the Planning Nuts and Bolts training on 24 April and the PC resolved to meet the £42 cost. Cllr Proctor also reminded the PC of a request to Planning for a contractors' compound to be set up for the duration of any work at 29 Bridge Road to mitigate the effects of construction traffic in the heart of the village for an extended period. Cllr Proctor also reported damage to a street lamp in Orchard Close apparently caused by a representative of the original development company who was seen carrying out an audit of street lamps. Cllr Smith informed the meeting that a very successful work party on Saturday 30 March had cleared a slab of concrete next to the playpark, sorted out the guttering on the bus shelter and cleaned and repainted the inside of the bus shelter. Ivy had also been cleared from one of the gate pillars in the New Burial Ground. The PC resolved to refund the cost of the guttering up to £40.	<p>Clerk to raise dumped material with Kompan</p> <p>Clerk to request quote to cut wider strip</p> <p>Cllr Proctor to book and attend online training</p> <p>Cllr Roberts to claim guttering expenses</p>

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<p>CPC/23/11/6 Public speaking: A representative of the Furtho Development Opposition Group (FDOG) had met with an environment officer from West Northants Council (WNC) to discuss pollution at the proposed site. He was told WNC had carried out testing for pollutants in the soil. The pollutants found were not a considered to be a risk to the occupants of industrial buildings but would not be acceptable for residential ones. FDOG continued to monitor the application although there had been no activity for some time possibly due to the biodiversity issues.</p> <p>Cllr McCord reported on a meeting he had with the Planning Case Officer for WNS/2022/1741/EIA (proposed warehouse development) and confirmed that ecology concerns were holding things up. WNC had asked the developer to carry out a twelve month, four season survey and this had started in July/August 2023. A further consultation of the public will be required if there are substantive changes to the plans. This means it is unlikely the application will go before the Strategic Planning Committee this year. There is a two year limit on the traffic survey and the current one that the developers are relying on is getting close to expiring. If a further one is required, it might be an opportunity to ask for it to be carried out closer to Cosgrove than the original one which was around 7 miles up the A508. National Highways had informed WNC Highways they are content with an unsignalised junction which is in the current plan.</p> <p>Cllr McCord reminded the meeting that formal consultation on the draft Local Plan would start soon and advised cross checking the details in the current plan for AL5 (which covers the location of the proposed warehouse development) with those in the draft plan.</p>	
<p>CPC/24/04/7 The Clerk's report had been circulated ahead of the meeting and is attached to these Minutes at Appendix A. The PC resolved to offer, on an extended loan, the portrait of the King to the village hall and to enter the portrait into the asset register. The PC resolved to purchase the official flag to commemorate 80th Anniversary of the D Day landings for £18. The PC resolved to donate £200 to the Village Hall. After discussion of potential issues around safeguarding and who would supervise a Youth Council, the PC agreed an approach should be made to the Elizabeth Woodville Academy to see if there was any interest among pupils resident in Cosgrove to set up a Cosgrove Youth Council. The purpose of the Youth Council would be to foster an interest in public service and to engage with the young people in the village.</p>	<p>Clerk to enter portrait onto asset register</p> <p>Clerk to order flag</p> <p>Clerk to approach EWS about Youth Council</p>

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CPC/24/04/8 a). The PC received the update on the End of Year Trial Balances in comparison to the budget which is attached to these minutes at Appendix B.
b). In preparation for the annual audit, the PC reviewed the assertions in the Annual Governance Statement. It was decided each councillor would take an assertion and, after studying the Practitioners' Guide, return to the May meeting with a recommendation whether to answer yes or no on the Statement (explanations for each "No" response and how the PC will address the weaknesses will need to be prepared for the external auditor). The assertions will be reviewed as follows: Assertion 1 Cllr Bird, Assertion 2 Cllr Smith, Assertion 3 Cllr Roberts, Assertions 4 and 6 Cllr Comerford, assertion 5 Cllr Bracey, Assertion 7 Parish Clerk and Assertion 8 Cllr Proctor.
It was noted the internal audit will be carried out on 23 April.
b). The payment schedule, circulated ahead of the meeting, was approved. The payments to be made by BACS transfer, debit card or direct debit are as follows:

Cllrs to assess
Assertions and
recommend
response at
May meeting

Date of Invoice	Amount	Payee	Description
21.03.2024	£37.50	J Evans	refund of 50 second class stamps
06.03.2024	£10.00		top up mobile phone
01.03.2024	£144.00		SLCC membership
03.04.2024	£23.97		spare keys to Burial Ground and Parish Notice Board
19.02.2024	£8.82		depositing Minutes at Northants Archives Office, Wootton Hall Park, Northants 19.6 miles @ 0.45 p/mile (unpaid in March 2024)
28.03.2024	£864.36	NJ Blackwell Garden Services	Mowing in March
31.03.2024	£120.00	DNH Contracts	March dog waste collection invoice number 2583
12.03.2024	£42.00	Northampton ACRE	annual membership 2024
28.03.2024	£1,642.02	Kompan	repair matting under double swing
Paid during March – for information			
25.03.2024	£349.99	Mr D Little	Refund of purchase of table tennis table
25.03.2024	£130.00	S Bangash	Purchase and installation of Office 365
Direct Debit or debit card payments			
13.03.2025	£6.05	FastHost	email monthly charge invoice number 75776925
10.03.2024	£11.99	HugoFox	website hosting - March Inv number 4619
27.03.2024	£58.00	WNC	2024-2025 garden waste collection

CPC24/04/9 a). The PC **resolved** to set up a working group to look into all aspects of commissioning the New Burial ground. Members of the working group will be Cllr Bird and Cllr Comerford. The working group will invite members of the village prepared to assist with this project to join the working group. Non PC members will not have voting rights.
b). The working group will also look at the Garden of Remembrance which is nearing capacity and make recommendations to the PC.

Cllrs Bird and
Comerford to
form Burial
Ground
working group
and review
Garden of
Remembrance
extension

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c). The PC resolved to meet the cost of one delegate to attend the online Cemetery Management and Compliance course on 11/12 June at a cost of £88 plus VAT.	
CPC24/04/10 The PC resolved to broaden the terms of reference of the Planning Subcommittee as detailed in the draft circulated ahead of the meeting. The revised terms of reference are attached to these minutes at Appendix C.	
CPC24/04/11 Memorial bench. The PC resolved to accept the offer to provide a memorial bench. The PC suggest it be placed on one of the two verges at the bottom of Mansel Close and that design of the bench be passed to the PC for approval. It was felt that the bench should be no larger than three seats.	Clerk to liaise with donor of bench
CPC24/04/12 The PC resolved to make the move to dot gov dot uk for email. It was felt the help on offer – both financial (£100) and practical – would increase the chances of the transition going smoothly.	Clerk to progress move to dot gov dot UK
CPC24/04/13 Meeting Appraisal: it was noted the meeting overran on timings by 10 minutes – this was felt to be acceptable given the quantity of resolutions made. The PC felt using the projector was useful but a different approach was needed to reduce the risk of suddenly not being able to display the documents at the meeting. The PC were grateful to the member of the public who had provided support to the Clerk in displaying the documents.	
CPC234/04/14 Date of next meeting: Wednesday 1 May 2024 (Local Government Act 1972 Schedule 12 Part II para 8.1)	
Meeting closed at 20.57	

Appendix A

Clerk's Report April 2024

I took up the offer of a free framed portrait of the King as it seemed churlish not to do so. I suggest you **resolve** to donate it to the Village Hall to display, or not, as they wish.

There will be countrywide commemorations of the 80th Anniversary of the D Day landings on 6 June. Flags will fly across the nation to remember Operation Overlord (the largest naval, air and land operation in history) and over 209,000 casualties. There is one supplier of the official flag and you can **resolve** to buy a 3 ft by 2 ft version suitable for a flagpole for £18. You can see the flag [here](#).

In previous years, a donation has been made by the PC to the Village Hall. in 2022-2023 we donated £200. Please let me know if you are **resolved** to make a similar donation for 2023-2024 – it will be in arrears now. In September, you **resolved** to donate the sum of £265 to the Old Mail (CPC/23/10/6) and I have asked for the BACS information so I can make the transfer.

The table tennis table has been delivered to the Village Hall and I have added it onto the Asset Register. The Social Tennis Table Club will be the main users of the table but will place a label on it to show it belongs to the Parish Council.

The Garden Waste subscription is due for the green bin in the burial ground. I have paid using the debit card. The amount was £58. The bin is very well used and we are grateful to the resident at the mews cottages who has been helping put the bins out.

I am still waiting for the paperwork for the grass mowing grant for 2024. A set was received but withdrawn a few days later. I hope the amount will have gone up from £999 but I am not optimistic.

I have signed up for a (free) employment briefing on 24 April. The briefing will explain the new entitlements and provide advice on how to update employee terms and conditions. Among other things, it will cover the changes to calculations of holiday entitlement and pay for part time workers. Our new payroll provider, Barbara Osborne, (starting on 1 April) will no doubt have this in hand but it will be good to have an understanding.

I have written to West Northants Council Planning Policy Team to ask their Heritage Office to carry out an assessment of Cosgrove Hall and environs. Not only is Cosgrove Hall a Grade II listed building, but it is also within the village Conservation Area.

In the Society of Local Council Clerk's magazine, there was an article about a Youth Council in Weymouth. I would like to see if we can attract some young people in the village to join a Youth Council where they would be able to share their ideas about what they would like to see in the village. I have a contact at Elizabeth Woodville Academy who told me there are quite a few pupils living in Cosgrove. If you agree, will write to her to ask if she can provide information about setting up a Youth Council to the sixth form pupils.

JM Evans
26 March 2024

APPENDIX B

Cosgrove Parish Council End of Financial Year 2023-2024

Revenues	Year End Totals	Budget	Surplus over budget
Precept	(25,000.00)	(25,000.00)	-
Interest	(626.84)	(360.00)	266.84
Burial Ground	(1,227.00)	-	1,227.00
VAT Reclaim	(5,299.24)	(650.00)	4,649.24
Misc Income	(25.00)	-	25.00
Mowing Grant	(999.42)	-	999.42
Account Transfers			
Total Revenue	(33,177.50)	(26,010.00)	7,167.50

Regular Costs	Year End Totals	Budget	End of year adjustments	Budget	Variance
Clerk Salary	11,600.59	7,716.00	3,884.59	contingency	0.00
Grass Mowing	6,939.40	7,000.00	-60.60	contingency	0.00
Clerk Sundries	299.42	1,200.00	-900.58	contingency	0.00
Church Clock	195.00	195.00	-		0.00
Street Lighting	5,482.91	8,090.00	-2607.09	street light reserve	0.00
Allotments	7,190.00	4,000.00	3,190.00	allotment reserve	0.00
NCALC	566.50	770.00	-203.50	contingency	0.00
Old Mail	250.00	250.00	-		0.00
Dog Waste Bins	995.00	850.00	145.00	contingency	0.00
Village Hall	364.00	836.00	-472.00	contingency	0.00
Insurance	734.36	580.00	154.36	contingency	0.00
Training	33.00	400.00	-367.00	contingency	0.00
IT Costs	787.67	-	787.67	contingency	0.00
Play Park	2,218.14	2,080.00	138.14	playpark reserve	0.00
Other	1,005.62	150.00	855.62	contingency	0.00
Capital Reserves	-	350.00	-350.00	contingency	0.00
Total Costs	38,661.61	34,467.00	4194.61		

Section 137 Costs (Max of £9.93 per electorate)	Year End Totals	Budget	End of year adjustments	Budget	Variance
NACRE	35.00	£ -	35.00	contingency	-
CPRE	36.00	£ -	36.00	contingency	-
Scout Camp Defib	204.00	£ -	204.00	contingency	-
Christmas lights	189.98	£ -	189.98	contingency	-
Table Tennis Table	320.00	£ -	320.00	contingency	-
Total Costs	784.98	0	784.98		-

Discretionary Spend	Year End Totals	Budget		End of year adjustments	Budget	Variance
Flooding Report	2,000.00	£ -		2,000.00	contingency	-
Poppy Wreath	27.98	£ -		27.98	contingency	-
Silent soldier	166.66	£ -		166.66	contingency	-
School trim trail	0	£ -				-
Total Costs	2,194.64	-		2,194.64	-	-

Movement	Year End Totals	Budget		End of year adjustments	Budget	comment
Net (Revenue) / Cost	5,504.38	£ -		205.14		c/fwd to 2024-2025
VAT reclaim to date	(5,299.24)					
Total bank balance as at 31 March 2024	£ 53,582.97					

Earmarked Reserves 2023-2024

Item	Amount	Transferred on 31 March 2024		Balance	Notes
Contingency (6 months precept)	£ 12,500.00	£ 714.32		13,214.32	
Repair or replacement of up to 4 streets lamps	£ 18,500.00	£ 2,607.09		21,107.09	Replacement two lamps in Mansel Close in following FY
Children's playpark repairs and refurbishment	£ 10,000.00	£ 5,138.14		15,138.14	
Obelisk	£ 5,000.00	-£ 5,000.00		-	£5,000 to be transferred to playpark
Allotment start up grant - balance	£ 2,000.00	-£ 3,190.00		-1190.00	
Community projects	£ 2,000.00	£ -		2,000.00	earmarked for school trim trail
Total earmarked reserves @ 1 April 2023	£ 50,000.00	£ 714.32		50,714.32	

Bank Statement Reconciliation

Cash book totals		Bank statement totals	
Opening balance	£ 67,551.08	Bank balance as at 01.04.2023	£ 67,551.08
total revenue	£ 33,177.50		
total costs	£ 41,641.23		
total VAT paid	£ 5,504.38		
closing balance	£ 53,582.97	Bank balance as at 31.03.2024	£ 53,582.97

Breakdown of other expenditure

Notice board repair	£ 225.00
ICO	£ 35.00
External Audit	£ 315.00
Village planters	£ 130.62
Scrub clearance	£ 300.00
total	£ 1,005.62