

Cosgrove Parish Council

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Website: www.cosgrovevillage.co.uk

Issued: 30 April 2025

To: All Parish Councillors

From: Mrs Jenny Evans, Clerk to Cosgrove Parish Council

Dear Councillor

You are hereby summonsed to attend the Annual Meeting of Cosgrove Parish Council to be held at **Cosgrove Village Hall, 39 Bridge Road, Cosgrove MK19 7JH.**

On **Wednesday 7 May 2025 at 7.30 pm** for the purpose of transacting the following business:

AGENDA

Reference	Item	Suggested time
CPC25/05/1	Election of Chair	30 seconds
CPC25/05/2	Declaration of Acceptance of Office as Chair	30 seconds 19.31
CPC25/05/3	Election of Vice Chair	30 seconds
CPC25/05/4	To receive and approve apologies for absence	30 seconds 19.32
CPC25/05/5	To receive Councillors' Declarations of Acceptance of Office witnessed by the Proper Officer (Councillor Proctor to sign ahead of meeting on 6 May)	1 minute 19.33
CPC25/05/6	Declarations of interest	30 seconds
CPC25/05/7	Approval of Minutes of 2 April 2025	1 minute 19.34
CPC25/05/8	Matters arising from the Minutes not covered elsewhere in the Agenda	2 minutes 19.36
CPC25/05/9	Public Session 1. Issues raised by the public <i>(Members of the Public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. Members of the Public should stand (if able) and address the chairman of the meeting, who may direct that a written or oral response be given)</i> 2. Report from Ward Councillor	15 minutes 19.51 5 minutes 19.56

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Please note, Members of the Public and Press are welcome to attend. Under the Openness of Local Government Bodies Regulations 2014, Members of the Public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the business and the meeting not being disrupted.

CPC25/05/10	To receive Parish Clerk's report (including correspondence received since last meeting requiring a comment or decision) circulated in advance	7 minutes 20.03
CPC25/05/11	Finance a). To receive update on current finances in comparison to budget b). To approve expenditure totalling £828.47 (schedule circulated separately) c). To resolve to make monthly payments by direct debit up to and including March 2026 to YU energy for street lighting, HugoFox for website services and Lloyds bank for bank charges. To resolve to make monthly payments up to and including February 2026 to FastHosts for email services by debit card. c). To agree, following Internal Audit recommendation, Clerk's remuneration will no longer be discussed at Council meetings. To resolve Cllrs Smith and Proctor to make monthly payments to Clerk referring to pay reports from independent payroll service. d). To note budget alterations: the cost of payroll services has been transferred to Clerk sundries and the amount included under Clerk salary for holiday pay has been transferred to "other" (Internal Audit advice not legal to pay for untaken holiday unless the job is ending). Overall amount for expenditure remains unchanged at £31,819. e). To note interest on the 95 day notice account has reduced to 3.01% (from 3.46%) with effect from 11 April 2025.	7 minutes 20.10
CPC25/05/12	Audit 2024-25: a). To receive and note recommendations of Internal Audit report of 11 April 2025 (circulated separately) b). To complete and sign Annual Governance and Accountability Return 2024-2025 Sections 1 and 2	10 minutes 20.20
CPC25/05/13	Councillor Updates	10 minutes 20.30
CPC25/05/14	Planning: a). to note retrospective approval of landscaping to 56 Stratford Road b). to note 2025/1375/PRMI Pre Application for 4 dwellings at 58 Stratford Road c). Planning Application - 2025/1568/FULL for a single storey office block Land South Of Furtho Pits Old Cosgrove Road Old Stratford MK19 6FQ comments by 14 May 2025	3 minutes 20.33
CPC25/05/15	Policies: a). To adopt the model publication scheme (circulated separately) and schedule of charges b). to review and adopt Standing Orders 2025 c). to review and adopt Financial Regulations 2025 d). to review Complaints procedure 2025 e). to review employment policies and procedures	5 minutes 20.38
CPC25/05/16	Review (as required in Standing Orders): a). Land and other assets including office equipment b). arrangements for insurance cover in respect of all insurable risks c). Subscriptions to NCALC, SLCC, NACRE, CPRE and SNAST d). review 2024-2025 expenditure under S137 e). terms of reference for planning sub-committee f). review of working groups	10 minutes 20.48
	Meeting Appraisal	2 minutes 20.58

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	Review the timings allocated to agenda items and consider further adjustments if necessary.	
	Date of next meeting Wednesday 4 June 2025 (Local Government Act 1972 Schedule 12 Part II para 8.1)	
	Closure of Meeting	21.00

Signed:

Date:

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