

# Cosgrove Parish Council

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

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

Mrs J Evans (Clerk to the Council)

Meeting opened at 19.30.	Action
CPC/24/07/1 Cllrs Smith and Bird were absent due to sickness and work commitment respectively. Cllr Comerford chaired the meeting.	
CPC/24/07/2 There were no declarations of interest	
CPC/24/07/3 The Minutes of the meeting of 5 June were approved unanimously.	
CPC/24/07/4 Matters arising from the Minutes not covered elsewhere in the Agenda: the consultation (CPC/24/06/14) on the proposed siting of a memorial bench at the bottom of Mansel Close had been carried out. There were two objections, and it was decided this small number did not warrant revoking the original resolution (CPC/24/05/15). The Clerk to inform the objectors and seek permission from West Northants Highways to install the bench.	Clerk to write to objectors and WNC highways
CPC/24/07/5 1. Public speaking: Concerns raised again about the overhanging hedge on Stratford Road opposite the church causing vehicles to veer into the oncoming lane. A request was made to place signage warning about oncoming vehicles being in the middle of the road either side of the bend and either side of the bridge. It was felt the Parish Council (PC) should follow the advice given by the Highways Liaison Officer, Helen Howard, at the June meeting (CPC/24/06/5) to write to homeowners about overhanging vegetation as well as report on FixMyStreet. The issue of trees growing outside the wooden fence of Cosgrove Hall was also raised and it was suggested a quote be obtained to remove the trees. Two members of the public raised the need for the playpark to be refurbished. There was a short discussion about barriers to a full revamp of the park (funding, volunteers to join a working group, grant applications etc). The members of the public volunteered to organise a survey of parishioners to obtain suggestions for equipment and agreed to contact the Clerk by email to register their interest.  2. Ward Cllr McCord said it was possible to apply for free signage from WNC to promote 20 mph. Although interactions between Cllr McCord and WNC were restricted during the pre-electoral period, he had secured agreement to cut back the overgrowing vegetation along the narrow pavement on Stratford Road. Cllr McCord left the meeting.	Clerk to draft letter to homeowners and report on FixMyStreet.  Clerk to investigate signage  Clerk to obtain quotes  Clerk to liaise with MOP once contact established.  Clerk to apply for 20 mph signage
CPC/24/07/6 The Clerk's report had been circulated ahead of the meeting and is attached to these Minutes at Appendix A. As a result of an approach by the Clerk, the Canal and River Trust had offered to replace the dog waste bin with the broken lid free of charge. The new bin will be in place before 5 July 2024. The PC <b>resolved</b> to adopt the following policies: Display Screen Equipment, Training, Equality and Diversity, Health and Safety, Home Working, Pensions and Retirement. The Working from Home risk assessment and the Workstation Assessment were approved.	

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CPC/24/07/7 a). The PC received the update on the current finances in comparison to the budget (Appendix B) b). The payment schedule, circulated ahead of the meeting (Appendix C), was approved and payments will be made by BACS transfer. The payments made by debit card or direct debit were also approved.				Clerk to contact HMRC about Employment Allowance
Date of Invoice	Amount	Payee	Description	
For payment by BACS transfer 5.24				
30.06.24	£108.00	DNH Contracts	June dog waste collection	
28.06.24	£864.36	NJ Blackwell Garden Services	June grass mowing	
05.07.24	£1,999.00	Cosgrove Primary School	Trim trail refund	
30.06.24	£647.50	J Evans	June salary	
30.06.24	£10.00	HMRC	June PAYE	
30.06.24	£70.50	Barbara Osborne	Payroll fee April to June	
	£3,699.36			
Direct debit and debit card payments				
16.06.24	6.05	FastHost	email monthly charge	
04.06.24	£150.24	FastHost	Additional email accounts	
10.06.24	£11.99	HugoFox	Website hosting June	
02.07.24	£14.45	YU Energy	Standing charge	
02.07.24	£125.88	YU Energy	Unmetered supply June	
24.06.24	£84.00	Flying Colours Flagmakers	Union Flag	
	£392.61			
c). It was <b>resolved</b> to inform HMRC of the incorrect claim to Employment Allowance. The amount to be repaid was likely to be less than £300.				
CPC/24/07/8 It was resolved to accept the quote from Clear Council Insurance for 2024-2025. Cover to start on 1 August 2024.				Clerk to progress
CPC/24/07/9 Planning: A). The PC noted the reply from WNC Planning enforcement that no breach of conditions by Cosgrove Park around the opening of the Park at Easter 2024. B). 12 Mansel Close - Two storey rear extension, close of window on the front, and open a door and window on the side - the PC viewed the application online and agreed they had no comments to make. C). Milton Keynes Application No: 24/01294 - Prior notification for the erection of a portal framed agricultural building with box profile cladding. The building will extend in total to 780.03 sqm but will have a concrete apron to two sides giving a total area of development of 1,500 sqm Land At Cosgrove, Old Wolverton Road, Old Wolverton Milton Keynes. The PC noted this prior notification which was made to Milton Keynes Council (Clerk now registered to receive updates). It was also noted the land is under the same ownership as Cosgrove Park.				



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<p>CPC24/07/10 Councillor updates:</p> <p>Cllr Draddy shared his first draft drawing of a possible memorial-cum-wreath holder to be sited near the village sign and the war memorial bench (Appendix D). It was decided as the wooden structure would be in a prominent position and would have an approximate dimension of 8 ft by 4 ft with a central plaque containing gold lettering, there should be a public consultation about the design. The consultation to be held over the next few weeks and the results to be reported at the next meeting.</p> <p>Cllr Comerford reported car parking for the Canal Fair (20-21 July 2024) had been arranged in Solomon's Field to reduce congestion in the village. Cllr Comerford will oversee the installation of a wooden memorial bench on the grassy area near Solomon's bridge.</p> <p>Cllr Bird had asked Cllr Comerford to report his intention to call a meeting of the Burial Ground working party to consider as a way forward to invite the farmer, Mr Maycock, the grave digger, Mr Hawkins, the volunteer who will plant the trees and the Clerk to agree a planting scheme for the Woodland Trust trees in the new burial ground.</p>	<p>Clerk to arrange consultation</p>
<p>CPC24/07/11 The PC were grateful for the suggestion by a member of the public to invest in an Automatic Number plate Recognition (ANPR) system to help identify the people going into the churchyard at night to get access to Cosgrove Hall. The PC considered the suggestion but were not satisfied there was a need for an ANPR system in the village. There is not a sufficiently high level of criminality in the village to warrant investing in such an intrusive system; there are already three speed indicator devices (performing a similar role to an ANPR system); there is no guarantee knowing the number plates of vehicles in the village will result in catching those perpetrating vandalism to the Cosgrove Hall railings in the church yard.</p>	<p>Clerk to feedback to MOP</p>
<p>CPC24/07/12 Cllr Proctor will draft a letter to Gigaclear asking for the green box on the village playing field to be moved as it had been sited without the permission of the PC.</p>	
<p>CPC24/07/13 There was discussion about the Christmas Lights switch on event and if the PC should take over the organisation of the event. No conclusion was reached but it was noted that as the event is held on PC land, the organisers will need to adhere to the same level of safety (Public Liability Insurance, Risk Assessment) and legal requirements (eg alcohol licence) as if it was a PC event. Organisers to review their options and return to the next meeting with a proposal and an update on the condition of the PC lights.</p>	
<p>CPC24/07/14 It was agreed no meeting will be held in August and no meeting will be held in January. It will not be possible to postpone the January meeting until 8 January as the history society hold talks the second Wednesday of the month. Payments to be authorised by email following circulation of the payment schedule and reported at next meeting. The budget will be presented at October meeting and any amendments made ahead of budget approval at the November meeting. The Precept will be set at the December meeting to allow the Precept paperwork to be submitted to WNC by the mid-January deadline.</p>	
<p>CPC24/07/15 It was agreed use of the Powerpoint presentation was settling in well. Councillors, and members of the public, felt it provided useful information in an accessible format. Most Councillors were now able to access the meeting documents in the meeting folder in Teams. One Councillor, who is less familiar with online technology, said he could ask his partner to pull the documents up for him to read. It was agreed the position of Councillor updates should be moved to item 8. This will mean items 1 to 8 are consistent between meetings.</p>	<p>Clerk to liaise with Cllr's partner</p>
<p>CPC24/07/16 Date of next meeting: Wednesday 4 September 2024 (Local Government Act 1972 Schedule 12 Part II para 8.1)</p>	
<p>Meeting closed at 20.53</p>	

## Appendix A

### CPC24/07/06: Clerk's Report: July 2024

The dog waste bin on the tow path near the bridge has got a broken lid. It is still useable at the moment. I have emailed CRT to ask if they suggest repairing or replacing it and await their reply. I have found a replacement on Amazon; it costs £371 and comes in red or green.

Please can you **resolve** to purchase a replacement if repair is not an option?

The CiLCA training I am taking is throwing up policies that we do not have but need. I have uploaded them into the meetings folder and I should be grateful if you would **resolve** to adopt the following policies:

- Display Screen Equipment
- Training
- Equality and Diversity
- Health and Safety
- Home Working
- Pensions and Retirement

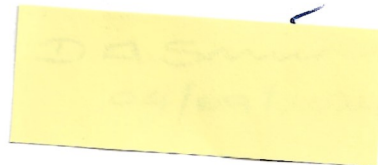
The need for risk assessments in a variety of areas has also been highlighted and I have, so far, completed the following and I should be grateful if you would resolve to adopt them:

- Working from Home
- Workstation assessment

I met with the Clerk from Old Stratford and handed over some archive documents that came my way in error. We had a useful meeting and agreed to try and catch up a couple of times a year.

Historically the Clerk's report has been used to bring to your attention correspondence received since the last meeting requiring comment or decision. This month, I have received three emails that I am bringing to your attention (2 x comments on the donated bench and the ANPR suggestion). During the month, I forwarded you a couple of emails (Helen Howard feedback after the last meeting, WNC enforcement about Cosgrove Park). I thought you might be interested to know, therefore, I received over 300 emails in June! I get around 15 every month from the WNC communications team alone. I rashly signed up for a police information service and received 14 updates in June. I get quite a lot of sales emails that mostly I unsubscribe from, and some junk or scam emails that I report and block. I sent 63 emails. The OS Clerk recommended a domain registrar who has helped them progress with the transfer to dot gov dot UK. I will try to move our transfer forward over the summer.

  
JM Evans, Clerk





# Appendix B

## Cosgrove Parish Council

### June 2024 Summary of Financial Records

Revenues	YTD	Projected income to end of year	Forecast	Budget	Variance
Precept	(12,500.00)	(12,500.00)	(25,000.00)	25,000.00	-
Interest	(224.49)	(1,300.00)	(1,524.49)	1,563.00	362.64
Burial Ground	(805.00)	(800.00)	(1,605.00)	979.00	844.00
VAT Reclaim	(498.10)	-	(498.10)		-
Misc Income	-	-	-		-
Mowing Grant	-	(999.00)	(999.00)	999.00	-
Account transfers					
<b>Total Revenue</b>	<b>(14,027.59)</b>	<b>(15,599.00)</b>	<b>(29,626.59)</b>	<b>28,541.00</b>	<b>1,206.64</b>

Regular Costs	YTD	Projected Costs to end of Year	Forecast	Budget	Variance
Clerk Salary	1,315.00	7,060.00	8,375.00	8,470.00	95.00
Grass Mowing	2,129.10	5,336.00	7,465.10	6,860.00	(605.10)
Clerk Sundries	224.84	250.00	474.84	300.00	(174.84)
Church Clock	195.00	-	195.00	195.00	-
Street Lighting	4,509.49	2,626.00	7,135.49	3,150.00	(3,985.49)
Allotments	-	100.00	100.00	100.00	-
NCALC	374.63	-	374.63	650.00	275.37
Admin	327.01	-	327.01		(327.01)
Dog Waste Bins	315.00	1,190.00	1,505.00	1,430.00	(75.00)
Village Hall	0.00	360.00	360.00	360.00	-
Insurance	0.00	780.00	780.00	780.00	-
Training	578.00	505.00	1083.00	1100.00	17.00
IT Costs	194.27	846.00	1,040.27	916.00	(124.27)
Play Park	1368.35	2,140.00	3,508.35	2,140.00	(1,368.35)
Other	81.28	590.00	671.28	590.00	(81.28)
<b>Total Costs</b>	<b>11,611.97</b>	<b>21,783.00</b>	<b>33,394.97</b>	<b>27,041.00</b>	<b>(6,353.97)</b>

Section 137 Costs (Max of £9.93 per electorate)	YTD	Projected Costs to end of Year	Forecast	Budget	Variance
NACRE	35.00	-	-	35.00	-
CPRE	-	36.00	36.00	36.00	-
Christmas lights	-	250.00	250.00	250.00	-
SNAST	-	25.00	25.00	25.00	-
Village Projects	-	423.00	423.00	423.00	-
<b>Total Costs</b>	<b>-</b>	<b>734.00</b>	<b>734.00</b>	<b>769.00</b>	<b>-</b>

Discretionary Spend	YTD	Projected Costs to end of Year		Forecast	Budget	Variance
Poppy Wreath	0	50.00		50.00	50.00	-
Village Hall	0	200.00		200.00	200.00	-
Old Mail	265.00	481.00		746.00	481.00	265.00
School trim trail	0			-		-
<b>Total Costs</b>	<b>265.00</b>	<b>731.00</b>		<b>996.00</b>	<b>731.00</b>	<b>265.00</b>

Movement	YTD	Projected Net (Revenue) / Costs to end of Year		Forecast Net (Revenue)/ Cost	Budget	Variance
Net (Revenue) / Cost	(2,115.62)	7,649.00		5,533.38		(5,533.38)
VAT paid to date	1,864.22					
VAT received back	498.10					

Current and savings	23,737.16
Fixed Deposit accounts	30,097.21
<b>Total bank balance as at 15 June 2024</b>	<b>£ 53,834.37</b>

Earmarked Reserves 2024-2025		
Item	Amount	Notes
Contingency	£ 12,500.00	six months of 2024-2025 precept
Street lights	£ 12,900.00	replacement of up to 2 lamps: ground works £6,00 each plus £450 lighting unit each
Children's playpark repairs and refurbishment	£ 15,000.00	£10,000 replace equipment £5,000 running repairs
School trim trail	£ 2,000.00	to replace equipment
Trees and Hedges	£ 2,000.00	maintaining trees and hedges
Fencing	£ 2,250.00	providing defensive fencing around new cemetery
Community projects (to be decided)	£ 2,000	identify and fund community project
<b>Total earmarked reserves @ 1 April 2023/4</b>	<b>£ 48,650</b>	



# APPENDIX C

## Cosgrove Parish Council BACS Payments Schedule 05.24

Date of Invoice	Amount	Payee	Description	Email date	BACS reference	minute reference	Notes
30.06.2024	£ 108.00	DNH Contracts	dog waste collection June invoice		BACS05.24		
28.06.2024	£ 864.36	NJ Blackwell Garden Services	grass mowing June		BACS05.24	CPC/24/3/8(a)	
02.07.24	£ 1,999.00	Cosgrove Village Primary School	trim trail equipment		BACS05.24	CPC/23/1/1/3	awaiting invoice from school - supplier invoice seen
30.06.2024	£ 70.50	Barbara Osborne	quarterly payroll admin charge inv no 7754		BACS05.24		
	£ 10.00	HMRC	PAYE June		BACS05.24		
	£ 647.50	J Evans	June salary		BACS05.24		
	£ 3,699.36						
04.06.2024	£ 6.05	FastHost	email monthly charge invoice number		debit card		Direct debit and debit card expenditure
10.06.2024	£ 150.24	FastHost	additional email accounts x 4		debit card		
02.07.2024	£ 11.99	HugoFox	website hosting - June Inv number 6168		Direct Debit		
02.07.2024	£ 14.45	YU energy	1 to 30 June 2024 standing charge		Direct Debit		
02.07.2024	£ 125.88	YU energy	1 to 30 June 2024 unmetered supply		Direct Debit		
24.06.2024	£ 84.00	Flying Colours Flagmakers	Union flag		debit card		
<b>Total DD and card</b>	<b>£ 392.61</b>						