

Cosgrove Parish Council

Minutes of the Ordinary Meeting of Cosgrove Parish Council held on **Wednesday 7 February 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
The meeting opened at 19.32	
CPC/24/02/1 Cllrs Smith and Bird were absent due to sickness and annual leave respectively. Cllr Comerford performed the role of Chair.	
CPC/24/02/02 Cllrs Proctor and Roberts declared an interest in agenda item CPC/24/02/13 as both attend Cosgrove Scoial Table Tennis. As there were six councillors present and their two votes would not outweigh the votes of the remainder of the Council, it was agreed both could vote under that Agenda item.	
CPC/24/02/3 The Minutes were then approved unanimously.	
CPC/24/02/4 Matters arising from the December and January Minutes not covered elsewhere in the Agenda were: Reconfiguration of the playpark – a proposal with costings not circulated in time for consideration at February meeting. Following resolution under CPC/23/12/4 this cannot be relisted until 2025-2026 allowing the playpark’s refurbishment to go ahead. It was suggested the playpark working group should meet, including a member of the public who was interested in contributing to the process, and report back to the March meeting. Castlethorpe PC have agreed to contribute to cost of the cutting of the grass triangle and a 50 m stretch of verge on Yardley Road three times per season. Cost will be £48 plus VAT each parish, each season. Councillor Draddy entered the meeting. Further quote to remove excess growth around trees on Stratford Road – likely to be under £400. Blackwells quote was £960 plus VAT. Mr Beasley will not take away the debris as the equipment chops it up fairly finely and it rots down.	Cllr Peacock to liaise with Playpark working group Clerk to inform contractor Clerk to raise purchase order and inform contractor
CPC/24/02/5 Public speaking 1. Representatives of Furtho Development Opposition Group (FDOG) told the meeting about a warehouse development application in North Northamptonshire which was turned down at enquiry. Another (outline) planning application for the development of up to 24,000 sqm of employment land in West Northants was rejected by the Planning Committee and the decision was upheld at appeal. Both cases were encouraging for the Stop3000Trucks campaign. A request was made by FDOG for Cosgrove Parish Council (PC) to promote fundraising by FDOG to other Parish Councils. It was suggested by FDOG this approach might be more effective as the PC could ask the other Parish Councils to support Cosgrove in commissioning a report. There was discussion about how this might work in practice. Any request for further funding by Cosgrove Parish Council would have to be brought before the Council and a decision taken. Cosgrove Parish Council is supportive of FDOG but is unable to commit to further funding at this time.	

Cosgrove Parish Council

<p>CPC/24/02/8 a). The PC received the update on the current finances in comparison to the budget. (Shown at Appendix A). There was an arithmetical error in the Earmarked Reserves and this has been amended in the attached Appendix A. Transfers from Earmarked Reserves to the in-year budget highlighted in green were approved by the PC.</p> <p>b). The payment schedule, circulated ahead of the meeting, was approved. The payments to be made by BACS transfer, debit card or direct debit. The PC resolved to accept the quote received to repair two daylight burning lamps and the village sign.</p>	<p>Clerk to raise purchase order and inform contractor</p>																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date of Invoice</th> <th style="width: 15%;">Amount</th> <th style="width: 20%;">Payee</th> <th style="width: 50%;">Description</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">Authorised between meetings; brought to meeting for full approval</td> </tr> <tr> <td>15.01.24</td> <td>39.60</td> <td>NCALC</td> <td>End of Year and Audit training for Clerk</td> </tr> <tr> <td colspan="4" style="text-align: center;">For payment by BACS transfer BACS 09.23</td> </tr> <tr> <td>26.01.24</td> <td>189.98</td> <td>J Proctor</td> <td>Refund Christmas lights</td> </tr> <tr> <td colspan="4" style="text-align: center;">For payment by BACS transfer BACS 10.23</td> </tr> <tr> <td>31.01.24</td> <td>£108.00</td> <td>DNH Contracts</td> <td>January dog waste collection</td> </tr> <tr> <td>08.02.24</td> <td>721.20</td> <td>J Evans</td> <td>January salary</td> </tr> <tr> <td>31.01.24</td> <td>£576.00</td> <td>NJ Blackwell</td> <td>Hedge cutting play park</td> </tr> <tr> <td>05.02.24</td> <td>£1927.36</td> <td>Kompan</td> <td>Playpark matting repair beneath slide and repair to wooden house</td> </tr> <tr> <td colspan="4" style="text-align: center;">For payment by BACS transfer BACS 11.23</td> </tr> <tr> <td>08.02.24</td> <td>£324.00</td> <td>Hickford Lighting</td> <td>Repair of two daylight burning lamps and village sign</td> </tr> <tr> <td>15.01.24</td> <td>£39.60</td> <td>NCALC</td> <td>Training for Clerk see above</td> </tr> <tr> <td colspan="4" style="text-align: center;">Direct debit and debit card payments</td> </tr> <tr> <td>16.01.24</td> <td>6.05</td> <td>FastHost</td> <td>email monthly charge</td> </tr> <tr> <td>08.01.24</td> <td>£11.99</td> <td>HugoFox</td> <td>website hosting –J anuary</td> </tr> <tr> <td>01.02.24</td> <td>£486.00</td> <td>Microsoft</td> <td>Office 365 licences</td> </tr> </tbody> </table>		Date of Invoice	Amount	Payee	Description	Authorised between meetings; brought to meeting for full approval				15.01.24	39.60	NCALC	End of Year and Audit training for Clerk	For payment by BACS transfer BACS 09.23				26.01.24	189.98	J Proctor	Refund Christmas lights	For payment by BACS transfer BACS 10.23				31.01.24	£108.00	DNH Contracts	January dog waste collection	08.02.24	721.20	J Evans	January salary	31.01.24	£576.00	NJ Blackwell	Hedge cutting play park	05.02.24	£1927.36	Kompan	Playpark matting repair beneath slide and repair to wooden house	For payment by BACS transfer BACS 11.23				08.02.24	£324.00	Hickford Lighting	Repair of two daylight burning lamps and village sign	15.01.24	£39.60	NCALC	Training for Clerk see above	Direct debit and debit card payments				16.01.24	6.05	FastHost	email monthly charge	08.01.24	£11.99	HugoFox	website hosting –J anuary	01.02.24	£486.00	Microsoft	Office 365 licences
Date of Invoice	Amount	Payee	Description																																																																		
Authorised between meetings; brought to meeting for full approval																																																																					
15.01.24	39.60	NCALC	End of Year and Audit training for Clerk																																																																		
For payment by BACS transfer BACS 09.23																																																																					
26.01.24	189.98	J Proctor	Refund Christmas lights																																																																		
For payment by BACS transfer BACS 10.23																																																																					
31.01.24	£108.00	DNH Contracts	January dog waste collection																																																																		
08.02.24	721.20	J Evans	January salary																																																																		
31.01.24	£576.00	NJ Blackwell	Hedge cutting play park																																																																		
05.02.24	£1927.36	Kompan	Playpark matting repair beneath slide and repair to wooden house																																																																		
For payment by BACS transfer BACS 11.23																																																																					
08.02.24	£324.00	Hickford Lighting	Repair of two daylight burning lamps and village sign																																																																		
15.01.24	£39.60	NCALC	Training for Clerk see above																																																																		
Direct debit and debit card payments																																																																					
16.01.24	6.05	FastHost	email monthly charge																																																																		
08.01.24	£11.99	HugoFox	website hosting –J anuary																																																																		
01.02.24	£486.00	Microsoft	Office 365 licences																																																																		
<p>PC requested further information on the Office 365 licences to make sure they are all necessary.</p>	<p>Clerk and Cllr Peacock to provide further information at next meeting</p>																																																																				
<p>CPC/24/2/9 Streetlighting The PC resolved to replace two concrete lamp posts in Mansel Close using earmarked reserves. The PC resolved to accept the estimate from Hickford Lighting at £3,750 plus VAT. Clerk to ask contractor to liaise with homeowners at 10 and 11 Mansel Close over boundaries.</p>	<p>Clerk to raise purchase order and inform contractor</p>																																																																				
<p>CPC/24/02/10 Planning Application No 2023/7709/LDE certificate of lawfulness for existing development for the occupation of cottages as holiday lets for more than 28 days in a calendar year at Elm Tree Farm, Thrupp Wharf – no comment.</p> <p>b). The PC resolved to accept the Planning Sub-Committee Terms of Reference circulated ahead of the meeting.</p>																																																																					
<p>CPC/24/02/11 Councillor updates:</p> <p>Cllr Proctor said he was chasing the contractor who has been appointed to replace the fence between the allotments and the bridle path to carry out the work. He expected this to happen in February. He would also seek advice on how to protect the trees planted along the perimeter of the new burial ground.</p> <p>Cllr Proctor also mentioned for the record that he had not been able to persuade Kompan to visit the play park to discuss the (now adjourned) realignment. The quote he had received was £20,000.</p>	<p>Cllr Proctor to liaise with contractor</p>																																																																				

Cosgrove Parish Council

<p>Cllr Peacock reported that the initial repairs to the matting and the wooden house in the play park had been completed by Kompan. The contractor had now offered a small reduction in the cost of repairing other areas of matting and he would bring this to the March meeting for a decision.</p> <p>Cllr Peacock had carried out a full audit of the December accounts including bank reconciliations and inspection of invoice. The records were satisfactory and there were no issues. He recommended any overtime by the Clerk be minuted as this would help those carrying out checks going forward.</p> <p>Cllr Bracey said it had been reported to Castlethorpe Parish Council that WNC Highways would be carrying out thermal patching to the road surface along the causeway near the Navigation Public House.</p> <p>Cllr Comerford raised concerns about the amount of littering associated with building work in the village. One building site was noted to be very untidy with drink cups, receipts and building paraphernalia, such as plastic securing straps, blowing around. It was agreed to keep the matter under consideration. Cllr Comerford also noted debris from gardens was blowing around and potentially blocking drains. Overhanging shrubs were a hazard to pedestrians and homeowners should be mindful of this. There is a large amount of ivy overhanging the bus shelter and although Cllr Comerford had spoken to the owners of the neighbouring property last year, it seems unlikely they are going to take action. In view of the potential damage to the bus stop, it was felt the PC should cut it back. Cllr Draddy felt he would be able to take this on once he had recovered from a recent fall. Cllr Comerford asked again for the water butts at the bus stop to be made serviceable to take advantage of rainwater collection. Cllr Proctor offered a replacement for the water butt without a lid. A volunteer has been found to maintain the village planters but Cllr Comerford will have oversight of them.</p>	<p>Clerk to table at March meeting</p> <p>Cllr Draddy to cut back overhanging ivy adjacent to bus stop</p> <p>Cllr Draddy to complete work on rain butts.</p>
<p>CPC/24/2/12 Policies The PC resolved to accept the following policies: Investment Policy, Risk Management Strategy and Risk Register.</p>	
<p>CPC/24/2/13 Section 137 The PC resolved to buy a table tennis table up to £350 including VAT. It will be available for use by Cosgrove Social Table Tennis who volunteered to meet the cost of delivery.</p>	<p>Clerk to liaise with CSTT</p>
<p>CPC/24/02/14 Meeting Appraisal Councillors had been unable to access the meeting folder set up by the Clerk but agreed having all documents in one place would be helpful.</p>	
<p>CPC/24/02/15 Date of next meeting: Wednesday 5 March 2024 (Local Government Act 1972 Schedule 12 Part II para 8.1)</p>	
<p>Meeting closed at 20.58</p>	