

# Appendix A

## Clerk's report

December 2025

A busy month which ended up with me running out of hours. I have added 0.75 hours onto my overtime record which currently stands at 13 hours of which 1.5 hours were associated with budget preparation (overtime authorised up to 10 hours for budget).

NACRE and Midland Housing homes survey results are in and I asked if you would like a face-to-face presentation or a written report. Three of you wanted a presentation and I suggest we see if we can get them to come to the Annual Assembly of the Parish.

I received an email "as the landowner of site(s) currently being considered by West Northamptonshire Council for potential designation as Local Green Space in the forthcoming West Northamptonshire Local Plan". There will be a consultation and I have asked to be added to the distribution list.

I wrote to MK Planning to seek clarification about what they would consider as far as traffic is concerned when looking at any future applications from Cosgrove Park. The reply has been circulated separately. I will now write to West Northants Council and see their views. I will add an agenda item to the next meeting to discuss the results and next steps.

There were two burials in Rectory Grounds Cemetery in November. One funeral director, not based in Stony Stratford, wanted to use a different grave digger to the usual man. I always meet the grave digger in the cemetery so we can agree where the grave will be dug. The unknown grave digger declined to come down to meet me as he was too busy and after several back-and-forth emails which were time consuming, it was agreed to use the usual man. Access to the Cemetery for the grave digger is through Rectory Buildings yard and a good working relationship with the Rectory Buildings owner has been established. I will bring to the next meeting a recommendation to appoint the usual man (or his son) as the designated grave digger for Cosgrove Cemeteries.

Work on the desk top assessment for Meadow View Cemetery is underway and hopefully the results will be with us before the next meeting.

The picnic bench has arrived and a work party for installation is needed.

Orchard Close continues to have problems with their street lighting with one light out since the summer. I am in contact with WNC who are chasing the developer. If the repair is not carried out before the next meeting, I will ask you to consider funding the repairs and trying to get a refund from the developer.

I have asked the Rights of Way officer to consider providing the gate closer for the gate between the allotment footpath and the bridleway.

J Evans

3 December 2025

**Appendix B**  
**Cosgrove Parish Council**  
**Summary of Financial Records to 18 November 2025**

Revenues	YTD	Projected income to end of year	Forecast	Budget	Variance
Precept	(28,280.00)		(28,280.00)	(28,278.00)	2.00
Interest	(397.30)	(260.00)	(657.30)	(1,118.00)	(460.70)
Burial Ground	(925.00)	(357.00)	(1,282.00)	(1,424.00)	(142.00)
VAT Reclaim	(1,973.72)	-	(1,973.72)		1,973.72
Misc Income	(5,650.00)	-	(5,650.00)		5,650.00
Mowing Grant	(999.42)	-	(999.42)	(999.00)	0.42
<b>Total Revenue</b>	<b>(38,225.44)</b>	<b>(617.00)</b>	<b>(38,842.44)</b>	<b>(31,819.00)</b>	<b>7,023.44</b>

Regular Costs	YTD	Projected Costs to end of Year	Forecast	Budget	Variance
Clerk Salary	5,852.76	3,445.00	9,297.76	9,118.80	(178.96)
Grass Mowing	6,237.90	750.00	6,987.90	7,322.00	334.10
Clerk Sundries	253.91	210.50	464.41	526.00	61.59
Church Clock	195.00	-	195.00	195.00	-
Street Lighting	1,217.26	790.00	2,007.26	2,580.45	573.19
Allotments	-	-	-	100.00	100.00
NCALC	394.29	-	394.29	696.79	302.48
Burial Ground	2,220.00	-	2,220.00	1,850.00	(370.00)
Dog Waste Bins	606.64	379.15	985.79	1,170.00	184.21
Village Hall	-	360.00	360.00	360.00	-
Insurance	603.00	-	603.00	644.78	41.78
Training	-	160.00	160.00	400.00	240.00
IT Costs	304.54	701.85	1,006.39	1,096.20	89.81
Play Park	38.84	-	38.84	1,000.00	961.16
Admin	376.81	83.94	460.75	441.00	(19.75)
Election Expenses	2.00	189.20	191.20	988.00	796.80
Audit	210.00	-	210.00	210.00	-
ICO	47.00	-	47.00	40.00	(7.00)
Speed Indicator Devices	-	196.00	196.00	392.00	196.00
Green bin	60.00	-	60.00	58.00	(2.00)
Other unforeseen	64.17	-	64.17	960.00	895.83
<b>Total Costs</b>	<b>18,684.12</b>	<b>7,265.64</b>	<b>25,949.76</b>	<b>30,149.02</b>	<b>4,199.24</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	35.00	-
CPRE	-	36.00	36.00	36.00	-
SNAST	-	25.00	25.00	25.00	-
Old Mail	-	494.00	494.00	494.00	-
Christmas Lights	-	250.00	250.00	250.00	-
Village project	40.79	459.21	500.00	500.00	-
Flags	-	-	-	-	-
<b>Total Costs</b>	<b>40.79</b>	<b>1,299.21</b>	<b>1340.00</b>	<b>1,340.00</b>	<b>-</b>

Discretionary Spend	YTD	Projected Costs to end of Year	Forecast	Budget	Variance
Royal British Legion	0.00	35.00	50.00	50.00	-
Donation to Village Hall	0.00	36.00	200.00	200.00	-
Donation to History Soc	0.00	25.00	60.00	60.00	-
Donation to WI	0.00	494.00	20.00	20.00	-
Grants	0.00	250.00	60.00	-	(60.00)
Flood report	0.00	500.00	2,250.00	-	(2,250.00)
<b>Total Costs</b>	-	<b>1,340.00</b>	<b>2,640.00</b>	<b>330.00</b>	<b>(2,310.00)</b>

Movement	YTD	Projected Net (Revenue) / Costs to end of Year	Forecast Net (Revenue)/ Cost	Budget	Variance
Net (Revenue) / Cost	(19,500.53)	10,587.85	(8,912.68)	31,819.00	(5,134.20)
VAT paid to date incl b/fwd £267.31	2,314.56				
VAT received back	1,973.72				
VAT outstanding	340.84				

Current and savings	38,240.07
Fixed Deposit accounts	30,795.24
<b>Total bank balance as at 16 November 2025</b>	<b>£ 69,035.31</b>

### Earmarked Reserves 2025-2026

Item	Amount	Notes
Contingencies	£ 14,139.00	Six months of 2025-2026 precept
Trees and hedges	£ 1,750.00	maintaining trees and hedges
street lamps	£ 1,200.00	Unforeseen repairs of 4 units £1,200
Playpark refurbishment	£ 10,000.00	Replace equipment
	£ 5,000.00	realign fencing, resite equipment
Meadow View Cemetery	£ 2,250.00	Cut back overgrown trees
Community project	£ 4,000.00	Inauguration of Meadow View Cemetery
<b>Total earmarked reserves @ 1 April 2025</b>	<b>£ 38,339.00</b>	

**Cosgrove Parish Council**  
**Appendix C: BACS Payments Schedule 08.25**

Date of Invoice	Amount	Payee	Description	Email date	BACS reference	minute reference	Notes
To be set up and authorised by DS and JP							
04.12.2025	£ 565.00	J Evans	November Pay		BACS08.25		
18.11.2025	£ 8.50	J Evans	Christmas cards		BACS08.25		
<b>total</b>	<b>£ 573.50</b>						
For set up by JE and authorisation by DS or JP							
04.12.2025	£ 174.08	HMRC	November PAYE and NI		BACS08.25		
30.11.2025	£ 763.86	Blackwells Garden Services	November mowing 2068		BACS08.25		
11.11.2025	£ 684.00	NBB recycled furniture	picnic bench for playpark		BACS08.25	CPC/25/09/10(a) and CPC/25/11/4	
01.10.2025	£ 50.00	Royal British Legion	wreath and donation		BACS08.25		
20.11.2025	£ 2,220.00	Water Resource Associates	flooding update report inv 1548		BACS08.25		
	<b>£ 3,891.94</b>						
Direct debits and debit card charges							
10.11.2025	£ 4.25	Lloyds	bank account service charge to 09/11/2025		debit by bank		BACS08.25
	£ 6.96	FastHosts	email hosting charge November invoice number		debit card		
05.12.2025	£ 11.99	HugoFox	website hosting - November inv no 20029		Direct Debit		
05.12.2025	£ 20.99	HugoFox	email hosting dot gov dot uk November inv 19953		Direct Debit		
16.11.2025	£ 100.10	Shield Group	dog waste collection November invoice 9559		Standing Order		
01.12.2025	£ 210.55	YU energy	1 to 30 November unmetered supply		Direct Debit		
06.11.2025	£ 61.48	Amazon	black and colour ink cartridges		Debit card		
<b>Total DD and card</b>	<b>£ 416.32</b>						

£ 4,881.76

total £ 4,881.76

# APPENDIX D

Precept 2026-2027	
Projected expenditure	£ 28,956.49
Projected income	£ 2,999.00
Precept	£ 25,957.49

Tax Base				
Year	24/25	25/26	26/27	Band D for every £ precept
Tax Base	260.2	262.5	259.2	0.38
Precept	£ 25,000.00	£ 28,279.00	£ 25,797.49	
Tax Base	260.2	262.5	259.2	
Effect on band D	96.08	107.73	99.53	

## Cosgrove Parish Council Budget 2026-2027

INCOME					
	2024-2025 budget	2024-2025 outturn	2025-2026 budget	2025-2026 forecast income	2026-2027 budget
Precept	£ 25,000.00	£ 25,000.00	£ 28,278.00	£ 28,279.00	£ 25,957.49
Interest	£ 1,563.00	£ 1,236.78	£ 1,000.00	£ 940.91	£ 1,000.00
Burial Ground	£ 979.00	£ 1,590.00	£ 1,000.00	£ 1,333.00	£ 1,000.00
Misc income	£ -	£ 3.45	£ -	£ 5,650.00	£ -
Mowing grant	£ 999.00	£ 999.42	£ 999.00	£ 999.42	£ 999.00
CIL	£ -	£ -	£ -		
VAT reclaim		£ 3,378.49	£ -	£ 1,440.33	
<b>Total income</b>	<b>£ 28,541.00</b>	<b>£ 32,208.14</b>	<b>£ 31,277.00</b>	<b>£ 38,642.66</b>	<b>£ 28,956.49</b>

EXPENDITURE					
	2024-2025 budget	2024-2025 outturn	2025-2026 budget	2025-2026 forecast outturn	2026-2027 budget
Clerk salary (gross)	£ 8,470.00	£ 7,740.21	£ 9,118.80	£ 9,076.85	£ 9,489.65
Grass mowing	£ 6,860.00	£ 6,963.00	£ 7,322.00	£ 6,890.00	£ 7,518.00
<b>Street lighting</b>					
non metered supply	£ 2,450.00	£ 7,005.10	£ 2,580.45	£ 1,971.52	£ 1,818.25
<b>Allotments</b>					
set up		£ -			
legal fees	£ 100.00		£ 100.00	£ 100.00	£ -
<b>Speed Indicator Devices</b>					
SID installation	£ -		£ -		
SID maintenance	£ -	£ 89.26	£ 392.00	392	£ 554.00
<b>Miscellaneous Expenses</b>					
ICO	£ 35.00		£ 40.00	£ 40.00	£ 52.00
Green bin	£ 55.00		£ 58.00	£ 60.00	£ 60.00
Clerk Sundries	£ 300.00	£ 606.34	£ 526.00	£ 470.00	£ 624.21
Church Clock	£ 195.00	£ 195.00	£ 195.00	£ 195.00	£201.00
Dog waste bins	£ 1,430.00	£ 1,096.66	£ 1,170.00	£ 985.79	£ 1,001.00
NCALC	£ 650.00	£ 374.63	£ 696.77	£ 394.29	£ 769.18
Burial Ground	£ 100.00		£ 1,850.00	£ 1,920.00	£ 200.00
Village Hall	£ 360.00	£ 339.00	£ 360.00	£ 360.00	£ 341.00
Insurance	£ 780.00	£ 626.81	£ 644.78	£ 603.00	£ 621.00
Training	£ 1,100.00	£ 1,154.00	£ 400.00	£ 240.00	£ 155.00
Election expenses pot			£ 988.00	£ 988.00	£ 247.00
Audit external	£ 400.00		£ 210.00	£ 210.00	£ 210.00
VAT	£ -				

	2024-2025 budget	2024-2025 outturn	2025-2026 budget	2025-2026 forecast outturn	2026-2027 budget
<b>IT Costs</b>					
website	£ 204.00	£ 1,042.74	£ 120.00	£ 938.55	£ 120.00
email	£ 212.00		£ 396.20		£ 280.00
software	£ 500.00		£ 580.00		£ 195.20
capital	£ -				0
<b>play park</b>					
Annual inspection	£ 140.00	£ 1,937.30	£ -		0
Maintenance	£ 2,000.00		£ 1,000.00	£ 38.84	£ 750.00
equipment	£ -				
Admin		£ 722.04	£ 441.00	£ 462.66	£ 375.00
Other		£ 29.49	£ 960.00	£ 64.17	£ -
Totals	£ 26,341.00	£ 29,921.58	£ 30,149.00	£ 26,400.67	£ 25,380.49
<b>Section 137</b>					
NACRE	£ 35.00	£ 70.00	£ 35.00	£ 35.00	£ 35.00
CPRE	£ 36.00	£ 36.00	£ 36.00	£ 36.00	£ 36.00
SNAST	£ 25.00		£ 25.00	£ 25.00	£ 25.00
Old Mail	£ 481.00		£ 494.00	£ 494.00	£ 500.00
Christmas Lights	£ 250.00	£ 205.00	£ 250.00	£ 250.00	£ 250.00
Flags	£ -	£ 114.50			£ -
Village projects			£ 500.00	£ 500.00	£ 600.00
% spend per elector £11.10 under S137					£ 800.00
Annual Grant Scheme					£ 1,000.00
Total S137	£ 827.00	£ 425.50	£ 1,340.00	£ 1,340.00	£ 3,246.00

<b>Discretionary Spending</b>					
RBL	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00
donation to Village Hall	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
donation to History Society			£ 60.00	£ 60.00	£ 60.00
donation to WI			£ 20.00	£ 20.00	£ 20.00
project funds (trim trail)	£ -	£ 1,999.00			
Contingency	£ -		£ -		
Total discretionary	£ 250.00	£ 2,249.00	£ 330.00	£ 330.00	£ 330.00
<b>Total expenditure</b>	<b>£27,418.00</b>	<b>£ 32,596.08</b>	<b>£ 31,819.00</b>	<b>£ 28,070.67</b>	<b>£ 28,956.49</b>

## Earmarked Reserves 2026-2027

	description	Reserve	Predicted expenditure during 2026-2027	balance of reserve
Contingencies	Six months of 2026-2027 precept	£ 14,139.00		£ 14,139.00
Trees and hedges	maintaining trees and hedges	£ 1,750.00		£ 1,750.00
replacement of street lamps	Unforeseen repairs of 4 units £1,280 (2SR, 3MS, 3 YR and 5YR)	£ 5,120.00	£ 5,120.00	-
Playpark refurbishment	Replace equipment	£ 10,000.00	£ 10,000.00	-
	realign fencing, resite equipment	£ 5,000.00	£ 5,000.00	-
Meadow View Cemetery	Cut back overgrown trees	£ 2,250.00	£ 2,250.00	-
Community project	Inauguration of Meadow View Cemetery - accessible path, signage, register of grave spaces, register of EROB	£ 3,000.00	£ 3,000.00	-
<b>Total earmarked reserves</b>		<b>£ 41,259.00</b>	<b>£ 25,370.00</b>	<b>£ 15,889.00</b>



West  
Northamptonshire  
Council

## PR1 - ESTIMATED PRECEPT FORM 2026/27

Local Government Finance Act 1992, Section 41

### SECTION A – Notification of Parish Precept Requirement

Parish of: Cosgrove

Precept required for the Year to 31<sup>st</sup> March 2027: £ 25,958

**Please submit amounts in whole pounds**