

Cosgrove Parish Council

Minutes of the Ordinary Meeting of Cosgrove Parish Council held on **Wednesday 3 September 2025** at 7.30pm.

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

Mrs J Evans (Clerk to the Council)

The meeting opened at 19.30 hours. There were no members of the public present.

CPC/25/09/1 There were no absences.

CPC/25/09/2 There were no declarations of interest.

CPC/25/09/3 The Minutes of the meeting of 2 July 2025 were approved unanimously.

CPC25/09/4 Matters arising from the Minutes not covered elsewhere in the Agenda were:

The village gates had been painted by four volunteers including Cllr Bird. Cllr Bracey had removed the vegetation cuttings. The Parish Council (PC) were grateful to the volunteers for their work.

CPC/25/09/6 The Clerk's report is appended to these Minutes at Appendix A.

Clerk to email MP and ask for PC to be included if she is able to set up a meeting with Cosgrove Park.

CPC/25/09/7 (a) The update on current finances in comparison to the budget is appended to these Minutes at Appendix B.

(b) The payment schedule, circulated ahead of the meeting, was approved and payments totalling £5,300.37 are appended to these Minutes at Appendix C

(c) The national pay award of 3.2% increase backdated to 01 April 2025 for the Clerk was approved.

(d) The reduction in interest on the 95 day notice account from 2.83% down to 2.73% with effect from 9 September 2025 was noted.

(e). Overtime up to 15 hours for the Clerk in connection with compilation of the 2026-2027 budget was approved.

CPC/25/09/8 Councillor updates

Cllr Bracey commended the volunteer who can regularly be seen collecting litter around the village. He will clear Station Road of the litter which has been exposed by grass cutting.

Cllr Bird reported broken steps on the footbridge over the Tove and these have been repaired by West Northants Council (WNC). He has also reported the sodden footpath (RG7) which runs between the houses on Main Street and field with St Vincent's well. WNC came out but were unable to access the path owing to overgrowing vegetation.

Cllr Roberts noted the noise from the music nights on Cosgrove Park over the summer holiday period had been intrusive. Milton Keynes City Council would need a number of complaints before they would investigate. If there is ongoing and substantial noise, it can be reported to the Council using an online form or by using 'The Noise App' which can be downloaded from the App Store. The App allows people to record noise nuisance on a smart phone and each recording is time stamped with a GPS marker.

Cllr Comerford noted there is a tree overhanging the path down to the canal left hand side of Solomon's bridge which comes down further due to heavy rain. It is outside the boundary of a neighbouring property. Cllr Comerford will contact Buckingham Canal Society for advice as to whether it is their responsibility or CRT.

Cllr Proctor has chased up his report to FMS about the loose grating either end of the horse tunnel and will continue to monitor. The nitrogen gas canisters which he reported to WNC have been collected. Cllr Proctor has updated the Parish Online software to include the majority of the street lamps, dog waste bins and other assets. He will arrange a short presentation at a future meeting.

Cllr Smith reported two broken stiles both of which have now been repaired.

CPC/25/09/9 Planning

The PC noted two approved applications and one withdrawn application in the Agenda. The draft letter objecting to 2025/2767/MAF was approved.

Action: Clerk to submit letter to WNC Planning Portal

CPC/25/09/10 (a) The contents of the External Audit Report was noted. (b) It was **resolved** to review the risk management register in February 2026. No other action was required on the exceptions. (c) It was noted the Notice of Conclusion of Audit and External Audit report (section 3 of AGAR) have been published on the website with Public Rights of Inspection between 15 and 26 September 2025 at the times shown on the notice posted on the PC notice board. (d) It was noted the addition of Assertion 10 to the AGAR for 2025-2026. The PC is already compliant over having a generic email account hosted on a PC owned domain and publishing required documents on the website. Adoption of GDPR and IT policies was included in the Agenda and would help with compliance. The requirement for the website to comply with web content accessibility guidelines has not yet been met.

Action: Clerk to list Risk Management Register review for February 2026. Clerk to circulate web content accessibility guidelines and Public Sector Bodies Accessibility Regulations 2018 to enable a compliance check to be made by Councillors. Clerk to check all documents required under FOI Act 2000 and Transparency Code are published on website.

CPC/25/09/11 (a) It was noted WNC had now agreed the planning permission for Meadow View Cemetery(S/2008/1487/p) granted in 2008 was still valid. (b) It was resolved to commission a Tier 1 desk top risk assessment by TGMS at a cost of £2,675 plus VAT. This will demonstrate the minimum good practice groundwater protection measures are met. There was limited appetite for a design and access plan to be drawn up by TGMS but it was agreed a quote could be sought.

Action: Clerk to commission desk top risk assessment and seek a design and access quotation.

CPC/25/09/12 (a) The playpark inspection report of 17 June was received and the recommendations noted. (b) It was decided not to go ahead with the quotation. (c) There was limited discussion about if the playpark should be realigned owing to lack of information about potential cost. It was noted the Clerk had received a proposal to realign the playpark and to build a retaining wall and back fill to level out the grass area outside the playpark. The proposal had been received too late to be included on the September Agenda, it was agreed to add the proposal to the October Agenda for consideration.

Clerk to advise Sovereign the quotation has not been approved. Clerk to list proposal on October Agenda and invite the proposer to make himself available to answer questions arising.

CPC/25/09/13 The following policies were adopted:

Data Protection Policy
Record Retention Policy
Data Breach Policy
Privacy Notice
IT Policy

Action: Cllr Smith to post policies on the website.

CPC/25/09/13 It was agreed the Clerk will negotiate the fine detail of the proposed agreement between the PC and the Burgess Allotment Society and bring the final agreement back to the PC for approval and signature in due course. (b) It was **resolved** the annual peppercorn rent will be set at £20 and reviewed in line with the terms of the agreement. (c) It was **resolved** to disburse £60 as a Grant under the Grant Policy for a green bin for the use of the Allotment Society. It was suggested the green bin should be placed sensitively for collection to avoid possible complaints from some residents of Manor Close. Any complaints should be addressed to the Allotment Society.

Action: Clerk to finalise the agreement with the Burgess Allotment Society. Clerk to complete paperwork and disburse £60 under the Grant Policy.

CPC/25/09/15 The Action Points were reviewed and those no longer relevant were removed.

Action: Clerk to list Action Points for review in February 2026

CPC/25/09/16 It was **resolved** to accept the quotation of £2,477 for remedial work to streetlights. It was agreed an appropriate sum should be included in the budget for 2026-2027 to allow planned repairs to take place.

Action: Clerk to commission remedial work. Clerk to include planned repairs in budget

CPC/25/09/17 The meeting appraisal noted the meeting had over run the suggested timings by 12 minutes. This was felt to be due to the number of decisions that had to be taken.

CPC/25/09/18 The date of the next meeting will be Wednesday 1 October 2025 at which time the proposed budget for 2026-2027 will be laid before members.

The meeting closed at 21.12 hours.