

Cosgrove Parish Council

Minutes of the Ordinary Meeting of Cosgrove Parish Council held on **Wednesday 5 June 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 7.30 pm	Action
On the eve of the 80 th Anniversary of the D Day landings, the meeting remembered those who gave their lives.	
CPC/24/06/1 Apologies were accepted from Cllr Roberts and Ward Cllr McCord	
CPC/24/06/2 There were no declarations of interest	
CPC/24/06/3 The Minutes of the meeting of 1 May 2024 were approved unanimously.	
CPC/24/06/4 There were no Matters arising from the Minutes not covered elsewhere in the Agenda.	
<p>CPC/24/06/5 Helen Howard (HH), West Northants Highways Community Liaison Officer attended the meeting and answered questions posed by Councillors and some submitted in advance by residents.</p> <p>HH informed the meeting her role was to provide a link between communities and the Highways Department. WN Highways look after 1,300 miles of roads, 1,400 miles of paths and cycleways, 150 pedestrian crossings, 235 bridges and 84,000 gullies. The budget for this is very small and repairs have to be prioritised. There is an annual assessment of the condition of the network. Roads are given a red (very poor condition), amber (needs some repair) or green (doing OK) rating. Currently prioritising amber roads with the aim of preventing them becoming red.</p> <p><u>Potholes</u>: all potholes reported on FixMyStreet are subject to a risk-based assessment and are then scored between 1 (fix within 2 hours) to 4 (fix within 6 months). A pothole must be deeper than 50 mms for it to be classified 2 (fix within 1 week). A response will be given to those reporting potholes. HH recommended retaining the reference of the report and following up if repairs are not carried out. All reports to be made via the link to FixMyStreet on the WNC website and not the national one.</p> <p><u>Road resurfacing</u>: the state of Bridge Road was raised. HH reiterated the annual condition assessment information but will check the status of Bridge Road.</p> <p><u>Salting of the bridge</u>: HH will check why it is not salted but likely to be because it is not a priority route (currently only Stratford and Yardley Roads are gritted).</p> <p><u>Overhanging trees and bushes</u>: report on FixMyStreet. Highways will inspect and will contact the landowners (once found). Three letters will be sent and then, if the work has still not been carried out, Highways will take action and bill the landowner. HH suggested it might be quicker if the Parish Council (PC) wrote an informal letter to the landowner in the first instance.</p> <p><u>Reducing the speed limit in the centre of the village to 20 mph</u>: West Northants Highways do not support blanket speed limits of 20 mph (such as in Wales). There is evidence reducing the speed limit does not result in a material change in vehicle speeds. It is possible to make a case for 20 mph that will then be considered by a panel (made up of highways, police, highways liaison). Important to make a compelling argument (include what you want, where you want it and why you want). West Northants Highways can supply 20 mph advisory signage which can be located around the village and repositioned as needed.</p> <p><u>Cosgrove Park</u>: HH confirmed WNC are consulted by MK planning when applications are received from Cosgrove Park. She did not have information about the amount of tax paid by Cosgrove Park but was able to say categorically any money paid was not ringfenced for road repairs and only 3% of revenue was allocated to roads. The PC stressed the volume</p>	<p>DS to place link to local FixMyStreet on village website.</p> <p>SC to email HH for update</p> <p>Clerk to report overhanging bushes opposite church</p> <p>Clerk to draft case to reduce speed limit to 20 mph. Consider to be given to consulting residents.</p>


Cosgrove Parish Council

<p>of traffic in the village between April and October has a serious impact on residents. HH noted the strength of feeling.</p> <p><u>Proposed warehouse development:</u> HH was able to confirm no decision has yet been made on the applicant's wish to insert a ghost lane for access to the proposed site but a signalised junction has been ruled out. If a ghost lane is approved, it will have to meet safety standards. The issue of where the traffic survey was conducted (in Roade) was also addressed and HH said the developers had been instructed to carry out a further survey.</p>	
<p>CPC/24/06/6 Public speaking: there were 9 members of the public present and questions were directed at HH.</p> <ul style="list-style-type: none"> • Why were West Northants Highways not objecting to the development based on the increase in traffic – once a site has been designated for employment, or housing or industrial it is very difficult to object on that basis. The role of highways is to ensure the means of entry to and exit from the site is safe. • How can evidence of the effect of traffic on the existing infrastructure be brought to the attention of highways – email them using the generic email address and it will be forwarded on to the development management team • Why were two potholes repaired in the village today but a third slightly further away was left – because the repair team are only permitted to repair what is on their work schedule. There is a proposal to change this system. • There are potholes near the Old Dower House that have been unrepaired for over a year. Vehicles need to move into the oncoming lane to avoid them. In Deanshanger there has been a concerted effort to clear the potholes, why can't that happen in Cosgrove, given the amount of traffic in the village – there have been some villages where there has been a purge on potholes. • What happens if you sustain damage to yourself or your vehicle through an unrepaired pothole – contact WNC and it will be an insurance claim. • Junction of Yardley Road and the A508 is even more dangerous. Now that Roade has its bypass, there are fewer natural breaks in the traffic making it difficult to turn right or left out of Yardley Road. The ghost lane on the A508 is too narrow – not possible to widen it owing to the high-pressure gas main. <p>Meeting reopened at 8.20 pm</p>	
<p>CPC/24/06/7 The Clerk's report had been circulated ahead of the meeting and is attached to these Minutes at Appendix A. It was resolved to increase the burial ground fees for additional inscription to £35 for parishioners and £50 for non-parishioners. It was resolved to ask Blackwells for a quote to cut back the overhanging brambles next to the Garden of Remembrance.</p> <p>Photos of the dovecote at Cosgrove Hall had been forwarded to the Clerk and it was agreed a follow up mail to WNC Heritage would be sent.</p> <p>Gigaclear were adamant the green box on the playing fields could not be moved. It was agreed to make a further case for moving it as it was believed permission had not been given by the PC for its current location. As a starting point, past emails would be trawled to identify the contact at the time.</p> <p>It was resolved to adopt the revised Standing Orders.</p>	<p>Clerk to request quote from Blackwells</p> <p>Clerk to email Heritage</p> <p>JP to research emails</p> <p>DS to post SO on website</p>
<p>CPC/24/06/8 a). The PC received the update on the current finances in comparison to the budget (attached to these minutes at Appendix B). b). The payment schedule, circulated ahead of the meeting, was approved (attached to these minutes at Appendix C). c). The new Financial Regulations had been circulated ahead of the meeting. It was resolved there should be two Councillors with ability to authorise payments online. Going forward, the Clerk will prepare the BACS run and the Clerk plus one Councillor will authorise payment. No one will be able to authorise payment if they are the recipient. It was resolved to accept the revised Financial Regulations. It was resolved to replace the Union Flag at a cost of £84 including VAT.</p>	<p>Clerk to revise Fin Regs and re-circulate DS to post on website</p> <p>Clerk to order flag</p>



Cosgrove Parish Council

CPC24/06/9 All dog waste bins during the period November to March were recorded to be 60 to 100% full – there is no possibility to reduce the number of times the bins are emptied.	
CPC24/06/10 Planning a). MK Planning had responded to a query about 21/03346/FUL (failure to discharge conditions on provision of prescribed number of Electric Vehicle charging points by Cosgrove Park) and why they had not informed Cosgrove PC – not obliged to do so. It was agreed the Clerk will register for planning updates from MK. b). No planning applications received between 1 and 31 May 2024. c). The response of the Planning Subcommittee on behalf of the PC to the consultation on the draft Local Plan was submitted on 2 June 2024. d). The amendment to the Planning Subcommittee terms of reference (reduce number of Councillors on Subcommittee to three) was noted and approved.	Clerk to register for updates from MK planning DS to post revised TORs on website
CPC24/06/11 Councillor updates: Cllr Proctor reported streetlamp OC1 was coming on too early. Cllr Bird reported the metal fence in the churchyard leading to Cosgrove Hall had been vandalised – if anyone sees vandalism in action call the police. The free trees from the Woodland Trust destined for the new Burial Ground need planting. Advice from the grave digger on the amount of space for each row needed in order for a planting plan to be drawn up. Cllr Bracey reported the repairs to potholes near the Navigation were mostly complete. Cllr Comerford had received a donation of perennial plants for the village planters from the organisers of the Village Plant Sale. It was agreed thanks should be extended to Mrs Ruth Stokes and Mrs Joy Shirley for their generosity. It was resolved to spend up to £15 to replace the trailing rosemary in one of the planters.	Clerk to report street light to Hickford Lighting Clerk to supply contact details of gravedigger Cllrs Bird and Comerford to draw up planting plan for new Burial Ground Cllr Comerford to replace trailing rosemary
CPC24/06/12 It was resolved to purchase a size B poppy wreath for £20 using funds from the Section 137 allocation.	Clerk to buy wreath
CPC24/06/13 It was agreed not to respond to the Open Space Assessment consultation as the Clerk had already nominated the village playing field and the allotments for Open Space status (and protection) as part of the response to the draft Local Plan.	
CPC24/06/14 The resolution under CPC24/05/15 - to site a memorial bench donation at the bottom of Mansel Close – “should not be reversed for six months except by special resolution, the written notice whereof bears the names of at least three members of the Council.” (standing order number 36). The PC noted, however, one household in Mansel Close had queried the proposed location of the bench. It was agreed, in the interests of transparency and democracy, that a short period of consultation would be held to give parishioners the opportunity to share any views. The consultation period would run from 7 June to 21 June and would be advertised on the village website and in the Parish Council noticeboard in the bus stop. There would also be a post on the Facebook page. Details of the consultation would also be included in the PC report in the Old Mail although it was recognised the consultation would have closed before the OM was published. A summary of any views submitted will be circulated ahead of the July meeting, and if necessary, a special resolution drafted.	Clerk to arrange consultation Clerk to circulate summary of views Clerk to draft special resolution if needed.
CPC24/06/15 The PowerPoint presentation supporting the meeting was felt to be very helpful, but it was noted it was time consuming to produce. Cllr Proctor offered to help with the production of the PowerPoint. The meetings folder, currently available on the share point, should be placed in Teams where more Councillors can access it via their phones.	JP and Clerk to liaise over ppt
CPC24/06/16 Date of next meeting: Wednesday 3 July 2024 at 7.30 pm. (Local Government Act 1972 Schedule 12 Part II para 8.1).	
Meeting closed at 21.05	


Sharon Comerford - Vice Chair

Appendix A

Clerk's Report – June 2024

The notice of public rights and publication of unaudited annual governance and accountability return (AGAR) was posted on the website with hard copies on the bus shelter notice board on Friday 31 May 2024. Inspection of the books can be requested between Monday 3 June and Friday 12 July.

I noticed that the burial ground fees were missing the cost of an additional inscription. I recommend you **resolve** to charge £35 for parishioners and £50 for non-parishioners (previously £25 flat rate).

There has been a request for the PC to cut back the overgrown brambles next to the Garden of Remembrance. This could be done by a working party or by asking for a quote from Blackwells.

Cadent have agreed to meet the cost of our legal fees and will draft an agreement. I have put them in touch with Arnold Thompson, our solicitors, and hopefully this will be concluded before too much longer.

I have re-opened negotiations with Gigaclear over the green box on the corner of the playing field. They are adamant it cannot be moved, so I have said an access agreement is needed. A wayleave is the most common type of agreement and I have asked for an annual payment in consideration of access. I wait to hear from them. If they offer a reasonable amount annually (I think my predecessor turned down £2,000 goodwill gesture), I wonder if you would like to ask the family of Frances Childs if they would like the option of moving the memorial bench with a view to the cost of removal being met from the Gigaclear payment?

You asked me to research buying a projector (CPC24/03/14) and I have produced the attached report. You now need to decide what to do next!

The PC insurance is due for renewal on 1 August. I have sought three quotes and wait to hear from the brokers AJ Gallagher and Clear Insurance. Zurich did an immediate online quote which was £603. Last year's premium was £678.

A resident has sent me photos of the dovecote at Cosgrove Hall and asked we alert the heritage people as the dovecote is listed.

JM Evans

Appendix B
Cosgrove Parish Council
May 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	-
Interest	(99.64)	1,300.00		1,200.36	1,563.00	362.64
Burial Ground	(665.00)	800.00		135.00	979.00	844.00
VAT Reclaim	-	-		-		-
Misc Income	-	-		-		-
Mowing Grant	-	999.00		999.00	999.00	-
Account transfers	30,000.00			30,000.00	30,000.00	
Total Revenue	16,735.36	15,599.00		32,334.36	58,541.00	1,206.64

Regular Costs	YTD	Projected Costs to end of Year		Forecast	Budget	Variance
Clerk Salary	657.50	7,060.00		7,717.50	8,470.00	752.50
Grass Mowing	1,459.90	5,336.00		6,795.90	6,860.00	64.10
Clerk Sundries	191.50	250.00		441.50	300.00	(141.50)
Church Clock	-	-		-	195.00	195.00
Street Lighting	4,359.23	2,626.00		6,985.23	3,150.00	(3,835.23)
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	190.00	1,190.00		1,380.00	1,430.00	50.00
Village Hall	0.00	360.00		360.00	360.00	-
Insurance	0.00	780.00		780.00	780.00	-
Training	545.00	505.00		1050.00	1100.00	50.00
IT Costs	54.04	846.00		900.04	916.00	15.96
Play Park	0.00	2,140.00		2,140.00	2,140.00	-
Other	81.28	590.00		671.28	590.00	(81.28)
Total Costs	8,240.09	21,783.00		30,023.09	27,041.00	(2,982.09)

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	-
Total Costs	-	734.00		734.00	769.00	-

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			-		-
Total Costs	265.00	731.00		996.00	731.00	265.00

Movement	YTD	Projected Costs to end of Year		Forecast	Budget	Variance
Net (Revenue) / Cost	25,275.45	38,847.00		64,122.45	87,082.00	22,959.55
VAT reclaim to date	1,345.88					

Current and savings	26,961.64
Fixed Deposit accounts	30,000.00
Total bank balance as at 15 May 2024	£ 56,961.64

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
Total earmarked reserves @ 1 April 20234	£ 48,650	

Cosgrove Parish Council BACS Payments Schedule 04.24

Date of Invoice	Amount	Payee	Description	Email date	BACS reference	minute reference	Notes
31.05.2024	£ 150.00	DNH Contracts	dog waste collection May				
31.05.2024	£ 803.04	NJ Blackwell Garden Services	grass mowing May				
24.11.2023	£ 39.60	NCALC	budgeting training Inv 3368				Invoice accidentally not paid
20.05.2024	£ 234.00	Cumbrian clock company	annual service of village clock				PCA1957 ss2 and 6
30.05.2024	£ 9.80	HMRC	PAYE May				
30.05.2024	£ 647.70	J Evans	May salary				
02.05.2024	£ 10.00	J Evans	refund mobile top up				
12.05.2024	£ 28.01	J Evans	refund of black printer cartridge				
28.03.2024	£ 1,642.02	Kompan	repair matting under double swing		01.24	CPC/24/03/9	work redone - satisfactory
Total BACS 04.24	£ 3,564.17						

13.05.2024	6.05	FastHost	email monthly charge invoice number 76433089		debit card		
12.05.2024	28.78	FastHost	domain renewal - 2 years 4 email addresses		debit card		
10.05.2024	£ 11.99	HugoFox	website hosting - MayInv number 5271		Direct Debit		
02.06.2024	£ 14.89	YU energy	1 to 31 May 2024 standing charge		Direct Debit		
02.06.2024	£ 142.88	YU energy	1 to 31 May 2024 unmetered supply		Direct Debit		
02.05.2024	£ 30.00	Minuteman Printing	printing flyers for AAPM		debit card	CPC24/05/17	
Total DD and card	£ 234.59						

Direct debit and
debit card
expenditure

APPENDIX C