

# Cosgrove Parish Council

Minutes of the Annual Meeting of Cosgrove Parish Council held on **Wednesday 7 May 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)

	Action
CPC/25/05/1 Councillor Smith was elected unanimously as Chair	
CPC/25/05/2 Councillor Smith signed the Declaration of Acceptance of Office of Chair which was witnessed by the Proper Officer.	
CPC/25/05/3 Councillor Comerford was elected unanimously as Vice Chair	
CPC/25/05/4 Apologies for absence from Cllr Proctor, who was travelling, were accepted	
CPC/25/05/5 Councillors' Declarations of Acceptance of Office witnessed by the Proper Officer (Councillor Proctor signed ahead of meeting on 6 May) were received	Retain by clerk
CPC/25/05/6 There were no declarations of interest in this meeting declared. Councillors agreed to complete the declarations of interest form at the start of their new term of office. This will be published on the website.	Clerk to compile table of interests for website
CPC/25/05/7 The Minutes of the meeting of 2 April 2025 were accepted	
CPC/25/05/8 Matters arising from the Minutes not covered elsewhere in the Agenda were: <ul style="list-style-type: none"> <li>Tree Surgeons will be working in Rectory Grounds Cemetery on the morning of Saturday 10 May. Access arranged via Rectory Buildings. Notice of closure of Cemetery for the day posted on gate from Coffin Walk and on FaceBook</li> <li>Ordering woodchip and arranging for an expert to assist with transfer of emails to dot gov dot uk remain outstanding.</li> </ul>	
CPC/25/05/9 <b>Public speaking:</b> <ul style="list-style-type: none"> <li>Cosgrove Park are filling in part of a lake behind properties at the bottom of Main Street/The Green. When it rains, this causes increased flooding in the garden of one property. This has been reported to West Northants Council (WNC) enforcement who are under the misapprehension it comes under Buckinghamshire County Council.</li> <li>Concerns about the holes in the grass behind the bus shelter which need to be filled were raised again.</li> <li>The power cable, which was buried in the ground inside drainpipe for the Christmas lights event, is exposed in places and may need to be removed for safety reasons</li> <li>The plastic goal posts on the recreation ground continue to be dismantled and thrown around. This is an eyesore. There was discussion about the possibility of replacing the posts with more robust ones. The need to be able to clear the space to allow events to be held there was noted. This matter to be added to June Agenda</li> </ul> <p>Ward Councillor McCord, who was re-elected on 1 May, confirmed there would now be only two Councillors looking after Deanshanger Ward following boundary changes. He had yet to meet his colleague, Councillor Dabbs. Cllr McCord will continue to attend Cosgrove Parish Council (PC) meetings. The lack of experience among newly elected Ward Councillors might prove a challenge to good governance. The Strategic Planning Committee will need to be reconstituted with members representing parties in the same proportion as the full Council. The first meeting of WNC will be on 15 May.</p>	Add replacing goal posts to June Agenda
CPC/25/05/10 The <b>Clerk's report</b> had been circulated ahead of the meeting and is attached to these Minutes at Appendix A.	

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<p><b>CPC/25/05/11 Finance</b></p> <p>a). The PC received the update on the current finances in comparison to the budget (Appendix B).</p> <p>b). The payment schedule totalling £1,794.34, circulated ahead of the meeting, was approved (Appendix C).</p> <p>c). The PC <b>resolved</b> to make monthly payments by direct debit up to and including March 2026 to YU energy for street lighting, HugoFox for website services and Lloyds bank for bank charges and to make monthly payments up to and including February 2026 to FastHosts for email services by debit card. Other regular payments will be made under delegated authority by the Clerk (Financial Regulations 6.9 ii) providing they keep within the previously agreed budget. These payments will include grass mowing, payroll services, annual subscriptions to NCALC, SLCC, CPRE, NACRE and SNAST.</p> <p>d). It was agreed, following Internal Audit recommendation, Clerk's remuneration will no longer be discussed at Council meetings. It was <b>resolved</b> Cllrs Smith and Proctor, who have online banking rights, will make payments to Clerk referring to pay reports from independent payroll service.</p> <p>E). Budget allocation adjustments were noted. Overall amount for expenditure remains unchanged at £31,819.</p> <p>e). The reduction in interest on the 95 day notice account to 3.01% (from 3.46%) with effect from 11 April 2025 was noted.</p>	
<p><b>CPC/25/05/12 Audit 2024-25:</b></p> <p>a). The recommendations of the Internal Audit report of 11 April 2025 (circulated separately, Appendix D) were received and noted.</p> <p>b). The Annual Governance and Accountability Return 2024-2025 Section 1 was presented by the Clerk, scrutinised and approved by <b>resolution</b> by the PC and signed by the Chair. It was noted Assertion 7 on Section 1 will be marked as "no" because although the External Audit Report of 2023-2024 was circulated to the PC ahead of the meeting of 4 September 2024 under the Financial Commentary acceptance was not minuted. An explanatory note will be added. Section 2 – Accounting Statements 2024-2025 were then scrutinised and approved by <b>resolution</b> by the PC</p>	<p>Clerk to despatch AGAR paperwork and post public viewing rights in timely fashion</p>
<p><b>CPC/25/05/13 Councillor Updates:</b></p> <p>Cllr Comerford thanked the volunteer who carried out work with her on the village planters. Additional compost is needed in the planters to bring the surface level up to the top and replanting will be needed.</p> <p>Cllr Comerford had met with the person in charge of the Cemetery at Wicken who was willing to meet with the Cemetery working group to share his experience. He recommended the rules for Rectory Ground Cemetery should include reference to the process that would be adopted if a person's Will requests burial in the Cemetery.</p> <p>Cllr Bird wanted to know what would happen if there was a catastrophic failure of the bridge over the canal – how would residents on the Main Street side of the bridge get in and out of the village? There was inconclusive discussion about what, if anything, would fall to the PC.</p> <p>Cllr Bird had reported the overflowing bins at the canal sanitation station near the lock to the Canal and River Trust. It was noted fly tipping was the root cause of the problem and not rubbish from canal boats.</p> <p>Cllr Smith reported several successes following reports to FixMyStreet: damage to footpath in Bridge Road by a lorry had been repaired; a fallen tree on the public footpath behind the quarries had been cleared and blocked drains in the village had been attended to. Unfortunately, the request to replace footpath way markers had been turned down.</p>	<p>Cemetery working group to meet with Wicken representative</p> <p>Clerk to seek advice from CRT</p>
<p><b>CPC/25/05/14 Planning:</b> retrospective approval of landscaping to 56 Stratford Road and a Pre Application at 58 Stratford Road were noted. It was <b>resolved</b> to make brief comments about 2025/1568/FULL (an application for a single storey office block on Land South of Furtho Pits, Old Cosgrove Road, Old Stratford MK19 6FQ) to highlight access will be</p>	<p>Clerk to make observations</p>

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CPC/25/05/15 <b>Policies</b> The Model Publication Scheme and Schedule of Charges (circulated separately) were adopted. The following were reviewed, updated where necessary and readopted: Standing Orders 2025, Financial Regulations 2025, Complaints procedure 2025, employment policies and procedures.	Clerk and Cllr Smith to update website with policies
<p>CPC/25/05/16 <b>Reviewed (as required in Standing Orders):</b></p> <p>a). Land and other assets including office equipment – sheet added for land assets and Fixed Assets 2025-2026 approved</p> <p>b). arrangements for insurance cover in respect of all insurable risks – no change as policy runs until August 2027</p> <p>c). Subscriptions to NCALC, SLCC, NACRE, CPRE and SNAST – all to be renewed but clarification needed about NACRE and what they provide to the PC</p> <p>d). 2024-2025 expenditure under S137 – noted and to be published on the website</p> <p>e). terms of reference for planning sub-committee – no changes needed</p> <p>f). review of working groups – Cllr Bird to become deputy path warden, Cllr Roberts to take on general purpose, Cllr Proctor to be consulted, otherwise no change. Details to be published on website.</p>	<p>Clerk to clarify benefit of NACRE</p> <p>S137 to be published on website</p> <p>Cllr Proctor to check working group responsibilities</p>
CPC/25/05/17 Meeting Appraisal – considered to be effective as all business covered and kept to timings	
Date of next meeting: Wednesday 4 June 2025 (Local Government Act 1972 Schedule 12 Part II para 8.1)	
Meeting closed at 21.05	

## Appendix A

### Clerk's report

### May 2025

Cosgrove Primary School are looking for a Co-Opted Governor. The Board meets four times per year, usually on a Wednesday at 16.15 for up to two hours. Anyone interested in this, should let me know.

NCALC are holding a Local Plan Briefing follow up event in June to hear everyone's representations and answer questions. This follow up session will be on Thursday 5 June 2025, 1000 to 1100. Members of WNC's Planning Policy Team and the Head of Development Management will attend. The session is suitable for all clerks and councillors in West Northamptonshire. We can send up to three delegates.

WNC and NCALC are holding a Parish Conference on 12 June from 10.00 am to 2.30 pm. The conference is a step in improving the relationship between WNC and local councils.

The Royal British Legion have invited us to order a wreath for November.

Northamptonshire Health and Care Research promotion have a couple of national campaigns that they would be really keen to promote within the community over the upcoming months: **Be Part of Research** and **Join Dementia Research**. They want to know if there are any scheduled health, care, or community events taking place where it would be appropriate for a team to attend? They could speak to the group, host a stand, run a mini workshop, network—whatever would be suitable. They are very flexible and can tailor their approach to the audience.

Finally, I hear from Nicky Laurence over in Old Stratford, they are holding a village fete this year. It's mostly organised by their community hall committee with assistance from the Parish Council. Food for thought for Cosgrove next year, perhaps?

# Appendix B

## Cosgrove Parish Council

### End of Financial Year 2024-2025 Summary of Financial Records

Revenues	YTD	Projected income to end of year		Forecast	Budget	Variance
Precept	(25,000.00)	-		(25,000.00)	25,000.00	-
Interest	(1,236.78)	-		(1,236.78)	1,563.00	(326.22)
Burial Ground	(1,590.00)	-		(1,590.00)	979.00	611.00
VAT Reclaim	(3,378.49)	-		(3,378.49)		3,378.49
Misc Income	(3.45)	-		(3.45)		3.45
Mowing Grant	(999.42)			(999.42)	999.00	0.42
Account transfers		-				
<b>Total Revenue</b>	<b>(32,208.14)</b>	<b>-</b>		<b>(32,208.14)</b>	<b>28,541.00</b>	<b>3,667.14</b>

Regular Costs	YTD	Projected Costs to end of Year		Forecast	Budget	Variance
Clerk Salary	7,740.21			7,740.21	8,470.00	729.79
Grass Mowing	6,963.00			6,963.00	6,860.00	(103.00)
Clerk Sundries	606.34			606.34	300.00	(306.34)
Church Clock	195.00			195.00	195.00	-
Street Lighting	7,005.10			7,005.10	3,150.00	(3,855.10)
Allotments	-			-	100.00	100.00
NCALC	374.63			374.63	650.00	275.37
Admin	722.04			722.04		(722.04)
Dog Waste Bins	1096.66			1,096.66	1,430.00	333.34
Village Hall	339.00			339.00	360.00	21.00
Insurance	626.81			626.81	780.00	153.19
Training	1154.00			1154.00	1100.00	(54.00)
IT Costs	1042.74			1,042.74	916.00	(126.74)
Play Park	1937.30			1,937.30	2,140.00	202.70
Other	29.49			29.49	590.00	560.51
Speed Indicator Devices	89.26	-		89.26	-	(89.26)
<b>Total Costs</b>	<b>29,921.58</b>	<b>-</b>		<b>29,921.58</b>	<b>27,041.00</b>	<b>(2,880.58)</b>

<b>Section 137 Costs (Max of £9.93 per electorate)</b>	<b>YTD</b>	<b>Projected Costs to end of Year</b>	<b>Forecast</b>	<b>Budget</b>	<b>Variance</b>
NACRE	70.00		70.00	35.00	(35.00)
CPRE	36.00		36.00	36.00	-
Christmas lights	205.00		205.00	250.00	45.00
SNAST				25.00	25.00
Village project				423.00	423.00
CAB donation	100.00		100.00	-	(100.00)
<b>Total Costs</b>	<b>411.00</b>	<b>-</b>	<b>411.00</b>	<b>769.00</b>	<b>358.00</b>

<b>Discretionary Spend</b>	<b>YTD</b>	<b>Projected Costs to end of Year</b>	<b>Forecast</b>	<b>Budget</b>	<b>Variance</b>
Poppy Wreath	50.00	0.00	50.00	50.00	-
Village Hall	200.00	-	200.00	200.00	-
Old Mail	746.00	0.00	746.00	481.00	(265.00)
Flags	114.50	0.00	114.50		(114.50)
School trim trail	1999.00	0.00	1,999.00		(1,999.00)
<b>Total Costs</b>	<b>3,109.50</b>	<b>-</b>	<b>3,109.50</b>	<b>731.00</b>	<b>(2,378.50)</b>

<b>Movement</b>	<b>YTD</b>	<b>Projected Net (Revenue) / Costs to end of Year</b>	<b>Forecast Net (Revenue)/ Cost</b>	<b>Budget</b>	<b>Variance</b>
Net (Revenue) / Cost	-190.5	1,470.00	1,279.50	28,541.00	(1,279.50)
VAT paid to date	3,441.80				
VAT received back	(3,378.49)				

Current and savings	18,175.90
Fixed Deposit accounts	30,527.33
<b>Total bank balance as at 31 March 2025</b>	<b>£ 48,703.23</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 £6,000 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 2024	£ 48,650	