

Cosgrove Parish Council

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Website: www.cosgrovevillage.co.uk

Issued: 20 August 2025

To: All Parish Councillors

From: Mrs Jenny Evans, Clerk to Cosgrove Parish Council

Dear Councillor

You are hereby summonsed to attend an Ordinary Meeting of Cosgrove Parish Council to be held at **Cosgrove Village Hall, 39 Bridge Road, Cosgrove MK19 7JH.**

On **Wednesday 3 September 2025 at 7.30 pm** for the purpose of transacting the following business:

AGENDA

Reference	Item	Suggested time
CPC25/09/1	To receive and approve apologies for absence	30 seconds
CPC25/09/2	Declarations of interest	30 seconds 19.31
CPC25/09/3	Approval of Minutes of 3 July 2025	1 minute 19.32
CPC25/09/4	Matters arising from the Minutes not covered elsewhere in the agenda	2 minutes 19.33
CPC25/09/5	Public Session 1. Issues raised by the public <i>(Members of the Public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. Members of the Public should stand (if able) and address the chairman of the meeting, who may direct that a written or oral response be given)</i> 2. Report from Ward Councillor	15 minutes 19.48 5 minutes 19.53
CPC25/09/6	To receive Parish Clerk's report (including correspondence received since last meeting requiring a comment or decision) circulated in advance	7 minutes 20.00
CPC25/09/7	Finance a). To receive update on current finances in comparison to budget	7 minutes

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	<p>b). To approve payment of invoices (schedule circulated separately)</p> <p>c). To approve national pay award of 3.2% increase backdated to 01 April 2025</p> <p>d) To note the reduction in interest on the 95 day notice account from 2.83% down to 2.73% with effect from 9 September 2025</p> <p>e). To agree overtime up to 15 hours for the Clerk in connection with compilation of the 2026-2027 budget.</p>	20.07
CPC25/09/8	Councillor Updates	10 minutes 20.17
CPC25/09/9	<p>Planning</p> <p>2025/2768/TCA Works to trees at 1 The Green, approved</p> <p><u>PLN/2024/2686</u> Solar Panels at Castlethorpe, approved</p> <p>2023/5194/MAO Outline planning for 50 lodges at Kingfisher Golf Club, Deanshanger, withdrawn</p> <p>2025/2767/MAF Proposed solar farm, associated infrastructure including underground cable route, internal access tracks and landscaping. Draft letter of objection circulated in advance</p>	5 minutes 20.22
CPC25/09/10	<p>External Audit report</p> <p>a). To receive external audit report dated 29 July 2025 (circulated separately) and to note the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to [External Auditor's} attention giving cause for concern that relevant legislation and regulatory requirements have not been met other than the following exceptions:</p> <ol style="list-style-type: none"> 1. Section 1, Assertion 5 incorrectly completed – risk management not reviewed during correct financial year 2. Section 1, Box 9 and Section 2 Boxes 11a and 11b of the AGAR have not been completed – relating to sole managing trustees 3. Not complied with the governance Assertion in Section 1, Assertion 7 – circulation of external audit report for 2023-2024 <p>b). To consider if any action is required on the exceptions</p> <p>c). To note Notice of Conclusion of Audit and External Audit report (section 3 of AGAR) have been published on the website www.cosgroveparishcouncil.gov.uk with the public rights for inspection permitted over a period of 14 days.</p> <p>d). To note the addition of Assertion 10 to the AGAR for 2025-2026 and the requirements listed 1.47 to 1.54 of the Practitioners' Guide 2025 circulated separately. (Specifically: generic email account hosted on PC owned domain, website must comply with web content accessibility guidelines and public sector bodies accessibility regulations 2018, all required documents published on website as required by FOI Act 2000 and Transparency Code, follow GDPR 2016 and DPA 2018 and IT policy in place).</p>	5 minutes 20.27
CPC25/09/11	<p>Meadow View Cemetery</p> <p>a). To note the change of opinion by West Northants Planning Department that the planning permission (S/2008/1487/p) granted in 2008 is valid.</p>	5 minutes 20.32

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	b). To review advice provided by TGMS (circulated in advance) that as planning permission is still valid and was granted prior to 2/10/2023 there is no obligation to have (and pay for) and environmental permit. The PC still need to demonstrate the minimum good practice groundwater protection measures are met, however, and this can be done via a Tier 1 desk top risk assessment at a cost of £2,675 plus VAT. To resolve to go ahead with the risk assessment.	
CPC25/09/12	Playpark and inspection report a). To receive the Sovereign inspection report dated 17 June 2025 and to note the recommendations b). To decide if the quotation from Sovereign for £3,703.44 to remove matting and turf the area where the old climbing frame has been removed should be accepted (currently offering 10% discount) c). To discuss if the playpark should be realigned reusing the existing fencing and gate at an estimated cost of XXXX	5 minutes 20.37
CPC25/09/13	Policies To approve and adopt the following policies, notice and form (circulated earlier): Data Protection Policy Record Retention Policy Data Breach Policy Privacy Notice IT Policy	1 minute 20.38
CPC25/09/14	Allotments A). To review the draft agreement (circulated in advance) between the Council and the Allotment Society. B). To resolve to charge an annual sum to the Allotment Society. C). To review Grant Application (to be circulated by 27 August) from the Allotment Society to cover the cost of a green bin for the allotments at a cost of £60.	5 minutes 20.43
CPC25/09/15	Review of Action Points To review progress on Action Points (circulated in advance) with a view to reallocating some tasks.	5 minutes 20.48
CPC25/09/16	Street Lights To resolve to accept quote for remedial works to street lights identified in 5 year inspection	2 minutes 20.50

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CPC25/09/17	Meeting Appraisal Review the timings allocated to agenda items and consider further adjustments if necessary.	2 minutes 20.52
CPC25/09/1	Date of next meeting Wednesday 1 October 2025 (budget) (Local Government Act 1972 Schedule 12 Part II para 8.1)	
	Closure of Meeting	21.00

Signed:

Date: