

# Cosgrove Parish Council

Minutes of the Ordinary Meeting of Cosgrove Parish Council held on **Wednesday 3 July 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/25/07/1 Ward Cllr McCord sent his apologies.	
CPC/25/07/2 Cllr Bracey declared an interest in item CPC/25/07/9 planning.	
CPC/25/07/3 The Minutes of the meeting of 4 June 2025 were approved unanimously.	
CPC/25/07/4 Matters arising from the Minutes not covered elsewhere in the Agenda were: The Housing Needs Survey, which is being carried out on behalf of the Parish Council by Midlands Rural Housing, will be arriving by post this week. It has been advertised on FaceBook and the website and it is hoped there will be a good response.	
CPC/25/7/5 Public speaking:  It was reported a survey of trees in the village had recently been carried out over several days. It is believed it was on behalf of West Northamptonshire Council (WNC). Cllrs noted there is currently no tree management policy for trees on Parish Council (PC) land and <b>resolved</b> to adopt one as soon as possible and to budget for a tree survey by an arboriculturist in the 2025-2026 budget.  It was noted the delivery of a swimming pool to a private address had caused consternation in the village on 2 July. Although there had been a delivery plan, the load arrived on an oversized truck which was unable to follow the plan. The company involved apologised for any disruption caused. The PC thanked the member of the public reporting this, for the assistance and expertise he had offered to those involved.  The latest letter uploaded to the planning portal in WNS/2022/1741/EIA (proposed warehouse development) from the Canal and River Trust (CRT), dated 9 May 2025, confirms their request for further information. The proposal by the developer to the Buckingham Canal forming part of the reservoir is causing CRT concern owing to the implications for them (case law has been cited) of potentially being liable for the embankment. They also have concerns about the proposed widening of the culvert under the canal. It was felt the letter was a helpful (to those objecting) intervention.	Clerk to draft tree management policy
CPC/25/07/6 The Clerk's report had been circulated ahead of the meeting and is attached to these Minutes at Appendix A. It was noted Anglian Water (AW) have started a flow survey of drains in Cosgrove and surrounding villages. There have been issues around overflowing drains, particularly those that are combined (foul waste and run off) for some time, and it was felt this was a positive step by AW. All instances of overflowing drains should be recorded and reported to AW.	
CPC/25/07/7 a). The PC received the update on the current finances in comparison to the budget (Appendix B). The balance of all bank accounts as at 18 June was £62,029. b). The payment schedule, circulated ahead of the meeting, was approved (Appendix C). The July payments to be made by BACS transfer, debit card or direct debit will total £2,735.26.	
CPC/25/07/8 Councillor Updates:	

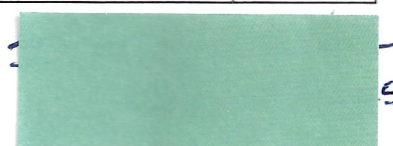


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<p>Cllr Bird noted the events marquee at Cosgrove Park will soon be in action again for the summer season. Noise levels in previous seasons had been intrusive to those living close to the Park. There was discussion about if the noise might count as a statutory nuisance and if it "unreasonably and substantially interfere(s) with the use or enjoyment of a home or other premises". It was agreed to investigate how to monitor the noise levels and collect data.</p> <p>Cllr Comerford had investigated what, if anything, could be done about the noise and vibrations created and damage to the road surface by the tracked vehicle which had been moved through the village at least twice in June. Cllr Comerford contacted the Buckingham Canal Society, the Highways Liaison Officer and the PCSO but there had been no illegal behaviour and the damage to the road surface was no longer visible by the time the highway contractor, Kier, had carried out its inspection.</p> <p>Cllr Comerford noted the Buckingham Canal festival, 19/20 July, would be likely, as in previous years, cause issues with parking. Solomons Field would be open for parking (£3 for the day) and this might alleviate the problems.</p> <p>Cllr Smith noted the damage to the footpath near the bridge caused by a large vehicle.</p> <p>Cllr Proctor was following up with CRT, the raised grates at either side of the horse tunnel as they were a trip hazard.</p>	<p>Clerk to supply CRT contact details to Cllr Proctor who will follow up</p>
<p>CPC/25/07/9 Planning:</p> <p>It was agreed Cllr Bracey should remain in the meeting but take no part in any discussion. The PC received a short presentation from Mr Robert Bracey about Planning Application - 2025/2461/LDE Lawful development certificate (existing) for use of site to store more than 18 caravans at Lazy Acre 46 Stratford Road Cosgrove MK19 7BD. The PC noted this application was to legalise a situation which had been ongoing for many years. It was agreed the PC will comment that an upper limit of 50 caravans should be requested and that the permission should be extended to include motorhomes.</p> <p>Planning application: 2025/2587/FULL - First floor front/side extension at 52 Bridge Road, Cosgrove, MK19 7JH had been received on the day of the meeting, making the statutory three days' notice of matters to be considered impossible. It was decided, however, not to call an extraordinary meeting to consider this application. The PC viewed the plans in the meeting, and it was agreed Cllrs to email the Clerk any comments (likely to be asking for a condition over considerate parking of construction vehicles) so they could be uploaded to the planning portal ahead of the deadline of 23 July.</p>	<p>Clerk to draft response to both items</p>
<p>CPC/25/07/10 The PC noted the email from the External Auditor (EA) about the Annual Governance and Accounting Return 2024-2025 querying the "yes" response to Assertion 5. The correct answer should have been "no". It was agreed this had been an error. The annual review of the risks facing the authority was carried out during the 2024-2025 financial year. It was not, however, brought to the Parish Council until the meeting held on 2 April 2025 and acceptance was minuted under CPC/25/04/12. The PC noted the comment will be included in the report from the EA.</p>	
<p>CPC/25/07/11 <b>Meadow View Cemetery</b> The PC received a verbal report from the Clerk about the meeting with Dr Richard Earl of TGMS. Taking into consideration the recommendation of Roade Parish Council and the failure of the second quote sought to</p>	<p>Clerk to contact WNC planning and</p>

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arrive, it was <b>resolved</b> to accept the quotation (circulated earlier) from TGMS of £2,675 plus VAT for:	if unsuccessful to instruct TGMS
A). Detailed Geological Assessment report from the British Geological Survey B). Tier 1 hydrological risk assessment conducted in line with Environment Agency guidance to determine whether there are any major constraints to this development proposal.	
It was agreed the Clerk would, prior to instructing TGMS, have one more attempt to persuade WNC to reinstate the original planning permission.	
CPC/25/07/12 <b>Village Gates</b> to be painted by a working party led by Cllr Bird. It was resolved to set a budget for primer and paint of £75.	Cllr Bird to arrange
CPC/25/07/13 It was <b>resolved</b> to accept the quotation of £785.93 for renewal of the annual insurance as although higher than the previous year was still less than the quote from a previous provider of £959.	Clerk to deal with paperwork
CPC/25/07/14 Meeting Appraisal – the meeting had run to time and was felt to be effective. Any matters requiring decisions from the PC during August to be obtained by email and minuted at the September meeting.	
CPC/25/07/15 Date of next meeting: Wednesday 3 September 2025 (Local Government Act 1972 Schedule 12 Part II para 8.1)	
Meeting closed at 20.46	





# Appendix A

## Clerk's report

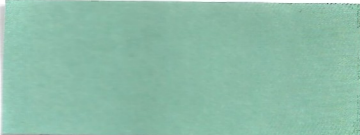
### July 2025

I reported the electrical installation box above the horse tunnel (MS1), which was hanging off its fixing, to National Power on 10 June. It has now been reattached. This had been highlighted during the street lamp installation inspection carried out by Hickford Lighting earlier in the year. I have asked for a quote from them for carrying out the other repairs that the inspection revealed (holes in boxes, broken catches, broken brackets).

The contractor, Sovereign, were due to carry out the second playpark inspection week ending 20 June. I was not able to accompany the inspector, so will await his report.

On 25 June, I had a chat with two contractors from a company called Enviromontel. Enviromontel have been employed by Anglian Water to survey the flow in the drains in Cosgrove and other villages in the area. The drain on the right-angle bend on Main Street was being inspected as it is both a foul water (sewage) and run off drain. The intention is to use flow monitor and data equipment which can be used to measure depth, flow and velocity within pipes. A drain on The Green was also due to be inspected. Any overflowing drains should be reported to Anglian Water and Cllr McCord is researching details of a named contact.

On 23 June, I completed a consultation on Renewing Rules for Dogs and Smoking in Public Spaces. A Public Spaces Protection Order (PSPO) is currently in place but must be renewed every three years or it will lapse. Although I don't see how breaches of the rules can be enforced in our village, I completed the consultation on the basis that the PSPO should be renewed.



JM Evans

Clerk

28 June 2025

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

Revenues	YTD	Projected income to end of year	Forecast	Budget	Variance
Precept	(14,140.00)	(14,139.00)	(28,279.00)	(28,278.00)	1.00
Interest	(126.87)	(837.00)	(963.87)	(1,118.00)	(154.13)
Burial Ground	-	(1,071.00)	(1,071.00)	(1,424.00)	(353.00)
VAT Reclaim	(631.29)	-	(631.29)		631.29
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>(21,547.58)</b>	<b>(16,047.00)</b>	<b>(37,594.58)</b>	<b>(31,819.00)</b>	<b>5,775.58</b>

Regular Costs	YTD	Projected Costs to end of Year	Forecast	Budget	Variance
Clerk Salary	2,109.06	6,201.00	8,310.06	9,118.80	808.74
Grass Mowing	2,252.00	4,376.65	6,628.65	7,322.00	693.35
Clerk Sundries	80.50	386.50	467.00	526.00	59.00
Church Clock	-	195.00	195.00	195.00	-
Street Lighting	468.48	1,368.00	1,836.48	2,580.45	743.97
Allotments	-	100.00	100.00	100.00	-
NCALC	-	696.77	696.77	696.79	-
Burial Ground	1,920.00	-	1,920.00	1,850.00	(70.00)
Dog Waste Bins	227.49	682.47	909.96	1,170.00	260.04
Village Hall	-	360.00	360.00	360.00	-
Insurance	-	644.78	644.78	644.78	-
Training	-	320.00	320.00	400.00	80.00
IT Costs	92.71	783.70	876.41	1,096.20	219.79
Play Park	38.84	-	38.84	1,000.00	961.16
Admin	39.97	123.94	163.91	441.00	277.09
Election Expenses	2.00	986.00	988.00	988.00	-
Audit	-	210.00	210.00	210.00	-
ICO	-	40.00	40.00	40.00	-
Speed Indicator Devices	-	392.00	392.00	392.00	-
Green bin	60.00	-	60.00	58.00	(2.00)
Other unforeseen	-	-	-	960.00	960.00
<b>Total Costs</b>	<b>7,291.05</b>	<b>17,866.81</b>	<b>25,157.86</b>	<b>30,149.02</b>	<b>4,991.14</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	-	500.00	500.00	500.00	-
Flags	-	-	-	-	-
<b>Total Costs</b>	<b>-</b>	<b>1,305.00</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		50.00	50.00	50.00	-
Donation to Village Hall		200.00	200.00	200.00	-
Donation to History Soc		60.00	60.00	60.00	-
Donation to WI		20.00	20.00	20.00	-
<b>Total Costs</b>	-	-	<b>330.00</b>	<b>330.00</b>	-

Movement	YTD	Projected Net (Revenue) / Costs to end of Year	Forecast Net (Revenue)/ Cost	Budget	Variance
Net (Revenue) / Cost	(14,256.53)	3,489.81	(10,766.72)	31,819.00	10,766.72
VAT paid to date incl b/fwd £267.31	1,198.49				
VAT received back	631.29				
VAT outstanding	567.20				

Current and savings	31,422.13
Fixed Deposit accounts	30,606.45
<b>Total bank balance as at 18 June 2025</b>	<b>£ 62,028.58</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 04.25**

Date of Invoice	Amount	Payee	Description	Email date	BACS reference	minute reference	Notes
To be set up and authorised by DS and JP							
30.06.2025	£ 548.20	J Evans	June pay		04.25	CPC/25/05/10(b)	
<b>total</b>	<b>£ 548.20</b>						
For set up by JE and authorisation by DS or JP							
30.06.2025	£ 166.73	HMRC	June PAYE		04.25	CPC/25/05/10(c)	
04.04.2025	£ 761.49	NCALC	annual charges invoice 4329		04.25		
30.06.2025	£ 73.50	Barbara Osborne	payroll services April to June 2025		04.25		
30.06.2025	£ 908.16	Blackwells Garden Services	June mowing inv 1816		04.25		
	<b>£ 1,909.88</b>						
Direct debits and debit card charges							
	£ 4.50	Lloyds	bank account service charge		debit by bank	CPC/25/05/10(c)	Standing Order: direct debit and debit card expenditure and deduction by bank
	£ 6.96	FastHosts	email hosting charge June invoice number		debit card	CPC/25/05/10(c)	
	£ 11.99	HugoFox	website hosting - June inv 15463		Direct Debit	CPC/25/05/10(c)	
09.07.2025	£ 20.98	HugoFox	email hosting dot gov dot uk		Direct Debit		
16.06.2025	£ 91.00	Shield Group	dog waste collection June invoice 8983		Standing Order	CPC/25/05/10(c)	
02.07.2025	£ 14.34	YU energy	1 to 30 June 2025 standing charge		Direct Debit	CPC/25/05/10(c)	
02.07.2025	£ 127.41	YU energy	1 to 30 June 2025 unmetered supply		Direct Debit	CPC/25/05/10(c)	
<b>Total DD and card</b>	<b>£ 277.18</b>						

Proposed	
Seconded	

total £ 2,735.26