

Cosgrove Parish Council

Minutes of the Ordinary Meeting of Cosgrove Parish Council held on **Wednesday 2 April 2025** at 7.30pm.

Present: ~~Cllr D Smith (Chair)~~, ~~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)

	Action
CPC/25/04/1 Cllr Smith was absent through a prior engagement. Cllr Bird was absent as he was at work. Cllr Bracey was also absent	
CPC/25/04/2 There were no declarations of interest	
CPC/25/04/3 The Minutes of the meeting of 5 March 2025 were approved unanimously.	
CPC/25/04/4 Matters arising from the Minutes not covered elsewhere in the Agenda were: <ul style="list-style-type: none"> Annual Assembly of the Parish Meeting (AAPM) 2025 draft minutes and supporting documents now available on the village website West Northants Council Planning have been asked if further planning permission is needed before burials and interments can take place in Meadow View Cemetery 	
Ward Cllr Ian McCord joined the meeting	
CPC/25/04/5 Public speaking: <ul style="list-style-type: none"> Sadness expressed at the recent death of a small dog on Stratford Road The goal posts on the village recreation area have been demolished and some parts are now broken and need to be removed for safety reasons Increased flooding around the pumping station and in the garden of Little Orchard potentially caused by the infilling of the adjacent lake on Cosgrove Park. A report to the Environment Agency has been made by the resident. Ward Cllr McCord stated: <ul style="list-style-type: none"> The nominations for local elections closed at 4 pm on 2 April 2025. Enforcement by WNC Planning had resulted in the removal of vans from the paddock next to Glyndeborne, Stratford Road. A meeting with the case officer for the proposed warehouse development had not been fruitful as the officer is still getting up to speed with the application. Implications of the increased number of trucks using the A508 need to be kept in mind if the proposed quarry and landfill site at Pury End, Paulerspury gets the go ahead. Scoping consultation for the proposed Grand Union Water Transfer scheme has begun with a closing date of 28 April 2025 	Cllr Draddy will remove broken posts
CPC/25/04/6 The Clerk's report was circulated ahead of the meeting and is attached to these Minutes at Appendix A.	Clerk to obtain quote for streetlamp repairs

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CPC/25/04/7 a). The PC received the update on the current finances in comparison to the budget (Appendix B). It was noted a trial balance @ 31 March 2025 will be circulated separately but total income for 2024-2025 was £32,208.14; total expenditure for 2024-2025 was £34,912.08. Reserves had been drawn down by £5,749 during the year. The total amount in the bank @ 31 March 2025 was £48,703.23. The amount of VAT reclaim unpaid was £267.31 and this would be the figure carried forward to 2025-2026. The internal audit is booked for Tuesday 8 April 2025.

b). The payment schedule, circulated ahead of the meeting, was approved. The payments to be made by BACS transfer, debit card or direct debit are as follows:

Date of Invoice	Amount	Payee	Description
Authorised between meetings; brought to meeting for full approval			
26.03.2025	£1,224.00	Hickford Lighting	5 year streetlamp check
26.03.2025	£450.00	SLCC	CiLCA online assessment registration
For payment by BACS transfer 01.25			
06.04.2025	£673.21	J Evans	March pay, print cartridge refund, mobile phone top up
31.03.2025	£70.50	Barbara Osborne	Payroll services January to March
02.04.2025	£16.80	HMRC	March PAYE
14.03.2025	£60.00	WNC	green bin subscription for cemetery 2025
31.03.2025	£1,024.02	Blackwells Garden Services	March mowing
Standing Order, direct debit and debit card payments			
10.03.2025	£4.50	Lloyds	bank account service charge
17.03.2025	£6.05	FastHosts	email hosting charge March
17.03.2025	£11.99	HugoFox	website hosting - March
16.03.2025	£91.00	Shield Group	dog waste collection March
06.03.2025	£30.60	NewtonNewton Flag	VE Day 80th anniversary flag
02.04.2025	£14.99	YU energy	1 to 31 March 2025 standing charge
02.04.2025	£164.81	YU energy	1 to 31 March 2025 unmetered supply

c). It was **resolved** to award the annual, contractual increment to Clerk's salary with effect from 1 April 2025.

d). It was noted £15,000 had been placed in a 9 month fixed term deposit account had been opened maturing in December 2025 (expected interest £287).

CPC/25/04/8 Councillor Updates:

Cllr Comerford: noted the success of the AAPM and thanked everyone for the team effort. The nomination forms had been delivered to Towcester and confirmatory emails (or letters) had been issued by Electoral Services.

In view of the increase in traffic, the incidents of dangerous driving (including the death of the dog mentioned at CPC/25/04/5), could a request for considerate driving be placed on the village website and Facebook page? Could a letter also be sent to Cosgrove Park asking them to remind visitors to drive conservatively through the village?

Cllr Roberts will be concreting the base for the new playpark litter bin over the weekend of 5/6 April.

Clerk to draft for website, Facebook and a letter to Cosgrove Park

Cllr Proctor to liaise with Clerk over

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<p>Cllr Proctor asked if an order can be placed for free woodchip from WNC to go along the path next to the allotments. Logs lining the path will help to keep the woodchip in place. A work party will be needed to move the woodchip from Manor Close and a note to residents circulated ahead of delivery to keep everyone informed.</p> <p>Recognition of long service on the PC was discussed. Small expenditure on this might be covered under Section 137 class 10 (recognition of exceptional or outstanding public service).</p> <p>The advisory 20 mph speed limit signs had been put up by Cllr Proctor assisted by a volunteer. They will need to be moved regularly.</p> <p>Cllr Draddy announced he had regretfully decided, for personal reasons, not to stand for re-election. It had been a difficult decision as Cllr Draddy had enjoyed his time on the PC, which he felt was becoming more and more effective, and would still like to take part in volunteering in the village. Cllr Comerford thanked Cllr Draddy for his community service recalling the success of the village planters and the Christmas lights event. Cllr Draddy said he was sorry to be going and hoped he might be able to return to the PC when the moment was right for him and his family.</p>	<p>woodchip and delivery dates. Cllr Proctor to arrange work party and notifying residents Clerk to see guidance on long service recognition</p>
<p>CPC/25/02/9 Planning: it was noted a). the paddock next to Glyndebourne, Stratford Road has been cleared of vans following the issue of an enforcement notice by WNC. b). permission has been granted for tree work in Rectory Ground Cemetery – should happen soon. c). the response to latest round of consultations on WNS/2022/1741/EIA circulated separately was approved. It was submitted on 30 March 2025 and will be posted on the village website. d). the consultation on the Grand Union Water Transfer scheme will run until 28 April 2025. It is part of the Nationally Significant Infrastructure Projects and requires a specific planning process.</p>	<p>Cllr Smith to post warehouse response</p> <p>Clerk to draft GUWT response and circulate</p>
<p>CPC/25/04/10 Highways: a). It was noted 5 advisory speed limit boards had been received from WNC with guidance on siting and risk assessments. b). It was noted missing and damaged signs on A508 for the right turn into Northampton Road have been reported several times and issues are due to be rectified in June 2025. c). The self-set trees growing outside the fence of Cosgrove Hall had been reported on FixMyStreet following advice removal would be the responsibility of WNC Highways.</p>	
<p>CPC/25/04/11 It was resolved to obtain a quote for expert assistance with the transfer to dot gov dot uk emails as the burden on Cllr Smith (who takes responsibility for emails and the website) would be potentially heavy. All Councillors to be responsible for identifying which emails on their existing account need to be transferred.</p>	<p>Clerk to obtain quote</p>
<p>CPC/25/04/12 Policies and Registers: It was resolved to adopt the updated Strategic Risk Register 2025 and the Fixed Asset Register 2025.</p>	<p>Cllr Smith to post on website</p>
<p>CPC/25/04/13 a). An update from the renamed Cosgrove Playpark Volunteer Group (CPVG) was received. The number of volunteers in the group had gone up to four and the two new recruits were skilled in DIY. The possibility of raising additional money by applying for grants was raised (£10,000 for equipment and £5,000 for possible realignment of the playpark are held in PC reserves). It was noted grant funders usually want to know how much funding is available from other sources. CPVG may wish to consider making grant applications on behalf of the PC rather than opening their own bank account and applying direct. It was felt a fully costed plan with proposals for equipment (the primary school pupils will be consulted about which pieces of equipment they would like to see in the refurbished playpark) would be required by the PC before any commitment to disburse money from reserves. It was acknowledged the process appears cumbersome and the need to spend public funds legitimately would have to be taken into account. CPVG noted the need to allow at least four weeks from submission of plans to the Clerk for inclusion on the next Agenda and decision. Planning permission might be required for high structures or those placed close to neighbouring properties. The PC noted the desire by CPVG to focus on inclusive ideas as over 50% of children at Cosgrove Primary School were affected by Special Educational Needs and Disabilities. The PC expressed thanks to CPVG and looked forward to working closely with the group.</p>	

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b). It was agreed to form a working party on Saturday 19 April to carry out routine repairs on the playpark (work schedule circulated separately)	
CPC/25/04/14 Meeting Appraisal: the meeting had run over estimated timings by 9 minutes, but it was felt discussions around the playpark had been useful. Ideas for streamlining the financial element of the Agenda would be gratefully received by the Clerk.	
CPC/25/04/15 Date of next meeting: Wednesday 7 May 2025 (Local Government Act 1972 Schedule 12 Part II para 8.1)	
Meeting closed at 20.49	

Appendix A

Clerk's report

April 2025

It has been a busy couple of weeks, and I have racked up around 15 hours overtime in March. I will take time off in lieu when it is possible.

I heard again from the family who wanted to put a memorial bench at the bottom of Mansel Close. They would now like to place one on the tow path. I have obtained contact details from the central memorial benches team at Canal and Rivers Trust and will put the family in touch directly. I have now asked twice for an update from CRT about the leaky canal sides but they have not replied. I will keep trying.

The Midlands Rural Housing have made contact to let me know they will be carrying out the housing needs survey which you agreed in February. No timescales yet.

Cedric Brasey has asked us to record a message 30 seconds of Landscape, colour footage shot on a phone saying "Thank you Biffs Awards for fixing the village hall roof"

I have received the test certificate for the streetlamps and have circulated the report separately. Some minor work needs to be carried out and I will obtain a quote.

JM Evans

26 March 2025

7/5/25

Appendix B

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March 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	(1,191.22)	(140.00)	(1,191.22)	1,563.00	(371.78)
Burial Ground	(1,590.00)	(160.00)	(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		-			
Total Revenue	(32,162.58)	(300.00)	(32,162.58)	28,541.00	3,621.58

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	5,985.10	1,020.00	7,005.10	3,150.00	(3,855.10)
Allotments	-		-	100.00	100.00
NCALC	374.63		374.63	650.00	275.37
Admin	772.04		772.04		(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	704.00	450.00	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)
Total Costs	28,501.58	1,470.00	29,971.58	27,041.00	(2,880.58)

Section 137 Costs (Max of £9.93 per electorate)	YTD	Projected Costs to end of Year	Forecast	Budget	Variance
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)
Total Costs	411.00	-	411.00	769.00	358.00

Discretionary Spend	YTD	Projected Costs to end of Year	Forecast	Budget	Variance
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)
Total Costs	3,109.50	-	3,109.50	731.00	(2,378.50)

Movement	YTD	Projected Net (Revenue) / Costs to end of Year	Forecast Net (Revenue)/ Cost	Budget	Variance
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	19,849.90
Fixed Deposit accounts	30,481.77
Total bank balance as at 17 March 2025	£ 50,331.67

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	