

Cosgrove Parish Council

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Issued: 29 April 2026

To: All Parish Councillors

From: Mrs Jenny Evans, Clerk to Cosgrove Parish Council

Dear Councillor,

You are hereby summonsed to attend the Annual Meeting of Cosgrove Parish Council to be held at **Cosgrove Village Hall, 39 Bridge Road, Cosgrove MK19 7JH on Wednesday 6 May 2026 at 7.30 pm** for the purpose of transacting the following business:

AGENDA

Reference	Item	Suggested time
CPC26/05/1	Election of Chair	30 seconds
CPC26/05/2	Declaration of Acceptance of Office as Chair	30 seconds 19.31
CPC26/05/3	To receive and approve apologies for absence	30 seconds 19.32
CPC26/05/4	Declarations of interest	30 seconds
CPC26/05/5	Approval of Minutes of 1 April 2025	1 minute 19.34
CPC26/05/6	Matters arising from the Minutes not covered elsewhere in the Agenda	2 minutes 19.36
CPC26/05/7	Approval of Minutes of Annual Assembly of the Parish dated 15 April 2026	1 minute
CPC26/05/8	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 19.51 5 minutes 19.56

1 of 3

Please note, Members of the Public and Press are welcome to attend. Under the Openness of Local Government Bodies Regulations 2014, Members of the Public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the business and the meeting not being disrupted.

CPC26/05/9	To receive Parish Clerk's report (including correspondence received since last meeting requiring a comment or decision) circulated in advance	7 minutes 20.03
CPC26/05/10	Finance a). To receive update on current finances in comparison to budget b). To approve expenditure totalling approximately £2,439.63 (schedule circulated separately – awaiting Blackwells invoice) c). To resolve to make monthly payments by direct debit up to and including March 2027 to YU energy for street lighting, HugoFox for website and email services and Lloyds bank for bank charges. To resolve to make standing order payments to Shield Group for monthly collection of dog waste up to December 2026. d). To resolve to award annual increment to Clerk (contractual obligation) with effect from 1 April 2026. e). To note annual increment for Clerk awarded and authorised under CPC/25/04/7(c) was not notified to the payroll provider. To resolve to pay arrears of £205.80 with May salary.	7 minutes 20.10
CPC26/05/11	Audit 2025-2026: a). To receive and note recommendations of Internal Audit report of 27 April 2026 (circulated separately) b). To complete and sign Annual Governance and Accountability Return 2025-2026 Sections 1 and 2	10 minutes 20.20
CPC26/05/12	Councillor Updates	10 minutes 20.30
CPC26/05/13	Village Maintenance a) To resolve to have the wooden noticeboard refurbished and varnished at a budget of maximum £500 b) To resolve to arrange a date for the working party to erect the picnic bench in the children's playpark c) To consider a revised quote of £650 to relocate the spinner, bin and toddler house inside the playpark fence and if acceptable to resolve to commission the work. d) To consider what to do with the bare earth exposed by vegetation clearance in Meadow View Cemetery: i) Leave it ii) Seed it (1kg for 35 sq m cost £12) iii) Seed with wildflower seeds (200 gms for 40 sq m £38) iv) Plant a 3m sq patch with wild flower plug plants (cost £115) v) Turf it (40 sq m cost £217) vi) Plant wildflower turf (40 sq m £1,014)	10 minutes 20.40
CPC26/05/14	To resolve to adopt draft website accessibility statement	2 minutes 20.42
CPC26/05/15	General Power of Competence (Localism Act 2011 s 1 to 8) a). To resolve Cosgrove Parish Council satisfies both eligibility criteria to use the General Power of Competence: i. the number of councillors elected at the last ordinary election must equal or exceed two thirds of its total number of councillors. ii. the clerk must hold at least one of the sector-specific qualifications (The Certificate in Local Council Administration - CiLCA) and should have completed the relevant training designed as part of the National Training Strategy for local councils	2 minutes 20.44

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CPC26/05/16	Review (as required in Standing Orders): a). Land and other assets including office equipment (reviewed 04.02.2026) b). arrangements for insurance cover in respect of all insurable risks (expires 31.07.2026) c). Subscriptions to NCALC, SLCC, NACRE, CPRE and SNAST d). review 2025-2026 expenditure under S137 e). terms of reference for planning sub-committee f). review of working groups	10 minutes 20.54
	Meeting Appraisal Review the timings allocated to agenda items and consider further adjustments if necessary.	2 minutes 20.56
	Date of next meeting Wednesday 3 June 2026 (Local Government Act 1972 Schedule 12 Part II para 8.1)	
	Closure of Meeting	21.00

Signed:

Date:

3 of 3

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