

Appendix A

Clerk's Report

The Environment Agency have come back with some queries on the Tier 1 desk top report that Labosport carried out for us on Meadow View Cemetery. Two queries are for Labosport to respond to about the soil structure and two are for us to find out the information and a further one for us to agree to carry out. The first for us concerns historic boreholes/wells at The Old Brewery and Cosgrove Hall – I have written to Anglian Water asking them to confirm mains water supplies both are present for The Old Brewery and the Hall. Our second query is to ask West Northants Council to confirm there is no private water supply within 250 m of the cemetery – I have just received details of the correct person to address the query.

I have asked Labosport if this is a run of the mill query as it seems strange I'm finding it so difficult to identify the correct officer at WNC. The final issue is the possible presence of land drainage under the cemetery. Labosport have suggested digging two bisecting trenches 20m x 1 m to check. Assuming this is acceptable to the EA, Labosport have quoted £300 to supervise the digging and write a report and have suggested we use our preferred grave digger to do the digging.

The repair of Rectory Grounds Cemetery wall is complete. I have asked Flynn Stoneworks to supply a quote for repair to the Cemetery side of the wall so an amount can be included in the 2027-2028 budget. Blackwells have quoted £30 for the removal of a fallen branch in RGC which is too big to leave. I am waiting for a price for removal of all brambles spilling over several memorials.

While checking the grass cutting invoice for July, I was unable to reconcile with the agreed number of cuts for certain areas. I checked and it would seem grass cutting is carried out as needed. This seems reasonable, given the differing rates of grass growth, and I have asked that Blackwells do not exceed the agreed number of cuts over the season without checking with me first.

As agreed several months ago, I have now placed a further £10,000 into the 95 day notice account which attracts a better rate of interest than in the Community instant access account.

Owing to an administrative error on the part of the allotment society, I was asked to countersign a payment from the Parish Council bank account which was not for the PC. I rejected it and Cllr Proctor has talked me through how this happened. I have learned that if you have a banking app on your phone you get access to all bank accounts at that bank to which you are a signatory. It is necessary to pick the relevant bank account to avoid paying from the wrong account. Our process of needing two signatories for every payment worked and no money was incorrectly disbursed.

I now have a contact staying on Cosgrove Park who, while they wish to remain anonymous, has been a useful source of information regarding infilling. It appears that the bank of Swan Lake has been raised by several feet rather than infilling as such. I wrote a lengthy letter back in March to WNC Planning Department about the whole saga of Cosgrove Park and have yet to receive a reply. I have chased this up.

The litter bin at the bottom of Manor Close disappeared. I emailed the department at WNC who supplied the bin and, although they had no knowledge of who removed it, the bin came back a few days later. One of life's mysteries.

JM Evans

24 August 2026

Appendix B

Cosgrove Parish Council

Summary of Financial Records to 17 August 2026

Revenues	YTD	Projected income to end of year		Forecast	Budget	Variance
Precept	(12,979.00)	(12,978.49)		(25,957.49)	(25,957.49)	-
Interest	(172.51)	(572.47)		(744.98)	(1,000.00)	(255.02)
Burial Ground	(326.00)	(585.00)		(911.00)	(1,000.00)	(89.00)
VAT Reclaim	(1,166.95)			(1,166.95)		1,166.95
Misc Income	-			-		-
Mowing Grant	(999.42)			(999.42)	(999.00)	0.42
Total Revenue	(15,643.88)	(14,135.96)		(29,779.84)	(28,956.49)	823.35

Regular Costs	YTD	Projected Costs to end of Year		Forecast	Budget	Variance
Clerk Salary	3,526.32	6,318.16		9,844.48	9,489.65	(354.83)
Grass Mowing	2,689.06	3,802.00		6,491.06	7,518.00	1,026.94
Clerk Sundries	151.50	248.21		399.71	423.21	23.50
Church Clock	-	288.00		288.00	201.00	(87.00)
Street Lighting	608.58	1,208.25		1,816.83	1,818.25	1.42
Allotments	-	-		-	-	-
NCALC	714.22	-		714.22	769.18	54.96
Burial Ground	1,605.00	100.00		1,705.00	200.00	(1,505.00)
Dog Waste Bins	441.36	637.00		1,078.36	1,001.00	(77.36)
Village Hall	-	310.00		310.00	341.00	31.00
Insurance	603.00	-		603.00	621.00	18.00
Training	-	116.25		116.25	155.00	38.75
IT Costs	185.72	355.92		541.64	595.20	53.56
Play Park	962.00	-		962.00	750.00	(212.00)
Admin	304.25	222.50		526.75	375.00	(151.75)
Election Expenses	-	247.00		247.00	247.00	-
Audit	-	210.00		210.00	210.00	-
ICO	-	52.00		52.00	52.00	-
Speed Indicator Devices	-	554.00		554.00	554.00	-
Green bin	69.00	-		69.00	60.00	(9.00)
Other unforeseen	-	-		-	-	-
Total Costs	11,860.01	14,669.29		26,529.30	25,380.49	(1,148.81)

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	-	500.00		500.00	500.00	-
Christmas Lights	-	250.00		250.00	250.00	-
village projects	-	430.00		430.00	600.00	170.00
annual grant scheme	150.00	850.00		1,000.00	1,000.00	-
S137 % spend (planter)	-	928.00		928.00	800.00	(128.00)
Total Costs	150.00	3,054.00		3,204.00	3,246.00	42.00

Discretionary Spend	YTD	Projected Costs to end of Year		Forecast	Budget	Variance
donation to village hall	0.00	200.00		200.00	200.00	
Poppy Wreath	0.00	50.00		50.00	50.00	
donation to WI	0.00	20.00		20.00	20.00	
donation to History Society	0.00	60.00		60.00	60.00	
Total Costs	-	330.00		330.00	330.00	

Movement	YTD	Projected Net (Revenue) / Costs to end of Year		Forecast Net (Revenue)/ Cost	Budget	Variance
Net (Revenue) / Cost	(3,633.87)	3,917.33		283.46	28,956.49	(283.46)
VAT paid to date incl b/fwd £746.73	1,669.02					
VAT received back	(1,166.95)					
VAT outstanding	502.07					

Current and savings	21,602.14
Fixed Deposit account	26,076.66
Total bank balance as at 17 August 2026	£ 47,678.80

Earmarked Reserves 2026-2027		
Item	Amount	Notes
Contingencies	£ 12,978.00	Six months of 2026-2027 precept
Trees and hedges	£ 1,750.00	maintaining trees and hedges
street lamps	£ 5,120.00	Unforeseen repairs of 4 units £1,200
Playpark refurbishment	£ 10,000.00	Replace equipment
		realign fencing, resite equipment
Meadow View Cemetery		Cut back overgrown trees
Community project	£ 3,000.00	Inauguration of Meadow View Cemetery, including accessible path, replanting of recovered area, sign, register of grave spaces book
Total earmarked reserves @ 1 April 2026	£ 32,848.00	

Cosgrove Parish Council

Appendix C: BACS Payments Schedule 5.26

Date of Invoice	Amount	Payee	Description	Email date	BACS reference	minute reference	Notes
To be set up and authorised by DS and JP							
02.08.2026	£ 615.07	J Evans	July pay and back pay		BACS05.26	CPC26/9/7(b)	
02.09.2026	£ 569.83	J Evans	August pay		BACS05.26	CPC26/9/7(b)	
	£ 1,184.90						
Paid between meetings							
20.07.2026	£ 18.20	Shield Group	balance of May and June invoices (standing order not updated)			CPC26/9/7(b)	
20.07.2026	£ 55.20	NCALC	Burial basics training	20.07.2026		CPC26/9/7(b)	attendance agreed, invoice awaited
20.07.2026	£ 55.20	NCALC	Allotments training S06078	20.07.2026		CPC26/9/7(b)	attendance agreed, invoice awaited
03.07.2026	£ 603.00	Zurich Municipal	Annual insurance premium			CPC26/7/11	
	£ 731.60						
For set up by JE and authorisation by DS or JP							
02.08.2026	£ 206.58	HMRC	July PAYE and NI		BACS05.26	CPC26/9/7(b)	
02.09.2026	£ 186.68	HMRC	August PAYE and NI		BACS05.26	CPC26/9/7(b)	
02.07.2026	£ 1,445.78	Blackwells Garden Services	July mowing		BACS05.26	CPC26/9/7(b)	
14.07.2026	£ 1,291.20	Axiom B2	Purchase of planter, planting and 4 x watering		BACS05.26	CPC26/9/7(b)	
04.08.2026	£ 134.40	Axiomb2	watering inv no SI-1320			CPC26/9/7(b)	
20.08.2026	£ 1,650.00	Flynn Stoneworks	balance of RGC wall repairs		BACS05.26	CPC26/9/7(b)	
18.08.2026	£ 288.00	Cumbria Clock Company	repair to church clock		BACS05.26	CPC26/9/7(b)	
02.07.2026	£ 625.72	Blackwells Garden Services	August mowing		BACS05.26	CPC26/9/7(b)	
27.08.2026	£ 155.52	Trevor McCarthy White	refund of Microsoft Office 365 licence		BACS05.26		
	£ 5,983.88					CPC26/9/7(b)	
Direct debits and debit card charges							
04.08.2026	£ 4.25	Lloyds	bank account service charge to 09.07.2026		debit by bank	CPC26/9/7(b)	
04.08.2029	£ 4.25	Lloyds	bank account service charge to 09.08.2026		debit by bank	CPC26/9/7(b)	
09.07.2026	£ 11.99	HugoFox	website hosting july inv 29317		Direct Debit	CPC26/9/7(b)	
11.07.2026	£ 20.99	HugoFox	email hosting july inv no 29425		Direct Debit	CPC26/9/7(b)	
11.08.2026	£ 11.99	HugoFox	website hosting August inv 30649		Direct Debit	CPC26/9/7(b)	
11.08.2026	£ 20.99	HugoFox	email hosting August inv no 30571		Direct Debit	CPC26/9/7(b)	
16.07.2026	£ 109.20	Shield Group	dog waste collection July inv 104920		Standing Order	CPC26/9/7(b)	
16.08.2026	£ 109.20	Shield group	dog waste collection August inv 10643		Standing Order	CPC26/9/7(b)	
09.07.2026	£ 109.58	YU energy	1 to 31 July unmetered supply inv 04231443		Direct Debit	CPC26/9/7(b)	
	£ 47.00	ICO	annual fee discounted by £5 for DD payment		Direct Debit	CPC26/9/7(b)	
27.08.2026	£ 92.99	Amazon	hard drive to back up files		debit card		
	£ 402.44						

£ 7,168.78

total £ 8,302.82