

Cosgrove Parish Council

Minutes of the Ordinary Meeting of Cosgrove Parish Council held on **Wednesday 3 June 2026** 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~~, Cllr C Williamson

Mrs J Evans (Clerk to the Council)

The meeting opened at 19.30 hours. There were 10 members of the public and 3 members of the neighbourhood policing team present. Cllr Williamson was welcomed to his first meeting as a Councillor.

CPC/26/06/1 Cllr Roberts was absent owing to family bereavement - condolences were recorded. Ward Cllrs Dabbs and McCord were also absent.

CPC/26/06/2 There were no declarations of interest.

CPC/26/06/3 The Minutes of the meeting of 15 May were approved unanimously.

CPC/26/06/4 Matters arising from the Minutes not covered elsewhere in the Agenda were the date for decision on the planning portal to review the proposed warehouse application (WNS/2022/1741/EIA) has recently been updated to 3 July. The next scheduled Strategic Planning Committee meeting is listed as 30 June. The last advice from the Planning Officer is the application could be considered in June.

The Clerk met with Helen Howard (HH) on 1 June and the following were raised:

- Reinstate give way lines at the junction of Lock Lane and Main Street – not possible to install a Give Way sign as the road is unadopted and, therefore, landowner responsibility but HH will ask for lines
- Replace no cycling sign on The Stocks side of the horse tunnel as the pole has severe rust at the base – HH will request conservation area compliant replacement pole and sign
- Sign post to show Coffin Walk leads “to the church” - not possible as no room on pavement perhaps the farmer would allow a sign to be fixed to his gate?
- Resurface the highway outside the Church – HH will request on Street Doctor
- Repairs to the trench caused by Gigaclear on Stratford Road near the Church – Gigaclear only responsible for two years after their installation was carried out so report on FixMyStreet
- Permit for planter at the crossroads has been issued by West Northants Council (WNC)
- Parking on Yardley Road opposite school side gate and close to the crossroads blocks visibility and is dangerous. Parking on the grass just before the bridge on the left also dangerous – HH recommended applying for double yellow lines on H&S grounds in both locations. The PC **resolved** to lodge an application for this. The PC can install bollards to prevent parking on the grass and provide a refuge for pedestrians – HH to supply a quotation for installation.
- No centre lines on Bridge Road – not usual to have lines on estate roads as they are often not wide enough. HH noted there had been centre line on the approach to the bridge near Old Mill Lane. Helpfully, several vehicles were observed coming up to the bridge in the middle of the road. HH will talk to engineers to see if they can suggest something to improve safety around the bridge.
- Additional 20 mph signs can be ordered by the PC – at their expense – from the supplier.

Action: Clerk to apply for double yellow lines approval, liaise with HH over bollard quotation and order additional 20mph signs

CPC/26/06/5 Cllr Comerford was elected unanimously to serve as Vice Chair.

CPC/26/06/6 Cllr Comerford signed the Declaration of Acceptance

CPC/26/06/7 No amendments were needed to the draft Minutes of the Annual Assembly of the Parish dated 15 April 2026 and these would be brought before the Assembly in 2027 for approval.

CPC/26/06/8 Public Speaking

The neighbourhood policing team stated that PCSO Taylor continued to be on sick leave. Priorities for the team were influenced by replies to the regular survey sent out by Northamptonshire Talking and they encouraged everyone to sign up for the newsletter and complete the surveys. Recently they had been focussing on drugs harm, road safety and rural crime. The Beat bus visits Cosgrove quarterly.

Several concerns were raised by members of the public:

- Persistent use of marijuana on the towpath affecting quality of life of residents of homes backing onto the canal – it is illegal to possess marijuana
- Prolonged stays by boaters despite 2 day limits on mooring – report to Canal and River Trust with licence numbers and/or photographs and request enforcement
- Ongoing issues with cars parked in dangerous locations – neighbourhood policing team are monitoring
- Persistent dumping of MacDonalds rubbish at the entrance to Cosgrove on Northampton Road – difficulties of catching the culprit. Putting up CCTV from a neighbouring property was discussed as it was not a policing matter and reports to West Northants Council (on FixMyStreet) had not been actioned.
- Ongoing issues with trespassing at Cosgrove Hall – contact with the owner had been attempted by the Police after the fire in 2025 but there had been no willingness to engage. If anyone comes across individuals acting suspiciously – particularly late at night – it is acceptable to report on 999 as the call handler will triage the call with threat to life having the highest priority.

The Parish Council were grateful to the team for attending the meeting.

Other matters raised included:

- The fatal accident on the A508 near the Potterpurty turn on Tuesday 2 June
- The height of the grass on the triangle junction for the Castlethorpe turn.
- Approaching the owners of the derelict tennis court off Bridge Road and offering to refurbish it in return for villagers being able to use it.

Mr T Cavender (TC), representing the new owners of Cosgrove Marina, briefed the meeting on the change of ownership of the Marina. There was no plan to make any major changes yet, but the following were under consideration:

- Electric charging point for cars and boats
- Card operated laundry machine with 20 kg capacity for use by boaters and villagers
- Installation of ANPR to monitor the use of the carpark (there will be charges to park unless registered with the Marina)
- Use of “trap cameras” near the bin store. These, together with information from the ANPR cameras, will help identify the anti-social fly tipping in and around the store
- A nature area will be developed at the end of Broadwater Lake where it joins the river, and this will be open to all

There was some discussion about the extent of the Marina boundaries and ownership of Lock Lane. TC was invited to return to the July meeting at which time more information could be given including about the implications for the canal of the Grand Union Water Transfer Scheme.

CPC/26/06/9 The Clerk's report is appended to these Minutes at Appendix A.

CPC/26/06/10 Finance

(a) The update on current finances in comparison to the budget is appended to these Minutes at Appendix B.

(b) The payment schedule, circulated ahead of the meeting, was approved and payments totalling £2010.64 are appended to these Minutes at Appendix C. Retrospective approval of May payments was granted for payments totalling £3424.49.

(c) Monthly direct debits and standing orders were review. It was resolved to continue to make direct debit payments up to and including March 2027 to YU Energy for street lighting, HugoFox for website and email services and Lloyds Bank for bank charges. It was resolved to make standing order payments for dog waste collection to Shield Maintenance until December 2026.

(d) It was resolved to award the annual increment to the Clerk with effect from 1 April 2026 as specified in her employment contract. It was noted the Clerk's salary is now at the top of the salary band and it is not possible to meet the contractual obligation to award a further increment following successful attainment of CiLCA. The Staffing members will carry out a job evaluation to check if the role is appropriately graded and will make recommendations to the PC in due course.

(e) It was resolved to pay arrears of salary for 2025-2026 with the June payment. Regular financial checks to include a check on Clerk's salary.

Action: Clerk to inform payroll provider of increment and back pay. Staffing members to carry out job evaluation with Clerk and make recommendations to full PC

CPC/26/06/11 Audit 2025-2026

(a) The Internal Audit report of 26 April 2026 was received and the recommendation to include a periodic check of salaries as part of its internal control checks was adopted.

(b) The Annual Governance and Accountability Return (AGAR) 2025-2026 was scrutinised by the PC. Members were satisfied that they were able to assert Yes to all 10 assertions on Section 1 – Annual Governance Statement and the form was duly signed on behalf of the PC by the Chair. The PC examined the Section 2 – Accounting Statements for 2025-2026 and gave their approval. It was noted the Provision of Exercise of Public Rights of Inspection would be published on the website and on the PC noticeboard on 4 June 2026.

Action: Clerk to submit audit documents to External Auditor and post Provision of Exercise of Public Rights notice on noticeboard. Cllr Smith to post required AGAR documents on website

CPC/26/06/12 Councillor updates

Cllr Bracey reported that the Castlethorpe causeway was likely to be closed from 24 September to allow for long awaited repairs but commented that Cadent were due to make some repairs too.

Cllr Bird stated he had attended the Climate and Nature meeting remotely but there was nothing of substance to report.

Cllr Comerford confirmed visibility at the triangle at the Castlethorpe turn was limited and reminded the PC there was an amount in the budget for the grass mowing contractor to cut the triangle up to three times per year.

Cllr Smith stated he had reported the overhanging vegetation at the start of The Stock on FMS and WNC were investigating. He had also reported the potholes in the parking area outside the Church. His work to clear the brambles next to the Garden of Remembrance in Rectory Grounds Cemetery (RGC) was now complete. Any further work to address overhanging vegetation in RGC would wait until the autumn.

Action: Clerk to arrange mowing of triangle of Castlethorpe turn

CPC/26/06/13 Village Maintenance

- (a) It was **resolved** to have repairs to the village noticeboard carried out at a cost of £183
- (b) It was **resolved** to accept the revised quote of £650 to relocate the spinner and toddler playhouse inside the fence of the playpark. As moving the bin had been included in the original quote, contract to be asked to remove the remains of the balance beams inside and outside the playpark. Contractor to be asked to provide a second quotation to cover the eventuality of it not being possible to relocate the playhouse (Cllr Bracey volunteered to remove the playhouse from the site if it cannot be moved).
- (c) It was **resolved** to lay the bare earth in Meadow View Cemetery down to grass using seed. A working party will be set up in September to carry out the work.
- (d) It was **resolved** to have the playpark gate and finial repaired.
- (e) It was **resolved** to have the bolt on the gate at MVC repaired or replaced as necessary. The quotation for d) and (e) and painting the welds on the playpark fencing was accepted at £285
- (f) It was **resolved** to have the wall of RGC repaired at a cost of £3,300 including VAT

Action: Clerk to inform successful and unsuccessful contractors accordingly

CPC/26/06/14 It was **resolved** to adopt the website accessibility statement.

CPC/26/06/15 Review (as required in Standing Orders)

Items (a) to (f) on the Agenda were reviewed. It was **resolved** to seek quotes for renewal of annual insurance.

Action: Clerk to see insurance quotations and amend membership of working groups as agreed

CPC/26/06/16 Planning

- (a) Planned tree work at 12 Stratford Road was noted and welcomed
- (b) It decided the original comments on the permission in principle 2025/4578/PIP were adequate and no further comments need to be made.

The meeting appraisal noted the meeting had finished on time with adjustments made to allow for additional speakers at Public Speaking.

The date of the next meeting will be **Wednesday 1 July 2026**

The meeting closed at 21.00 hours.