

# Cosgrove Parish Council

Minutes of the Ordinary Meeting of Cosgrove Parish Council held on **Wednesday 2 October 2024** 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/24/10/1 Cllrs Bird and Proctor sent apologies for absence due to work commitments. Cllr Bracey was also absent.	
CPC/24/10/2 There were no declarations of interest	
CPC/24/10/3 The Minutes of 4 September 2024 were approved unanimously.	
CPC/24/10/4 Matters arising from the Minutes not covered elsewhere in the Agenda were: CPC/24/09/11 Gigaclear: reply received. Parish Council (PC) do not own the land where the green box is sited. Wayleave agreement offering one off payment of £214.50. Correspondence copied to Clerk shows a goodwill payment from Gigaclear was on the table in 2021. PC <b>resolved</b> to follow up with Gigaclear with a view to finalising matter at November meeting.	Clerk to follow up with Gigaclear and retable for decision at Nov mtg
CPC/24/09/16 Dot Gov Dot UK FastHosts (our current email provider) have been registered as official domain helpers and it was <b>resolved</b> to seek a quotation to assist with the transfer.	Clerk to obtain quote
CPC/24/10/5 Public speaking: Four members of the public were present. The following matters were raised: <ul style="list-style-type: none"> <li>The area behind the bus stop, where the rain butt is situated, is cluttered with a number of plastic items including two disused rain butts and broken pieces of goal posts – allotment society to be offered the rain butts. If not interested, then they and the broken plastic will be disposed of (by volunteer who raised the matter).</li> <li>There has been some subsidence in the grass near the bus stop – PC agreed to form a working party to fill and reseed.</li> <li>A news update from West Northants Council (WNC) about flood management work led onto a request for the PC to raise, again, the matter of continued flooding at the bottom of The Green with the relevant authorities (Kier). Investigative work by Anglian Water a few years ago looking at drainage on Cosgrove Park, had concluded it was not contributing to the issues within the village. It was felt the drain beneath Main Street is inadequate, with manhole covers lifting in the most recent downpours.</li> <li>The Grand Union Canal Transfer scheme to bring water from the Midlands to the South East will have implications for Cosgrove with the proposal to build a 32 m long bypass at the locks. Consultation runs until 25 October. PC will be represented at the pop up display in Stoke Bruerne on 3 October by Cllr Bird.</li> </ul> Ward Cllr McCord reported the application process for school places has started. WNC has purchased a property to expand available provision for children's home., The DHL warehouse planning application (AL1) was refused by the Strategic Planning Committee on 10 September 2024. This may have implications for the proposed warehouse development at Furtho Pit, Old Cosgrove Road (AL5 WNS/2022/1741/EIA). The Minutes of the meeting have yet to be issued but once they are, an appeal by the developers is likely to follow. The car in the ditch near the junction of Northampton Road and the A508 will be removed. Cllr McCord noted the irony of the comment by his WNC interlocutor that	Cllr Proctor to advise on rain butts  Working Party to back fill and reseed  Clerk to draft letter to Kier copied to WNC  Cllr Bird to attend display and email comments to PC



06/11/2024

# Cosgrove Parish Council

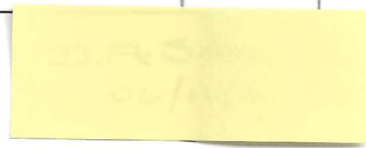
<p>the A508 would need to be closed during the recovery due to the volume and speed of traffic using the A508. The dumped tyres on Northampton Road and the road to Castlethorpe will be reported by Cllr McCord on FixMyStreet.</p> <p>Cllr McCord left the meeting at 20.00</p>																																																									
<p>CPC/24/10/6 The Clerk's report had been circulated ahead of the meeting and is attached to these Minutes at Appendix A.</p> <p>The PC decided to consider, at another meeting, the suggestion future donations intended for memorial purposes be directed towards enhancing and maintaining the playpark with a permanent structure to which plaques with donors' inscription can be fixed.</p> <p>The PC considered the request by the local MP to help direct her letter to pensioners who might qualify for Pension Credit but are not claiming it (eligibility for Pension Credit = winter fuel payment). It was decided to ask for advice from the Northamptonshire County Association of Local Councils (NCALC) as the letter may fall under the Local Government Act 1986 Part II paragraph 2(1) and (2) which prohibits a local authority from publishing "any material which ...appears to be designed to affect public support for a political party."</p> <p>No further action by PC required around food poverty among boaters moored in Cosgrove as most have jobs or are retired.</p>	<p>Clerk to draft discussion paper</p> <p>Clerk to seek advice</p> <p>Clerk to reply to Towcester Food Bank</p>																																																								
<p>CPC/24/10/7 a). The PC received the update on the current finances in comparison to the budget (attached at Appendix B). It was noted 2024-2025 earmarked reserves will be drawn down as follows: trim trail £1,999; replacement streetlamps £3,750; repair to streetlamps £270; repairs to playpark matting £1,368 and emergency tree work £370.</p> <p>b). The payment schedule, circulated ahead of the meeting, was <b>approved</b>. All payments to be made by BACS transfer, debit card or direct debit.</p>																																																									
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02.10.2024	£142.72	YU energy	1 to 31 September 2024 unmetered supply	
<b>Total DD and card</b>	<b>£174.83</b>			
<p>c). The PC scrutinised the draft 2025-2026 budget (circulated in advance Appendix C). Queries were raised about the budget amounts for unmetered supply and dog waste collection, and these will be checked. The PC agreed to the suggestion to provide a picnic bench from Section 137 expenditure and for donations to be made from discretionary spending to the History Society and the Womens' Institute in recognition of the regular use of the projector and screen. The PC decided quotes for the grass mowing contract should be sought. The possibility of splitting the contract into work covered by the WNC mowing grant and the smaller, fiddly work such as the playpark and Rectory View Cemetery was discussed as it might result in savings. The proposed earmarked reserves (£36,700) were reviewed. The earmarked reserves for the inauguration of Meadow View Cemetery stand at £4,000 and it was felt this figure might need to be increased once the complexities of the project were better understood.</p> <p>d). The PC <b>resolved</b> to pay the Clerk for 10 hours overtime associated with the compilation of the budget. Other overtime that the Clerk has accrued to be taken as Time Off in Lieu.</p>				<p>Clerk to amend draft budget as necessary</p> <p>Cllr Roberts to obtain quotes for grass contract</p>
<p>CPC/24/10/8 Councillor Updates:</p> <p>Cllr Smith has reported on FixMyStreet leaking from the canal in three places making it difficult to walk the Right of Way safely and the blocked gully at the bend of Stratford Road. The response to the latter will result in the work being carried out within 6 months. It was agreed to form a work party to clear the gully.</p> <p>Cllr Proctor provided a written update on the playpark working group some of whom had met with Sovereign Play Equipment on site. Initial design suggestions will be supplied by Sovereign. Matting can be replaced by a wet pour resin which is more durable than matting (if the PC remove of the old matting it will help keep the costs down, but disposal is problematic). Another suggestion is a rubber mulch which can be laid directly onto the ground and does not require a concrete base. WNC have declined to supply another rubbish bin for the playpark as there are two in the vicinity. Woodchip has been put down in the dip by the entrance gate to help with the muddy puddle.</p>				Working Party to be set up
20.40 hrs Cllr Proctor entered the meeting.				
CPC/24/10/9 Planning: Application - 2024/4422/LBC Replacement of 4 rear windows at The Old Dower House, 16 Stratford Road, Cosgrove, MK19 7JA was reviewed and it was agreed to make no comment.				
<p>CPC24/10/10 Policies: The PC <b>adopted</b> the following: Standing Orders 2024, Grievance Policy and Disciplinary Policy which were circulated ahead of the meeting.</p> <p>The following Aims and Objectives were adopted:</p> <p><u>Aims:</u> To provide effective, efficient and accountable local government for the parish, enabling residents to be involved in decisions affecting the community and to be a strong voice for residents and local business.</p> <p><u>Objectives:</u> To understand and communicate the views, needs and aspirations of residents to outside bodies. To increase public servant involvement in the community by ensuring the Parish Council and its activities are open, transparent and accountable to residents.</p>				

# Cosgrove Parish Council

<p>CPC24/10/11 Christmas Lights: A draft risk assessment was discussed. Some refinements were suggested and risks associated with setting up the event (putting up gazebos and lights) and electrical cables need to be added. Final version to be circulated in good time for approval at November meeting.</p> <p>b). Public Liability insurance outstanding.</p>	<p>Cllrs Comerford/ Draddy to resubmit revised risk assessment and PL quotation by 30 October</p>
<p>CPC24/10/12 Cemetery Update</p> <p>a). The draft layout of Meadow View Cemetery (MVC) was viewed. Initial research suggests planning permission and an environmental survey (potential groundwater contamination) will be needed before the Cemetery can be inaugurated. A design statement for the project to be drawn up to cover all aspects of work to be carried out ahead of the inauguration.</p> <p>b). It was <b>resolved</b> to have the fence of MVC repaired at a cost of £75. Clarification on repainting the weld to be sought</p> <p>c). It was <b>resolved</b> to give permission for the oversize memorial headstone to be installed. Dimension limits to be sent out with permit application forms going forward.</p> <p>d). It was <b>resolved</b> to meet the cost of removal of the fallen tree in Rectory Ground Cemetery (£370). It was noted there are several trees overhanging the fence into Medlar House, one of which looks very precarious. It was agreed to obtain quotes for remedial tree work.</p>	<p>Clerk to draft design statement</p> <p>Clerk to organise repair</p> <p>Clerk to inform family re memorial</p> <p>Clerk to seek quotes</p>
<p>CPC24/10/13 Meeting Appraisal - It was agreed the meeting had been effective but had overrun slightly.</p>	
<p>CPC24/07/14 Date of next meeting: Wednesday 6 November 2024 (Local Government Act 1972 Schedule 12 Part II para 8.1)</p>	
<p>Meeting closed at 21.02</p>	



## Appendix A

### Clerk's Report

My CiLCA training has enlightened me on Clerk's reports – they are for updates and correspondence but not to provide a summary of items that need resolution. Anything you need to resolve must be on the Agenda as a separate item.

I received an email from a member of the public suggesting all future donations intended for memorial purposes be directed towards enhancing and maintaining the play park area on The Stocks. Situated centrally within the village, the playpark is a well-frequented area that is easily accessible to all residents. It serves as a gathering place for families, visitors, and members of our community, making it a fitting spot for memorial purposes. A permanent structure could be sited on the grass and plaques with an inscription chosen by the donor can then be fixed to it as donations are made. If you are interested in exploring this idea further, then I will provide a draft and make an Agenda item for a future meeting.

Gigaclear got in touch on 12 September following my email of 4 September chasing a reply. I now have a named contact who asked for a few days to look into the matter. I have emailed again to ask for an update.

An email from Sarah Bool, MP has asked for help getting letters from her to pensioners in the village who will be losing the Winter Fuel Allowance because they have not applied for Pension Credit. I am at a loss to know how I can identify who should receive the letters. I do have access to the Electoral Roll but, of course, it only gives names and addresses not ages. Any ideas?

Another email has arrived: "The issue of people living on the canal not being able to source sufficient food has been brought up again (by WNC) and we are looking for solutions to help them from Crick to Cosgrove.

With the harvest festival coming up I wonder if there are any collections in the village that could be "harvested" for this community and whether there are ways in which we could support a system of being able to get some local food at the Marina should it be needed. Perhaps you could have a chat with some of the people in the village who know about these things and let me know if you think this is something that we could help with."

The email was addressed to a former Councillor. I have spoken to him briefly and he confirmed the woman who sent the email is known to him. I have emailed the administrator of the Face Book group Cosgrove Boaters to ask if lack of food is an issue in Cosgrove.

If you wanted to donate to a food bank specifically for boaters, you have the Power to do so under the Social Welfare class of Section 137 of the Local Government Act 1972.

Finally, I have received confirmation from WNC that the Garden Waste bin direct debit has been set up.

J Evans, Clerk

**Appendix B**  
**Cosgrove Parish Council**  
**September 2024 Summary of Financial Records**

Revenues	YTD	Projected income to end of year	Forecast	Budget	Variance
Precept	(12,500.00)	(12,500.00)	(25,000.00)	25,000.00	-
Interest	(386.22)	(490.00)	(876.22)	1,563.00	(686.78)
Burial Ground	(1,080.00)	(480.00)	(1,560.00)	979.00	581.00
VAT Reclaim	(2,046.96)	-	(2,046.96)		2,046.96
Misc Income	(3.45)	-	(3.45)		3.45
Mowing Grant	-	(999.00)	(999.00)	999.00	-
Account transfers		-	-		-
<b>Total Revenue</b>	<b>(16,016.63)</b>	<b>(14,469.00)</b>	<b>(30,485.63)</b>	<b>28,541.00</b>	<b>1,944.63</b>

Regular Costs	YTD	Projected Costs to end of Year	Forecast	Budget	Variance
Clerk Salary	3,287.50	4,603.90	7,891.40	8,470.00	578.60
Grass Mowing	4,897.70	3,048.00	7,945.70	6,860.00	(1,085.70)
Clerk Sundries	295.34	175.00	470.34	300.00	(170.34)
Church Clock	195.00	-	195.00	195.00	-
Street Lighting	4,919.56	1,840.00	6,759.56	3,150.00	(3,609.56)
Allotments	-	100.00	100.00	100.00	-
NCALC	374.63	-	374.63	650.00	275.37
Admin	359.80	-	359.80		(359.80)
Dog Waste Bins	595.00	830.00	1,425.00	1,430.00	5.00
Village Hall	0.00	360.00	360.00	360.00	-
Insurance	626.81	-	626.81	780.00	153.19
Training	578.00	210.00	788.00	1100.00	312.00
IT Costs	239.36	741.00	980.36	916.00	(64.36)
Play Park	1767.35	1,000.00	2,767.35	2,140.00	(627.35)
Other	29.49	590.00	619.49	590.00	(29.49)
<b>Total Costs</b>	<b>18,165.54</b>	<b>13,497.90</b>	<b>31,663.44</b>	<b>27,041.00</b>	<b>(4,622.44)</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	-
Christmas lights	-	250.00	250.00	250.00	-
table tennis table		-	-		
SNAST	-	25.00	25.00	25.00	
Village Projects	-	106.00	106.00	423.00	317.00
<b>Total Costs</b>	<b>35.00</b>	<b>417.00</b>	<b>452.00</b>	<b>769.00</b>	<b>317.00</b>

DAS  
2024

Discretionary Spend	YTD	Projected Costs to end of Year	Forecast	Budget	Variance
Poppy Wreath	0	-	50.00	50.00	-
Village Hall	0	50.00	200.00	200.00	-
Old Mail	265.00	0.00	746.00	481.00	265.00
Flags	89.00	200.00	89.00		89.00
School trim trail	1999.00	481.00	1,999.00		1,999.00
<b>Total Costs</b>	<b>2,353.00</b>	<b>731.00</b>	<b>3,084.00</b>	<b>731.00</b>	<b>2,353.00</b>

Movement	YTD	Projected Net (Revenue) / Costs to end of Year	Forecast Net (Revenue)/ Cost	Budget	Variance
Net (Revenue) / Cost	4,536.91	176.90	4,713.81	28,541.00	(4,713.81)
VAT paid to date	2,597.26				
VAT received back	(2,046.96)				

Current and savings	15,968.70
Fixed Deposit accounts	30,201.65
<b>Total bank balance as at 15 September 2024</b>	<b>£ 46,170.35</b>

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 £6,00 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
<b>Total earmarked reserves @ 1 April 2024</b>	<b>£ 48,650</b>	

DRAFT BUDGET 2025-26

INCOME	2022-2023 actuals	2023-2024 budget	2023-2024 actuals	2024-2025 budget	2024-2025 forecast income	2025-2026 budget
Precept	£23,500.00	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ -
Interest	£109.00	£ -	£ 626.84	£ 1,563.00	£ 1,191.87	£ 1,118.00
Burial Ground	£525.00	£ -	£ 1,227.00	£ 979.00	£ 1,560.00	£ 979.00
Misc income	£1,900.00	£ 1,010.00	£ 25.00	£ -	£ 3.45	£ -
Mowing grant	£999.00	£ -	£ 999.42	£ 999.00	£ 999.00	£ 999.00
CIL	£23,319.00	£ -	£ -	£ -	£ -	£ -
VAT reclaim			£ 5,299.24		£ 2,046.96	£ -
Total income	£50,352.00	£ 26,010.00	£ 33,177.50	£ 28,541.00	£ 30,801.28	£ 3,096.00

EXPENDITURE	2022-2023 actuals	2023-2024 budget	2023-2024 actuals	2024-2025 budget	2024-2025 forecast outturn	2025-2026 budget
Clerk salary (gross)	£7,116.00	£7,716.00	£ 11,600.59	£ 8,470.00	£ 7,891.40	£ 9,908.00
Grass mowing	£5,205.00	£7,000.00	£ 6,939.40	£ 6,860.00	£ 7,945.70	£ 7,322.00
<b>Street lighting</b>						
non metered supply	£2,081.00	£2,500.00		£ 2,450.00	£ 2,739.56	£ 1,855.73
replacements lamps	£7,510.00	£1,000.00	£ 5,482.91	£ 700.00	£ 4,020.00	£ 700.00
<b>Allotments</b>						
set up	£88.00	£2,000.00	£ 7,190.00	£ 100.00	£ 100.00	£ 100.00
legal fees	£1,200.00					
<b>Speed Indicator Devices</b>						
SID installation	£4,037.00			£ -	£ -	£ -
SID maintenance	£250.00			£ -	£ -	£ -



<b>Miscellaneous Expenses</b>
ICO
Green bin
Clerk Sundries
Church Clock
Dog waste bins
NCALC
<b>Burial Ground</b>
Village Hall
Insurance
Training
Audit
VAT

£35.00							
£733.00							
£165.00			£	299.42			
£1,124.00			£	195.00			
£561.00			£	995.00			
£57.00			£	566.50			
£300.00			£	364.00			
£641.00			£	734.36			
£0.00			£	33.00			
£200.00			£				
£4,460.00			£				

	£	40.00
	£	58.00
	£	246.00
	£	195.00
	£	1,170.00
	£	628.00
	£	1,850.00
	£	360.00
	£	644.78
	£	400.00
	£	216.30

	2022-2023 actuals	2023-2024 budget	2023-2024 actuals	2024-2025 budget	2024-2025 forecast outturn	2025-2026 budget
<b>IT Costs</b>						
website				£ 204.00		£ 120.00
email			£ 787.67	£ 212.00		£ 186.20
software				£ 500.00	£ 980.36	£ 580.00
capital				£ -	£ -	
<b>play park</b>						
Annual inspection				£ 140.00	£ 399.00	£ -
Maintenance equipment		£1,000.00	£ 2,218.14	£ 2,000.00	£ 2,368.35	£ 1,000.00
				£ -		
Admin					£ 261.80	£ 390.00
Other			£ 1,005.62		£ 619.49	£ -
Totals	£35,763.00	£24,347.00	£ 38,411.61	£ 27,041.00	£ 31,958.44	£ 27,970.01
<b>Section 137</b>						
NACRE			£ 35.00	£ 35.00	£ 35.00	£ 35.00
CPRE			£ 36.00	£ 36.00	£ 36.00	£ 36.00
SNAST			£ -	£ 25.00	£ 25.00	£ 25.00
Old Mail		£250.00	£ 250.00	£ 481.00	£ 746.00	£ 494.00
Scout camp defib			£ 204.00			£ -
Christmas Lights			£ 189.98	£ 250.00	£ 250.00	£ 250.00
table tennis table			£ 320.00			£ -
Village projects					£ 106.00	£ 500.00
school trim trail					£ 1,999.00	£ -
Other % per elector		£150.00	£ -	£ 423.00		£ -
	£0.00	£250.00	£ 1,034.98	£ 1,250.00	£ 3,197.00	£ 1,340.00
<b>Discretionary Spending</b>						
Flooding report			£ 2,000.00	£ -	£ -	£ -
RBL			£ 27.98	£ 50.00	£ 50.00	£ 50.00
Flags			£ -	£ -	£ 89.00	£ -



# DRAFT

Earmarked Reserves 2025-2026		
Contingencies	Six months of 2024-2025 precept	£ 12,500.00
Trees and hedges	maintaining trees and hedges	£ 1,750.00
replacement of street lamps	Unforeseen repairs of 4 units £1,200	£ 1,200.00
Playpark refurbishment	Replace equipment	£ 10,000.00
	realign fencing, resite equipment	£ 5,000.00
Meadow View Cemetery	Cut back overgrown trees	£ 2,250.00
Community project	Inauguration of Meadow View Cemetery	£ 4,000.00
Total earmarked reserves		£ 36,700.00

Could go up depending on Precept  
 playpark and RGC  
 All been replaced - cover from contingency?  
 suggest match funding to working group  
 Combine with community project  
 MVC