

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
07512 045418

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www.cogenhoeandwhiston-pc.gov.uk

To members of the Council:

You are hereby summoned to attend the **Annual Council Meeting** of Cogenhoe & Whiston Parish Council to be held on **Monday 12th May 2025 at Cogenhoe & Whiston Village Hall, York Avenue, Cogenhoe, Northants, NN7 1NB** for the purpose of transacting the following business;

Members of the public and press are invited to address the Council at its Open Forum from 7.30 – 7.45pm.

Attendees are reminded that in accordance with the Openness of Local Government Bodies Regulations 2014, this meeting may be recorded.

A G E N D A

1.25 Update Clerk, nominations received for role of Chairperson.

1.25.1 To **elect the Chairperson of the Council** and to receive the Chairperson's Declaration of Acceptance of Office.

2.25 To **elect the Vice Chairperson of the Council** and to receive the Vice Chairperson's Declaration of Acceptance of Office.

3.25 **Open forum**

4.25 To **receive and accept apologies for absence.**

5.25 To **receive** any declarations of disclosable pecuniary or non-statutory disclosable interests from Councillors for items on the agenda.

(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)

To receive requests for dispensation – requests for dispensation must be made to the Proper Officer in writing.

6.25 To **sign the minutes** of the meeting held on **7th April 2025**.

7.25 To fill **vacancies (3)** on the council by **co-option**

8.25 To **complete councillor's information**

-To receive councillors' **Declarations of Acceptance of Office** and, for any not received, determine when they shall be received.

-to receive **Councillors Notification of Pecuniary & other Interests forms**.

-to sign adherence to **Code of Conduct** in acceptance of standards contained therein.

(West Northamptonshire Code of Conduct)

<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/adopted-member-code-of-conduct-west-june-2021.pdf?v=1623158591>

& expectations of Civility & Respect Charter. (Appendix 1).

-**email correspondence form**, to confirm preferences.

-**elections expenses form**, to ensure all councillors have completed and submitted.

9.25 To **review individual councillors areas of responsibility**.

Liaison – Cogenhoe Mill Holiday Park (if considered required)

Liaison – Sand & Gravel (if considered required)

Liaison – School

Liaison - Anglian Water (if considered required)

Police Liaison Officer

Internal Control Officer

10.25 To **review working parties**

-Finance (4 members)

-Planning policy / consultations (4 members)

-Emergency Plan (3 members)

-Allotments / Ironstones (3 members)

11.25 To **review** committees

-To **appoint** 4 parish councillors to the Village Hall Committee (in addition to the Chairperson).

-To **appoint** 3 parish councillors to Pocket Park Committee.

-To **appoint** Chairman of Pocket Park Committee.

-To **appoint** 3 parish councillors to personnel committee

-To **appoint** Chairman of personnel committee.

12.25 Matters arising from previous minutes (for information only)

6925565 Investigation raised by Cllr Clarke	2 Church Street	10.6.22 Footpath being obscured by vegetation. 9.8.22 Unfortunately, action has not been taken by the landowner to rectify this matter. This will now be passed on to the Regulations department for further enforcement. State changed to: Investigating 6.1.25 Following the investigation Kier have consulted with Land Registry and obtained ownership details of the vegetation and an enforcement letter has been sent out to the homeowner requesting that they cut back the vegetation within the next 14 days.
	Brafield Rd can't see road markings	20.1.23 Regarding the condition of road markings on this section of Brafield Road, we are pleased to confirm that a works order has been raised, to be carried out within the next six months. We will attend sooner rather than later if resources allow.
10.6.24 6091459	33 The Piece	Overhanging vegetation 14.6.24 As this is private vegetation we have sent a letter to the homeowner(s) asking them to cut this back. We will reinspect to ensure they have complied. 6.10.24 This has been reported to colleagues in our Street Care Services Team who will arrange for the necessary works to be carried out.
2.7.24 6180931	1 Bramley Close *Resident advised that bushes belong to 63 Station Rd	Overgrown vegetation 9.7.24 We have contacted householder and ask to cut back within 14 days 9.1.25 Investigation: Ongoing - We have contacted householder and ask to cut back within 14 days
2.7.24 6180960	Old Chapel to Piece junction	Hedge along this stretch of pavement is overgrown & brambles are catching clothing. As there is usually parked cars there is no way to step off the pavement to avoid them. 9.7.24 we have raised a works order to repair the defects that you have reported. These works will be undertaken within the next 28 days.
10.9.24	Plot next to 61 Station Rd	A qualified Highways Inspector has assessed the location, and we are undertaking a landownership investigation and will update you shortly.

	Overgrown vegetation	6.1.25 Thank you for your enquiry. A qualified Highways Inspector has assessed the photo/s, and we are undertaking a landownership investigation and will update you shortly.
27.1.25	Billing Rd/Station Rd junction	Rain is not running from the path but out of the drain grate, it appears to be blocked and causes flooding every time it rains. 29.1.25 Officers will now investigate the concerns and this may take up to 5 working days. If you believe that your concerns are urgent then please phone us. State changed to: Investigating
24.2.25 7177818.	York Avenue	Drains are blocked with debris causing large puddles when it rains. 24.2.25 Thank you for reporting a fault. Officers will now investigate the concerns and this may take up to 5 working days. 25.2.25 the flooding has been assessed and requires a Priority 4 response. We will schedule drainage investigation work to be completed within 26 weeks.
8.3.25 719874	Main Rd, Whiston	Road is flooded from drains not being able to cope.

13.25 Police Matters.

Crime Stats – February 2025 3 crimes

Crime On or near Glebe Way	Violence and sexual offences (1) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences.	Under investigation
Crime On or near The Claylands	Violence and sexual offences (1) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences	Under investigation
Crime On or near Bramley Close	Violence and sexual offences (1) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences.	Under investigation

Report from PLR

14.25

To receive **update** from Unitary Councillor (elected 1.5.25) if able to attend.

15.25 **Development & Planning**

15.1.25 **Applications Received**

None

15.2.25 **Applications Determined**

Whiston Cottage, Main Street, Whiston, NN7 1NN

2025/0801/FULL – Approved with conditions

<https://wnc.planning-register.co.uk/Planning/Display/2025/0801/FULL#undefined>

118 Station Rd, Cogenhoe, NN7 1LU

Garage conversion to annexe – Approved with conditions

<https://wnc.planning-register.co.uk/Planning/Display/2025/0717/FULL#undefined>

The Burrow 23 Church Street Cogenhoe NN7 1LS

Forming porch under existing roof - Approved

<https://wnc.planning-register.co.uk/Planning/Display/2025/0007/FULL#undefined>

Shepstone House, 27 Church Street Cogenhoe NN7 1LS

Demolition of existing rear conservatory and replacement with new – refused

<https://wnc.planning-register.co.uk/Planning/Display/2024/4560/FULL#undefined>

15.3.25 **Other planning matters**

-Update from Clerk from WNC online Planning briefing 3.4.25

16.25 **Financial matters**

Parish Council

16.1.25 Income Received

31.3.25		Interest			£ 135.79
31.3.25	TFR	from comm outreach		credit card	£ 82.45
31.3.25	TFR	from Vhopper		credit card	£ 1,246.30
					£ 1,464.54

17.4.25		Vhall		Credit card	£	69.14
17.4.25		Comm Outreach		Credit card	£	495.41
17.4.25		Vhopper		Credit card	£	91.16
17.4.25		Comm Outreach		Credit card	£	32.19
29.4.25		WNC		Precept	£	19,650.00
					£	20,337.90

16.2.25 Expenditure

Payment schedule 12.5.25						
Parish Council					VAT	Payable under power
28.3.25		FPA	payroll costs	£	30.00	Localism Act 2011 ss1-8
28.3.25			wages	£	1,138.39	Localism Act 2011 ss1-8
31.3.25	DDR	Lloyds Bank commercial card	Credit card	£	750.67	£ 14.83 Localism Act 2011 ss1-8
31.3.25		Unity Trust	bank charges	£	7.80	Localism Act 2011 ss1-8
				£	1,926.86	
2.4.25	505775027	HMRC	PAYE	£	407.50	Localism Act 2011 ss1-8
9.4.25	DDR	O2	Mobile phones	£	73.80	Localism Act 2011 ss1-8
10.4.25	32069679	CutCrew	Grasss cutting	£	461.74	£ 76.96 Localism Act 2011 ss1-8
10.4.25	144883622	Castle Ashby Trust	Pocket park rent	£	60.00	£ 10.00 Localism Act 2011 ss1-8
10.4.25	500954057	NCALC	Training	£	12.00	£ 2.00 Localism Act 2011 ss1-8
25.4.25			Wages	£	1,140.59	Localism Act 2011 ss1-8
28.4.25	352652600	FPA	Payroll services	£	60.00	Localism Act 2011 ss1-8
28.4.25	778177543	HMRC	PAYE	£	245.94	Localism Act 2011 ss1-8
29.4.25	377029352	D Rush	expenses	£	53.70	Localism Act 2011 ss1-8
				£	2,515.27	

The balance in the Current Account stands at £18,920.18 (assuming all cheques presented).

The Business premium account balance stands at £14,296.45

-To **approve** expenditure as listed

For credit card expenditure see Appendix 2

16.3.25 To **approve end of year bank reconciliation** 31.3.25 (appendix 3)

16.4.25 To **approve end of year accounts** 31.3.25 (appendix 4)

16.5.25 To **approve** spending against budget end of financial year 31.3.24 (appendix 5)

16.6.25 To **approve bank reconciliation** 29.4.25 (appendix 6)

Village Hopper

16.7.25 Income Received – Village Hopper

31.3.25	Elavon MS	£453.00
31.3.25	WNC additional revenue grant	£641.93
		£1,094.93

7.4.25	Elavon MS	£603.54
5.4.25	Cash fares w/c 10/3/25 (160)	£15.00
5.4.25	Cash fares w/c 17/3/25 (160)	£207.00
5.4.25	Cash fares w/c 24/3/25 (160)	£214.00
8.4.25	WNC Concessionary fares	£2,538.96
8.4.25	NNC Concessionary fares & contract	£6,884.88
10.4.25	Cash fares w/c 31/3/25 (less fuel £54.01) (161)	£151.99
10.4.25	Donations (162)	£53.01
11.4.25	Elavon MS	£458.80
11.4.25	BSOG	£1,780.35
11.4.25	WNC CTG 75% advance	£9,792.56
15.4.25	Elavon MS	£483.00
22.4.25	2 x term passes	£500.00
22.4.25	Cash fares w/c 7/4/25 (163)	£140.51
29.4.25	Elavon MS	£479.40
		£24,303.00

(Numbers in brackets refer to credit slip number)

16.8.25 Expenditure – Village Hopper

Vhopper	12.5.25				VAT	
28.3.25			wages	£7,688.00		Localism Act 2011 ss1-8
31.3.25	DDR	Enterprise	lease	£1,710.58	£285.10	Localism Act 2011 ss1-8
31.3.25		Unity Trust	bank charges	£30.20		Localism Act 2011 ss1-8
31.3.25	TFR	PC	credit card	£1,246.30		Localism Act 2011 ss1-8
				£10,675.08		
1.4.25	DDR	Nest pensions	Pension payments	£647.85		Localism Act 2011 ss1-8
2.4.25	38466755	HMRC	PAYE	£2,070.46		Localism Act 2011 ss1-8
4.4.25	758778364	Dawsons	new number plate	£29.64		Localism Act 2011 ss1-8
10.4.25	427857079	Tixiom	ticket machine	£96.00	£16.00	Localism Act 2011 ss1-8
11.4.25	DDR	Gauntlet group	Insurance	£563.46		Localism Act 2011 ss1-8
12.4.25	TFR	Vhall	WNC pad to wrong ac	£180.00		Localism Act 2011 ss1-8
15.4.25	DDR	Fuel Genie	fuel card	£2,690.21	£448.34	Localism Act 2011 ss1-8
15.4.25	830051750	Dawsons	lease	£1,218.88	£203.15	Localism Act 2011 ss1-8
15.4.25	729422985		Fuel reimbursement	£40.00		Localism Act 2011 ss1-8
15.4.25	903516072		Fuel reimbursement	£54.13		Localism Act 2011 ss1-8
17.4.25	TFR 544274618	PC	Credit card	£91.16	£3.00	Localism Act 2011 ss1-8
25.4.25			wages	£7,340.44		Localism Act 2011 ss1-8
25.4.25	90515923	HMRC	PAYE	£1,413.09		Localism Act 2011 ss1-8
28.4.25	960890680		Fuel reimbursement	£137.05		Localism Act 2011 ss1-8
28.4.25	126185429		Fuel reimbursement	£128.54		Localism Act 2011 ss1-8
				£16,700.91		

The balance in the Current Account stands at £10,386.59 (assuming all cheques presented).

-To **approve** expenditure as listed

16.9.25 To **approve end of year bank reconciliation** 31.3.25 (appendix 7)

16.10.25 To **approve end of year accounts** 31.3.25 (appendix 8)

16.11.25 To **approve bank reconciliation** 29.4.25 (appendix 9)

Community Outreach (including youth club)

16.12.25 Income Received – Community Outreach

bank

31.3.25	Lunch 31/3/25	£14.00
31.3.25	Lunch 7/4/25	£28.00
31.3.25	From Vhall in error to PC	£32.19
		£74.19
2.4.25	Lunch 7/4	£7.00
4.4.25	GUAG (41)	£100.00
4.4.25	Lunch 31.3.25 (41)	£210.00
4.4.25	Cinema 1.4.25 (41)	£78.00
4.4.25	Youth club 19.3.25 (41)	£36.90
10.4.25	Lunch (less staff exp £37.50) & GUAG (42)	£169.50
14.4.25	Comm outreach activities	£47.00
15.4.25	From Vhall re lunch	£14.00
18.4.25	Activities w/c 31.3.25 (43)	£26.00
18.4.25	Activities w/c 7.4.25 (43)	£8.00
18.4.25	Activities w/c 14.4.25 (43)	£46.40
22.4.25	Lunch 19/5	£14.00
		£756.80

(Numbers in brackets refer to credit slip number)

Cash

2.4.25	Chatty café & singing	£26.00
18.4.25	Craft club	£28.00
23.4.25	Craft & chatty café	£49.00
28.4.25	FMN Donations	£7.00
		£110.00

16.13.25 Expenditure – Community outreach

bank

Payment schedule 12.5.25						
Community outreach						
28.3.25	485224414		wages	£	384.00	Localism Act 2011 ss1-8
31.3.25		Unity Trust	Bank charges	£	20.10	Localism Act 2011 ss1-8
31.3.25	TFR 159383042	PC re credit card	various	£	82.45	Localism Act 2011 ss1-8
				£	486.55	
4.4.25	105861785	Northants Village Cinema	cinema April	£	150.00	Localism Act 2011 ss1-8
14.4.25	867961155	NAYC	April - Dec fees	£	1,451.52	Localism Act 2011 ss1-8
15.4.25	735595391	Sandy Lane Farmers	water pipe	£	2,500.00	Localism Act 2011 ss1-8
15.4.25	459914222	D Rush	Lunch exp 7/4	£	108.00	Localism Act 2011 ss1-8
17.4.25	TFR 870150934	PC	Re credit card	£	495.41	Localism Act 2011 ss1-8
17.4.25		PC	correction	£	32.19	Localism Act 2011 ss1-8
25.4.25	970845454		wages	£	400.00	Localism Act 2011 ss1-8
				£	5,137.12	

Cash

18.4.25	Craft & Yclub snack	£25.30
1.4.25	Lunch club help (75)	£36.00
28.4.25	Milk	£2.00
28.4.25	Craft club materials	£6.00
		£69.30

(Numbers relate to receipt number)

-To **approve** expenditure as listed

The balance in the Current Account stands at £1,976.80 (assuming all cheques presented).
Cash balance stands at £100.24

16.14.25 To **approve end of year bank reconciliation** 31.3.25 (appendix 10)

16.15.25 To **approve end of year accounts** 31.3.25 (appendix 11)

16.16.25 To **approve bank reconciliation** 29.4.25 (appendix 12)

Allotments

16.17.25 Income Received – Allotments

None

(Numbers in brackets refer to credit slip number)

16.18.25 Expenditure – Allotments

Payment schedule 12.5.25						
Allotments						
31.3.25	558576479		TFR Vhall re water	£300.00		Localism Act 2011 ss1-8
31.3.25			Bank charges	£6.00		Localism Act 2011 ss1-8
				£306.00		
1.4.25	787428447	K Simpson	refund deposit	£50.00		Localism Act 2011 ss1-8
				£50.00		

The balance in the Current Account stands at £1,674.82 (assuming all cheques presented).

16.19.25 To **approve end of year bank reconciliation** 31.3.25 (appendix 13)

16.20.25 To **approve end of year accounts** 31.3.25 (appendix 14)

16.21.25 To **approve bank reconciliation** 29.4.25 (appendix 15)

16.22.25 To **approve** combined end of year accounts 31.3.25 & bank reconciliation (appendix 16)

16.23.25 To **approve & sign section 1 of Annual Return for ye 31.3.25 (Annual Governance Statement)**. (appendix 17)

16.24.25 To **approve & sign section 2 of Annual Return for ye 31.3.25 (Accounting Statements)** (appendix 18)

16.25.25 To **approve** list of standing orders & direct debits (appendix 19)

16.26.25 To **appoint** internal audit service for financial year 2025/26, recommendation use NCALC service as previously.

16.27.25 To **organise** meeting of Finance Working party to review financial regulations, standing orders, financial risk assessment, risk assessment policy, terms of reference and scope & nature of internal controls and internal audit documents & update asset register.

16.28.25 To receive **update** from Clerk re VAT advice, quote now received for £900 (split between PC & Village Hopper & Village Hall as approved 7.4.25 & 16.4.25.

17.25 **General Data Protection Regulations**

17.1.25 To **re-appoint the Northants CALC service as Data Protection Officer**

17.2.25 To **appoint Data Control Officer**

17.3.25 To **review** the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

<https://www.cogenhoeandwhiston-pc.gov.uk/general-data-protection-regulati.html>

17.4.25 To **review** the Privacy Notices & Privacy Policy

See link above.

17.5.25 To receive GDPR Security Compliance Checklist from councillors.

18.25 Village Hall & playing Fields Update

Draft Minutes from meeting held on 16th April 2025

<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/village-hall-committee-meeting-16th-april-2025-draft-minutes.pdf?v=1745225294>

Next meeting AGM 18.6.25 7pm followed by committee meeting.

18.1.25 To **receive unaudited end of year accounts & bank reconciliation** Village Hall as approved by Village Hall Committee 16.4.25 (appendix 20)

19.25 Pocket Park Committee

Draft Minutes from the meeting held on the 19th March 2025

<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/19th-march-2025-draft-minutes.pdf?v=1743066492>

Next meeting 21.5.25

Update Cllr Cunnington

20.25 To receive **update** from Cllr Cunnington re **website**.

-To receive usage figures for April.

21.25 Village Hopper

-To **re-confirm** delegated powers for all matters relating to day to day running & staffing to the Chairman & Clerk

-National living wage increase applied wef 1.4.25 (£12.21 min, increased to £12.50).

22.25 Complaints received - for information

-No correspondence received marked as a complaint during previous year, that could be investigated.

23.25 Resident's meeting 12.4.25

-Update from meeting – Cllr Bailey.

24.25 Community Outreach

- Afternoon session held 16.4.25, very good community engagement.
- Coffee morning held 30.4.25
- Walking cricket started 2.5.25
- New coffee shop operator confirmed will supply community lunches.
- To **approve** expenditure for allotment water pipe (£2500) from community outreach as grant now received for wages for 2025/26.

25.25 Speeding mitigation measures / Highways matters

- Grant application completed to Police & Crime Commissioner road safety fund
- Steve Barber, community safety improvement officer visited on 21.3.25 – to receive update from Clerk re positioning of solar VAS. Also looking into removed VAS.
- Following some discussion, it was **agreed** that Steve Barber’s recommendation would be accepted (outside bungalows on Station RD, directed towards Claylands). A quote for the pole would now be obtained for submission to the P&CC road safety fund.

Following the meeting Cllr Holland asked if a different position could be considered, (end Sportsman’s Close), photos & map sent to Highway’s community safety improvement officer, response from Steve Barber

‘From the photo I can clearly see that the sign would only work in one direction due to foliage, and there could be issues in the direction in which it would point due to the trees etc.

At the end of the day it is a parish scheme and you have the final say, but from a practical point of view I stand by my original agreed site.’

Kier have now said

Location is not suitable as it would result in a reduction in width of the footway. We usually only consider putting posts in a footway when there is sufficient space to leave 2m of unobstructed width.

26.25 Correspondence Received (in addition to listed above)

West Northamptonshire Council’s Annual Parish Conference, to nominate 2 delegates

12.6.25, 10am-2.30pm, Franklins Gardens. Northampton.

25.4.25 Castle Ashby Trust. The current Trustees have retired with effect from 24th April 2025. The new Trustees of the Castle Ashby Trust (and therefore, the new Landlord) are the Compton Family Trust Corporation Limited, who now hold the ownership of your property.

27.25 Correspondence issued

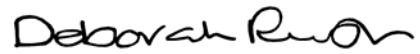
28.25 **Information for the Chairman** (no legal decision can be made on this information)

29.25 Meeting Closed & date of Next Meeting

Pocket Park Committee 21.5.25

Full council 2.6.25

Village Hall AGM, 7pm followed by Committee Meeting 18.6.25



Deborah Rush

Parish Clerk 2.5.25

0Appendix 1



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Cogenhoe & Whiston Parish Council
has signed up to the Civility & Respect Pledge**

Cogenhoe & Whiston Parish Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate Number 1084

Cogenhoe & Whiston Parish Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson/Mayor: J Bailey Date: 3/4/23

Appendix 2

Mar-25		PC	VAT	Hopper	VAT	Comm O	VAT	Allotments	VAT	Vhall	VAT	VAT Number
	Moreco milk	£10.00				£10.00						
17.2.25	Dobbies Lunch Club outing	£288.00				£288.00						
17.2.25	Lunch club food	£35.00				£35.00						
20.2.25	DVSA bus reg changes	£13.00		£13.00								
21.2.25	Bus till rolls	£11.99		£9.99	£2.00							220430231
26.2.25	Uber	£21.02		£21.02								
26.2.25	Uber	£32.18		£32.18								
3.3.25	Billing Fish bar lunch club	£125.00				£125.00						
5.3.25	Tyre gauge	£5.98		£4.98	£1.00							749638675
9.3.25	Vhall cleaning supplies	£16.79								£13.99	£2.80	305634227
9.3.25	Food safety record book	£19.59				£19.59						
11.3.25	Ink cartridges	£88.96	£74.13	£14.83								305634227
12.3.25	Craft Club supplies	£7.64				£6.37	£1.27					190023639
13.3.25	Reach app bus	£6.99		£6.99								
14.3.25	Vhall supplies & lunch club	£56.74				£4.39				£44.36	£7.99	220430231
14.3.25	Youth Club craft supplies	£5.79				£4.82	£0.97					727255821
17.3.25	Monthly fees	£6.00	£6.00									
		£750.67	£80.13	£14.83	£88.16	£3.00	£493.17	£2.24		£58.35	£10.79	£750.67
				£94.96		£91.16	£495.41				£69.14	

Appendix 3

Cogenhoe & Whiston PC		31.3.25		
Bank Reconciliation				
Total receipts				£44,927.14
less				
Total payments				£62,065.36
				-£17,138.22
Plus opening balances		CA	£11,921.84	
		Reserves	£20,610.38	£32,532.22
				£15,394.00
Bank accounts				
Current AC				£1,097.55
plus				
Business Prem AC				£14,296.45
				£15,394.00
Plus credits not yet showing				
Less unresented cheques				
				£15,394.00

Appendix 4

Cogenhoe & Whiston Parish Council			
End of year accounts 31.3.25			
Income			
Precept	£34,650.00	Opening balances 1.4.24	
Interest	£ 524.07	Current account	£ 11,921.84
Mowing Grant 2022/23	£ 853.41	Bus Prem account	£ 20,610.38
From Vhall re PWLB	£ 2,446.58		£ 32,532.22
	£38,474.06	Plus income (inc VAT)	£ 44,927.14
Credit card reimbursement	£ 4,487.75	Less expenditure (inc VAT)	£ 62,065.36
	£42,961.81		
VAT refund	£ 1,965.33	Less From reserves net	
Total Income	£44,927.14		£ 15,394.00
Expenditure		Represented by current ac closing balance 31.3.25	
Amenities		Current Account as per bank	£ 1,097.55
Village Maintenance	£ 908.35	Plus	
Grass Cutting	£ 3,532.98	Business prem account	£ 14,296.45
Dog Bins			
Clerk	£17,177.39		£ 15,394.00
Clerk's expenses	£ 201.85		
Audit costs	£ 420.00		
Memberships	£ 1,442.88		
Insurance	£ 1,712.35		
Council expenses	£ 2,471.48		
Training	£ 147.00		
Lighting repair & main	£ 1,617.97		
Lighting electricity	£ 2,827.73		
S137 grants	£ 730.00		
Pocket Park	£ 625.00		
Website	£ 870.00		
Defibrillator	£ 332.06		
Allotments	£ 1,388.20		
PWLB	£ 2,446.58		
Bulbs (from reserves)	£ 200.00		
Credit card (not PC expenditure)	£ 5,413.99		
	£44,465.81		
VAT	£ 2,322.75		
Total expenditure	£46,788.56		
Internal Transfers			
Comm outreach	£ 5,300.00		
Allotments	£ 9,976.80		
	£62,065.36		
Opening balances 1.4.24			
Current account	£11,921.84		
Bus Prem account	£20,610.38		
	£32,532.22		
Plus income (inc VAT)	£44,927.14		
Less expenditure (inc VAT)	£62,065.36		
Less From reserves net			
	£15,394.00		
Represented by current ac closing balance 31.3.25			
Current Account as per bank reconciliation	£ 1,097.55		
Plus			
Business prem account	£14,296.45		
	£15,394.00		

Appendix 5

Budget 2024-25																			
		24/25 budget	End Q1 30.6.24	%	End Q2 30.9.24	%	End Q3 31.12.24	%	End Q4 31.3.25	%									
Income																			
Precept		£34,650.00	£17,325.00	50.00%	£34,650.00	100.00%	£34,650.00	100.00%	£34,650.00	100.00%									
Mowing Grant		£765.59					£853.41	111.47%	£853.41	111.47%									
From Vhall repayment		£2,280.00					£1,223.39	53.66%	£2,446.58	107.31%									
Allotments		£900.00																	
From reserves		£1,712.41							£9,138.00	533.63%									
Total		£40,308.00	£17,325.00	42.98%	£36,650.00		£38,726.80	96.08%	£47,087.99	116.82%									
Expenditure																			
Village Main		£700.00	£878.35	125.48%	£878.35	125.48%	£908.35	129.76%	£908.35	129.76%									
Grass		£3,340.00	£1,399.20	41.89%	£2,448.60	73.31%	£3,148.20	94.26%	£3,532.98	105.78%									
Dog bins		£1,250.00																	
Clerks & ass clerk salary		£14,983.00	£3,960.36	26.43%	£7,867.20	52.51%	£12,947.22	86.41%	£17,177.39	114.65%									
Clerk Exp		£200.00	£81.85	40.93%	£143.39	71.70%	£156.85	78.43%	£201.85	100.93%									
Audit		£420.00			£420.00	100.00%	£420.00	100.00%	£420.00	100.00%									
Membership		£1,350.00	£1,132.88	83.92%	£1,167.88	86.51%	£1,167.88	86.51%	£1,442.88	106.88%									
Insurance		£1,660.00	£1,712.35	103.15%	£1,712.35	103.15%	£1,712.35	103.15%	£1,712.35	103.15%									
Council Exp		£1,000.00	£393.87	39.39%	£886.19	88.62%	£1,797.85	179.79%	£2,471.48	247.15%									
Training		£200.00	£10.00	5.00%	£35.00	17.50%	£35.00	17.50%	£147.00	73.50%									
Lights R&M		£750.00	£1,524.50	203.27%	£1,547.97	206.40%	£1,547.97	206.40%	£1,617.97	215.73%									
Electricity costs		£3,250.00	£683.93	21.04%	£1,534.86	47.23%	£1,816.61	55.90%	£2,827.73	87.01%									
S137 max £8733		£1,500.00			£230.00	15.33%	£730.00	48.67%	£730.00	48.67%									
Pocket Park		£500.00	£50.00	10.00%	£175.00	35.00%	£175.00	35.00%	£625.00	125.00%									
Website		£475.00	£435.00	91.58%	£435.00	91.58%	£435.00	91.58%	£870.00	183.16%									
Defibrillator		£100.00	£123.80	123.80%	£332.06	332.06%	£332.06	332.06%	£332.06	332.06%									
Community outreach		£5,300.00	£2,650.00	50.00%	£2,650.00	50.00%	£5,300.00	100.00%	£5,300.00	100.00%									
Dday event (other)		£150.00																	
PWLB repayment		£2,280.00			£1,223.39	53.66%	£1,223.29	53.65%	£2,446.58	107.31%									
		£39,408.00	£15,036.09	38.15%	£23,687.24	60.11%	£33,853.63	85.91%	£42,763.62	108.52%									

Appendix 6

Cogenhoe & Whiston PC	29.4.25		
Bank Reconciliation			
Total receipts (including from reserves)			£20,337.90
less			
Total payments from reserves			£2,515.27
Plus opening balances	CA	£1,097.55	
	Reserves	£14,296.45	£15,394.00
			£33,216.63
Bank accounts			
Current AC			£18,920.18
plus			
Business Prem AC			£14,296.45
			£33,216.63
Plus credits not yet showing			
Less unrepresented cheques			
			£33,216.63

Appendix 7

Cogenhoe & Whiston PC	Village Hopper	31.3.25	
Bank Reconciliation			
Total receipts			£162,609.16
From PC			
Total payments			£164,547.19
Plus opening balances			£4,722.53
			£2,784.50
Bank accounts			
Current AC			£2,784.50
Plus credits not yet showing			
Less unrepresented pymts			
			£2,784.50

Appendix 8

Cogenhoe & Whiston Parish Council - Village Hopper			
End of year accounts 31.3.25			
Income	Village Hopper		
		Opening balance 1.4.24	£4,722.53
Concessionary fares	£38,715.30	Income (inc VAT)	£162,609.16
Cash fares	£24,158.71		
Bus Service Operator's Grant	£10,837.41	Less expenditure (inc VAT)	£164,547.19
Bus fare cap Grant	£21,803.65		
Donations	£914.27		£2,784.50
Term passes	£2,153.00		
Private hire		Represented by current ac closing balance 31.3.25	
Grants (WNC)	£15,315.95	Current Account as per bank reconciliation	£2,784.50
NNC Contract	£29,720.00		
other	£9,416.26		
	£153,034.55		
VAT	£9,574.61		
	£162,609.16		
Expenditure			
Lease	£27,996.27		
Fuel	£21,731.82		
Wages	£76,204.09		
HMRC	£13,108.55		
Pensions costs	£5,117.85		
Admin	£1,570.51		
Insurance	£4,385.49		
Ticket machine	£760.00		
Other	£3,286.25		
uniform	£352.49		
taxi costs (breakdowns)	£125.42		
	£154,638.74		
VAT	£9,908.45		
	£164,547.19		

Appendix 9

Cogenhoe & Whiston PC	Village Hopper 29.4.25		
Bank Reconciliation			
Total receipts			£24,303.00
Total payments			£16,700.91
Plus opening balances			£2,784.50
			£10,386.59
Bank accounts			
Current AC			£10,386.59
Plus credits not yet showing			
Less unrepresented pymts			
			£10,386.59

Appendix 10

Cogenhoe & Whiston PC Community Outreach		
31.3.25		
Bank Reconciliation		
Total receipts bank		£21,969.06
Total receipts cash		£2,542.00
		£24,511.06
less		
Total payments bank		£18,932.93
Total payments cash		£2,482.46
		£21,649.59
Plus opening balances		£3,554.89
		£6,416.36
Bank accounts		
Current AC		£6,356.82
Petty cash		£59.54
Plus credits not yet showing		
Less unrepresented cheques		
		£6,416.36

Appendix 11

Cogenhoe & Whiston Parish Council - Community Outreach						
End of year accounts 31.3.25						
	Bank	Cash	Total		Opening balance 1.4.24	£3,554.89
Income						
Lunches	£ 3,759.00	£ 532.25	£ 4,291.25		Income (inc VAT)	£24,511.06
Singing4Fun	£ 87.00	£ 342.00	£ 429.00			
Get Up & Go	£ 1,338.00	£ 223.00	£ 1,561.00		Less expenditure (inc VAT)	£21,649.59
Forget-Me-Not group	£ 133.60	£ 267.05	£ 400.65			
Cinema	£ 917.50	£ 161.00	£ 1,078.50			£6,416.36
Youth Club	£ 209.83	£ 82.00	£ 291.83			
Chatty Café	£ 42.85	£ 151.00	£ 193.85		Represented by current ac closing balance 31.3.25	
Crfat Club	£ 168.00	£ 402.50	£ 570.50			
Grants	£ 4,059.42		£ 4,059.42		Current Account as per bank reconciliation	
Donations	£ 1,106.90		£ 1,106.90			£6,356.82
Outings	£ 1,916.00	£ 285.00	£ 2,201.00		Petty Cash	£59.54
Fundraising	£ 1,346.75	£ 86.10	£ 1,432.85			£6,416.36
Other	£ 32.19	£ 10.10	£ 42.29			
Xmas Lunches	£ 845.00		£ 845.00			
	£ 15,962.04	£2,542.00	£18,504.04			
vat refund	£ 557.02		£ 557.02			
Cash to bank	£ 150.00		£ 150.00			
	£ 16,669.06	£2,542.00	£19,211.06			
From Parish Council	£ 5,300.00		£ 5,300.00			
	£ 21,969.06		£24,511.06			
Expenditure	Bank	Cash				
Lunches	£ 4,756.11	£ 491.25	£ 5,247.36			
Singing4Fun	£ 1,257.99		£ 1,257.99			
Get Up & Go	£ 1,694.99	£ 5.20	£ 1,700.19			
Forget-Me-Not	£ 132.92	£ 60.18	£ 193.10			
Cinema	£ 1,710.00		£ 1,710.00			
Youth Club	£ 1,590.58	£ 121.64	£ 1,712.22			
Chatty Café	£ 44.97	£ 19.40	£ 64.37			
Craft Club	£ 137.83	£ 85.05	£ 222.88			
Admin	£ 117.86		£ 117.86			
Outings	£ 1,163.66	£ 287.00	£ 1,450.66			
Hall hire	£ 1,040.00		£ 1,040.00			
Fundraising	£ 702.60		£ 702.60			
Other	£ 812.67		£ 812.67			
wages	£ 3,108.00	£1,393.50	£ 4,501.50			
Xmas lunches		£ 85.34	£ 85.34			
Equipment		£ 18.10	£ 18.10			
	£ 18,270.18	£2,566.66	£20,836.84			
to Bank		£ 150.00	£ 150.00			
			£20,986.84			
VAT	£ 662.75		£ 662.75			
	£ 18,932.93	£2,716.66	£21,649.59			

Appendix 12

Cogenhoe & Whiston PC Community Outreach			
29.4.25			
Bank Reconciliation			
Total receipts			£756.80
less			
Total payments			£5,137.12
Plus opening balances			£6,356.82
			£1,976.50
Bank accounts			
Current AC			£1,976.50
Plus credits not yet showing			
Less unrepresented cheques			
			£1,976.50

Appendix 13

Cogenhoe & Whiston PC Allotments			
31.3.25			
Bank Reconciliation			
Total receipts			£13,219.31
less			
Total payments			£11,494.49
Plus opening balances			
			£1,724.82
Bank accounts			
Current AC			£1,724.82
Plus credits not yet showing			
Less unrepresented cheques			
			£1,724.82

Appendix 14

Cogenhoe & Whiston Parish Council - Allotments		
End of year accounts 31.3.25		
Income		
Deposits		£ 1,025.00
Rent		£ 962.50
Other		£ 174.50
		£ 2,162.00
VAT refund		£ 1,080.51
		£ 3,242.51
From PC		£ 9,976.80
		£ 13,219.31
Expenditure		
Set-up costs		£ 8,684.15
Staff		£ 81.00
Hedge & Grass		£ 985.00
Water		£ 300.00
Allot association membership		£ 109.00
Other		£ 254.83
		£ 10,413.98
VAT		£ 1,080.51
		£ 11,494.49
Opening balance 1.4.24		
Income (inc VAT)		£13,219.31
Less expenditure (inc VAT)		£11,494.49
		£1,724.82
Represented by current ac closing balance 31.3.25		
Current Account as per bank reconciliation		£1,724.82

Appendix 15

Cogenhoe & Whiston PC Allotments				
29.4.25				
Bank Reconciliation				
Total receipts				NIL
less				
Total payments				£50.00
Plus opening balances				£1,724.82
				£1,674.82
Bank accounts				
Current AC				£1,674.82
Plus credits not yet showing				
Less unrepresented cheques				
				£1,674.82

Appendix 16

Cogenthoe & Whiston Parish Council									
End of year accounts 31.3.25									
	PC	Hopper	Comm Out	Allotments					
Income									
Precept	£ 34,650.00						Opening balances 1.4.24		£ 11,921.84
Interest	£ 524.07						Current account		£ 20,610.38
Other income Parish Council	£ 7,787.74						Bus Prem account		£ 4,722.53
Income Village Hopper		£ 153,034.55					Hopper		£ 3,320.69
Income Allotments				£ 2,162.00			Community Outreach		£ 234.20
Income Community Outreach			£ 18,654.04				Petty Cash		£ 40,809.64
VAT refund	£ 42,961.81	£ 153,034.55	£ 18,654.04	£ 2,162.00	£ 216,812.40		Plus income (inc VAT)		£ 229,989.87
	£ 1,965.33	£ 9,574.61	£ 557.02	£ 1,080.51	£ 13,177.47				
Total income	£ 44,927.14	£ 162,609.16	£ 19,211.06	£ 3,242.51	£ 229,989.87		Less expenditure (inc VAT)		£ 244,479.83
Expenditure									
							Represented by current ac closing balance 31.3.25		£ 1,097.55
							Current Account as per bank reconciliation		£ 14,296.45
							Business prem account		£ 2,784.50
							Village Hopper		£ 6,356.82
							Community Outreach		£ 59.54
							Petty Cash		£ 1,724.82
							Allotments		
Wages	£ 13,638.38	£ 76,204.09	£ 4,501.50	£ 81.00	£ 94,424.97				£ 26,319.68
Pension costs	£ 5,117.85	£ 5,117.85			£ 5,117.85				
HMRC	£ 3,539.01	£ 13,108.55			£ 16,647.56				
Parish Council	£ 27,288.42								
Village Hopper		£ 60,208.25							
Allotments				£ 10,332.98					
Community Outreach			£ 16,485.34						
	£ 44,465.81	£ 154,638.74	£ 20,986.84	£ 10,413.98	£ 230,505.37				
VAT	£ 2,322.75	£ 9,908.45	£ 662.75	£ 1,080.51	£ 13,974.46				
Total expenditure	£ 46,788.56	£ 164,547.19	£ 21,649.59	£ 11,494.49	£ 244,479.83				

Appendix 17

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Cogenhoe & Whiston Parish Council ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the Council on 11th March 2025. Signed by the Chair and Clerk of the meeting where

Appendix 18

Section 2 – Accounting Statements 2024/25 for

Cogenhoe & Whiston Parish Council				
	Year ending		Notes and guidance	
	31 March 2024 £	31 March 2025 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	40,131	40,809	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	33,000	34,650	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	100,578	195,340	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	62,532	116,190	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	3,695	2,447	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	66,673	125,843	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	40,809	26,319	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	40,809	26,319	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	113,296	115,981	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	24,447	23,925	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

Appendix 19

Company	Frequency	Amount	Date
Parish Council			
PWLB	6 monthly	£1,223.29	7th Feb & Aug
ICO	annual	£35	13-Sep
Total Energies	monthly	variable	23rd
Lloyds bank (Credit card)	monthly	variable	5th
Wages	monthly	variable	last Fri
O2	monthly	variable	8th
Village Hopper			
Gauntlet Insurance	Monthly	variable	11th
Fuel genie	Monthly	variable	21st
Nest pensions	Monthly	variable	variable
Wages	monthly	variable	last Fri
Enterprise	monthly	variable	last day

Appendix 20

Cogenhoe & Whiston Parish Council Sole Trustee of Cogenhoe & Whiston Village Hall & Playing Fields			
End of year accounts 31.3.25		Registered Charity 304168	
Income			
Cricket club rent	£1,835.00		
Cafe rent	£7,442.19		
Pre-School fees	£13,852.00		
Dog Clubs fees	£3,796.00		
Field hire fees	£2,986.00		
Regular Hirers fees	£5,958.50		
casual hire fees	£4,620.77		
Grants	£20,240.00		
Other	£2,406.28		
Deposits	£1,448.10		
Vat refund	£4,695.49		
	£69,280.33		
Expenditure			
Waste services	£962.50		
Bank charges	£132.10		
Hygiene services	£337.92		
Electricity	£2,163.36	O/S invoice c £8,000	
Cleaning costs	£6,224.43		
Water charges	£1,256.99	£300 allotments credit £184.82 net £772.77	
Outdoor maintenance	£9,054.27	£3370 Wicket from grant, £3600 drains, £530 lights	
Insurance	£4,017.18	Refund £1908.78 net £2108.40	
Maintenance/supplies	£2,414.25		
Staff	£7,586.91		
Environmental projects	£9,676.28	Doors grant received previous 2023/24	
Membership	£398.00		
Other	£345.20		
VAT	£5,302.20		
Refund deposits	£1,470.00		
PC re PWLB	£2,446.58		
	£53,788.17		
Surplus for year	£15,492.16	£16,196 ringfenced grants	
		£8,000 electricity o/s	
Reconciliation of bank balances for year ended 31 March 2025			
Opening balances 31.3.24			£26,003.18
Total income for year			£69,280.33
Less Total expenditure for the year			£53,788.17
			£41,495.34
Represented by			
Current account			£29,762.98
Reserves			£11,732.36
			£41,495.34

Cogenhoe & Whiston PC		31.3.25		
Bank Reconciliation	Village Hall			
Total receipts				£69,280.33
less				
Total payments				£53,788.17
Plus opening balances				
Current account				£23,366.82
Reserves				£2,636.36
				£41,495.34
Bank accounts				
Current AC				£29,762.98
plus				
Business Prem AC				£11,732.36
				£41,495.34
Plus credits not yet showing				
Less unrepresented cheques				
				£41,495.34