



COUNTSTHORPE PARISH COUNCIL

Countesthorpe Village Hall, Station Road, Countesthorpe, Leicester. LE8 5TB

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Miss J Leech, Parish Council Manager and Clerk of the Burial Board

Councillors are required to attend a meeting of the Parish Council which will be held at the Village Hall, Station Road, Countesthorpe on Thursday 13th February 2025 at 7.30pm.

Agenda

1. To receive apologies for absence, if any
2. To receive disclosures of interest and to consider any requests for dispensation
3. To approve and sign minutes of the meeting held 9th January 2025
4. To appoint representatives to Committees, Working Parties and outside bodies, and discuss Terms of Reference for the Committees and Working Parties
5. To receive reports and questions from Representatives, County Councillor, District Councillor and Parish Councillors
6. Public Participation Session – Members of the public will be invited to speak on items on the agenda or matters of urgent concern. This session will be limited to fifteen minutes
7. To report any matters arising for information purposes only
8. To discuss police matters
9. To discuss youth work matters, including receiving the monthly report
10. To approve accounts for payment as verified by the Finance Working Party
11. To receive any correspondence
 - a. Countesthorpe Community Fund
12. To report and approve the recommendations from the Estates Working Party meeting held 10th February 2025
 - a. To receive the Head Groundsman's report
 - i. Projects programme update
 - ii. Routine maintenance programme
 - b. To discuss the Cemetery, including
 - i. Cemetery (A) and (B)
 - ii. Cemetery B layout
 - c. To consider any maintenance issues
 - d. Closed Churchyard pathway
 - e. Severn Trent Water drains at the Cornerstones
 - f. Section 106 Monies
 - g. Willoughby Road Playing Field gate
 - h. Request for memorial bench – The Spinney
 - i. Tree Surgery
 - j. To receive any correspondence
 - k. To consider matters raised to the attention of the Estates Working Party by non-member Councillors
 - l. To receive matters arising for information purposes

13. To report and approve the recommendations from the VE Day Working Group meeting held 5th February 2025
 - a. To discuss the event to mark the 80th anniversary of VE Day
14. To receive the reports from the Planning Committee meetings held 23rd January 2025, 6th February 2025 and 13th February 2025
15. To report and approve the recommendations from the Finance Working Party meeting held 12th February 2025
 - a. Review budget and expenditure 2024/2025
 - b. Countesthorpe Village Hall Charity
 - c. Review Financial Regulations
 - d. Local Pay Agreement – NJC Consultation
 - e. To sign the online bank statements and file with bank reconciliations
 - f. To review bank reconciliations and bank statements
 - g. Quotation for Internal Audit year end 2024/2025
 - h. To review the Financial Risk Assessment
 - i. Electrical Grounds Equipment
 - j. Grant Aid
 - k. S106 payment
 - l. Correspondence
 - m. Matters arising for information purposes
16. To receive any matters the Parish Manager may wish to raise for information purposes only
17. Date of next meeting – Scheduled for 13th March 2025



Parish Council Manager
7th February 2025