



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 8th May 2025 at 8pm.

A REMINDER THAT THE MEETING WILL BE STARTING HALF AN HOUR LATER DUE TO THE VE DAY SERVICE BEING HELD ON THE PADDOCK BETWEEN 6.30PM AND 7.30PM

Agenda

1. Election of Chairman and signing of Declaration of Office
2. Election of Vice Chairman
3. To receive apologies for absence, if any
4. To receive disclosures of interest and to consider any requests for dispensation
5. To approve and sign minutes of the meeting held 10th April 2025
6. To appoint representatives to Committees, Working Parties and outside bodies
7. To receive reports and questions from Representatives, County Councillor, District Councillor and Parish Councillors
8. To arrange dates, times and venues for future meetings
9. 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
10. To report any matters arising for information purposes only
11. To discuss police matters
12. To discuss youth work matters, including receiving the monthly report
13. To approve accounts for payment as verified by the Finance Working Party
14. To receive any correspondence
15. To consider and approve documents relating to the 2024-2025 AGAR
 - a. To note the effectiveness of internal control of financial systems
 - b. To receive and note the Annual Internal Auditor's Report 2024/2025 and consider recommendations
 - c. To recommend approval of the Annual Governance Statement 2024-2025 (Section 1) to be signed by the Chair and Parish Council Manager
 - d. To recommend the Accounting Statements 2024/25 (Section 2) to be signed by the RFO
 - e. To recommend approval of the Accounting Statements 2024-2025 (Section 2) and to be signed by the Chair
 - f. To approve the additional information that is submitted to the External Auditor
 - i. The bank reconciliation Year Ended 31st March 2025
 - ii. The explanation of variances
 - iii. The reconciliation between Box 7 and Box 8 of Section 2
 - iv. To receive a breakdown of reserves held
 - g. To approve the additional information requested by the External Auditor
 - i. An explanation of 'no' answer to Assertion 3 of the Annual Governance Statement
 - h. To agree the dates for the period of public rights

16. Local Government Reorganisation
17. To report and approve the recommendations from the Estates Working Party meeting held 6th May 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)
 - Memorial inspection – to receive an updated quotation
 - ii. Cemetery B layout
 - c. To consider any maintenance issues
 - d. Closed churchyard pathway
 - e. To discuss the footpaths at The Spinney
 - f. To consider applications for use of The Centenary Paddock
 - g. To consider the request regarding parking from St Andrews Church
 - h. To discuss School Streets Scheme
 - i. To receive any correspondence
 - j. To consider matters raised to the attention of the Estates Working Party by non-member Councillors
 - k. To receive matters arising for information purposes
18. To receive the report from the Planning Committee meeting held 1st May 2025
19. To report and approve the recommendations from the Finance Working Party meeting held 7th May 2025
 - a. Review budget and expenditure 2025/2026
 - b. Renewal of insurance schedule – Gallaghers
 - c. Reinstatement/revaluation cost assessment
 - d. Grounds maintenance equipment – disposal
 - e. Financial Standing Orders
 - f. Practitioner's Guide 2025 – Including to note any amendments where action is required
 - g. To consider the documents relating to the 2024-2025 AGAR and recommend to the Parish Council for adoption
 - h. Grant aid
 - i. Countesthorpe Cricket Club
 - ii. Countesthorpe Bowls Club
 - i. S106 payment
 - j. Correspondence
 - k. Matters arising for information purposes
20. To receive any matters the Parish Manager may wish to raise for information purposes only
21. Date of next meeting – Scheduled for 12th June 2025



Parish Council Manager
1st May 2025