



# COUNTSTHORPE PARISH COUNCIL

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

Telephone: 0116 277 9518

Email: [manager@countesthorpeparishcouncil.co.uk](mailto:manager@countesthorpeparishcouncil.co.uk)

Web site: [www.countesthorpeparishcouncil.co.uk](http://www.countesthorpeparishcouncil.co.uk)

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 14<sup>th</sup> August 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 the minutes of the meeting held 10<sup>th</sup> July 2025
4. To consider applications for Councillor vacancies
5. To appoint representatives to Committees, Working Parties and outside bodies, and discuss Terms of Reference for the Committees and Working Parties
6. To receive reports and questions from Representatives, County Councillor, District Councillor and Parish Councillors
7. 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
8. To report any matters arising for information purposes only
  - a. Update on flooding issues
9. To discuss police matters
10. To discuss youth work matters, including receiving the monthly report
11. To approve accounts for payment as verified by the Finance Working Party
12. Conclusion of Audit for the year ending 31<sup>st</sup> March 2025
13. To receive any correspondence
  - a. LRALC AGM invite - Saturday 18<sup>th</sup> October 2025, 9:15am-1pm
14. Local Government Reorganisation – standing item
15. To report and approve the recommendations from the Estates Working Party meeting held 11<sup>th</sup> August 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
    - iii. Memorial Inspections
  - c. To consider any maintenance issues
  - d. Projects and works lists for prioritising
  - e. To discuss the footpaths at The Spinney
  - f. Annual play inspection – Play equipment
  - g. Hanging baskets
  - h. To receive any correspondence

- i. From a resident with regard to electric bikes and e-scooters on the parks and open spaces
  - i. To consider matters raised to the attention of the Estates Working Party by non-member Councillors
  - j. To receive matters arising for information purposes
- 16. To receive the reports from the Planning Committee meetings held 31<sup>st</sup> July 2025 and 14<sup>th</sup> August 2025
- 17. To report and approve the recommendations from the Finance Working Party meeting held 13<sup>th</sup> August 2025
  - a. Review budget and expenditure 2025/2026
  - b. Conclusion of Audit for the year ended 31<sup>st</sup> March 2025
  - c. To verify bank reconciliations against bank statements and payments – To note that Cllr K McGovern has verified the bank reconciliations against bank statements and payments for all accounts for the first quarter
  - d. PCI DSS renewal – Card machine
  - e. NJC pay offer 2025/2026
  - f. Practitioners Guide – Year end 2025/2026 changes
  - g. Projects list, costings and priorities from the Estates Working Party
  - h. Replacement of John Deere
  - i. Disposal of assets
  - j. Food waste collection
  - k. Reinstatement/revaluation cost assessment
  - l. Hanging baskets - sponsorship
  - m. Grant aid
    - i. Countesthorpe Cricket Club
  - n. S106 payment
  - o. To receive any correspondence
  - p. Matters arising for information purposes
- 18. To receive any matters the Parish Manager may wish to raise for information purposes only
- 19. Date of next meeting – Scheduled for 11<sup>th</sup> September 2025



Parish Council Manager  
7<sup>th</sup> August 2025