



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 9th October 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 11th September 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
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. To receive any correspondence
13. S106 update – to receive responses from Blaby District and Leicestershire County Councils
14. To adopt the following policies/risk assessments
 - a. Maintenance of open spaces risk assessment
15. Local Government Reorganisation – standing item
16. To report and approve the recommendations from the Estates Working Party meeting held 6th October 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
 - iv. Review of Cemetery fees
 - c. To consider any maintenance issues
 - d. Budget 2026/2027 – to consider any potential items for recommendation to the Finance Working Party
 - e. Christmas Trees
 - f. To receive any correspondence

- g. To consider matters raised to the attention of the Estates Working Party by non-member Councillors
 - h. To receive matters arising for information purposes
17. To receive the reports from the Planning Committee meetings held 25th September 2025 and 9th October 2025
 18. To receive the report from the Library Committee meeting held 16th September 2025
 19. To receive the report from the Village Hall Management Committee meeting held 18th September 2025
 20. To report and approve the recommendations from the Finance Working Party meeting held 8th October 2025
 - a. Review budget and expenditure 2025/2026
 - b. Quarterly Finance Reports as at 30th September 2025
 - c. To verify bank reconciliations against bank statements and payments – for Cllr K McGovern to verify bank reconciliations against bank statements and payments for all accounts
 - d. To verify on-line bank statements against bank reconciliations – for Cllr C Ibbotson to be appointed to verify the bank statements against bank reconciliations for all accounts
 - e. Budget 2026/2027
 - f. HR Advice Contract
 - g. Annual review of fees – Cemetery and Village Hall
 - h. Annual review of Reserves Policy
 - i. Practitioners Guide – Year end 2025/2026 changes
 - j. Reinstatement/revaluation cost assessment
 - k. Grant aid
 - l. S106 payment
 - m. To receive any correspondence
 - n. Matters arising for information purposes
 21. To receive any matters the Parish Manager may wish to raise for information purposes only
 22. Date of next meeting – Scheduled for 13th November 2025



Parish Council Manager
2nd October 2025