



COUNTSTHORPE PARISH COUNCIL

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

Telephone: 0116 277 9518

Email: manager@countesthorpeparishcouncil.co.uk

Web site: 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 13th November 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 October 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
 - a. Leicestershire County Council Lead Local Flood Authority – Flooding Action List
 - b. Police & Crime Commissioner – Round 2 Road Safety Grant
 - c. Leicestershire County Council in response to a query raised of parking outside chip shop at The Square
13. Local Government Reorganisation – standing item
14. To report and approve the recommendations from the Estates Working Party meeting held 10th November 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)
 - Wildflower area
 - ii. Cemetery B layout
 - iii. Memorial inspections
 - c. To consider any maintenance issues
 - d. Budget 2026/2027 – to consider any potential items for recommendation to the Finance Working Party
 - e. Play Equipment
 - i. Completion of repair works arising from the 2025 play inspection

- ii. Quotations received for replacing Dale Acre equipment with similar design as existing
 - f. To receive any correspondence
 - i. To note that we are receiving correspondence from the PCSO with regard to illegal parking on Main Street
 - g. Incidents with dogs off leads
 - h. To consider matters raised to the attention of the Estates Working Party by non-member Councillors
 - i. To receive matters arising for information purposes
15. To receive the reports from the Planning Committee meetings held 30th October and 13th November 2025
16. To receive the report from Human Resources Committee meeting held 5th November 2025
17. To report and approve the recommendations from the Finance Working Party meeting held 12th November 2025
- a. Review budget and expenditure 2025/2026
 - b. Six monthly Internal Audit
 - c. Verification of bank reconciliations against bank statements and payments – To note that Cllr K McGovern had verified the bank reconciliations against bank statements and payments for all accounts to 30th September 2025
 - d. Verification of online bank statements against bank reconciliations – To note that Cllr C Ibbotson had verified the bank statements against bank reconciliations for all accounts to 30th September 2025
 - e. Investments
 - f. To review and approve the direct debits list
 - g. Practitioners Guide – Year end 2025/2026 changes – Standing item
 - h. Local Government Pension Scheme – Employer contributions
 - i. HR Advice Contract
 - j. Budget 2026/2027
 - k. Reinstatement/revaluation cost assessment
 - l. Grant aid
 - m. S106 payment
 - n. To receive any correspondence
 - o. 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 11th December 2025



Parish Council Manager
6th November 2025