



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 14th May 2026 at 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 9th April 2026
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
 - a. Miller Homes regarding the maintenance of the public open space at the Foston Road/Leicester Road development
 - b. Miller Homes regarding works to install Leicester Road entrance
 - c. PCSO with regard to Christmas Events
 - d. Countesthorpe SkateParkProject
 - e. Blaby District Council response to the Parish Council's complaint
15. To consider and approve documents relating to the 2025-2026 AGAR
 - a. To note the effectiveness of internal control of financial systems in informing the responses to Section 1 of the AGAR
 - b. To receive and note the Annual Internal Auditor's Report 2025/2026 and consider recommendations
 - c. To approve the Annual Governance Statement 2025-2026 (Section 1) to be signed by the Chair and Parish Council Manager
 - d. To recommend the Accounting Statements 2025/26 (Section 2) to be signed by the RFO
 - e. To approve the Accounting Statements 2025-2026 (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 2026
 - 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 6 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 11th May 2026
- a. Grounds maintenance update
 - i. To review the 2026/27 projects list
 - ii. To receive the Head Groundsman's report
 - Projects programme update
 - Routine maintenance programme
 - b. To discuss the Cemetery, including
 - i. Cemetery (A) and (B)
 - ii. Cemetery B layout
 - c. To discuss The Bank shops
 - d. To consider any maintenance issues
 - e. Annual play inspection 2026
 - 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
18. To receive the report from the Library Committee meeting held 7th May 2026
19. To receive the reports from the Planning Committee meetings held 23rd April 2026 and 14th May 2026
20. To report and approve the recommendations from the Finance Working Party meeting held 13th May 2026
- a. Budget and expenditure 2026/2027
 - b. Renewal of insurance
 - c. To consider and approve documents relating to the 2025-2026 AGAR
 - i. To note the effectiveness of internal control of financial systems in informing the responses to Section 2 of the AGAR
 - ii. To receive and note the Annual Internal Auditor's Report 2025/2026 and consider recommendations
 - iii. To recommend approval of the Annual Governance Statement 2025-2026 (Section 1) to be signed by the Chair and Parish Council Manager
 - iv. To recommend the Accounting Statements 2025/26 (Section 2) to be signed by the RFO
 - v. To recommend approval of the Accounting Statements 2025-2026 (Section 2) and to be signed by the Chair
 - vi. To approve the additional information that is submitted to the External Auditor
 - The bank reconciliation Year Ended 31st March 2026
 - The explanation of variances
 - The reconciliation between Box 7 and Box 8 of Section 2
 - To receive a breakdown of reserves held
 - vii. To approve the additional information requested by the External Auditor
 - viii. To agree the dates for the period of public rights
 - d. To verify bank reconciliations against bank statements and payments – To note that Cllr K McGovern had verified the bank reconciliations against bank statements and payments to 31st March 2026

- e. To verify online bank statements against bank reconciliations – to note that Cllr C Ibbotson had verified the bank statements against the bank reconciliations for all accounts to 31st March 2026
 - f. Energy performance certificate
 - g. Memorial inspections
 - h. Grant aid
 - i. S106 payment
 - j. To receive any correspondence
 - k. 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 11th June 2026



Parish Council Manager

7th May 2026