



COUNTSTHORPE PARISH COUNCIL

VILLAGE HALL, STATION ROAD, COUNTSTHORPE, LEICESTER. LE8 5TB

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Miss J Leech, Parish Council Manager and Clerk of the Burial Board

Strategic Planning & Policy Working Party

Members of the Strategic Planning & Policy Working Party are required to attend a meeting on 28th October 2026 in the Village Hall, Station Road, at 2pm.

Agenda

1. Apologies for absence, if any
2. To receive disclosures of interest
3. To approve and sign the minutes of the meeting held 18th August 2026
4. Country Park
5. Meeting Schedule
6. Proposal for Leicestershire PCC Community Action Fund
7. List of Policies and Risk Assessments deferred from the last meeting
 - i. CCTV Policy CCTV Policy and Code of Practice
 - ii. Health and Safety Policy
 - iii. Main Risk Assessment (Guardian)
8. List of Policies for review (future meetings)
 - i. Code of Conduct
 - ii. Lone Working Policy
 - iii. Staff Handbook and Policies within
 - iv. Sexual Harassment Policy
 - v. General Privacy Notices – Data Protection
 - vi. Privacy Notices for Staff, councillors and Role Holders – Data Protection
 - vii. Data Breach Policy – Data Protection
 - viii. Data Protection Policy – Data Protection
9. Risk Assessments
 - i. Lone Working Risk Assessment
 - ii. Grounds Risk Assessments
 - . Chainsaw
 - . Working at height
 - . Weedkilling/use of herbicides
 - . Vehicles, use of
 - . Mowing and strimming
 - . Hedge trimming

- . Air compressor
- . Electrical safety
- . Erecting fencing
- . Leaf blowing
- . Outdoor working
- . Tree works
- . Use of concrete
- . Welding
- . Woodchipper
- . Noise and vibration

10. Date of next meeting – to be arranged

A handwritten signature in black ink, appearing to read 'J Leech', with a stylized, cursive script.

Parish Council Manager
21st October 2026