



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 8th October 2026 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 10th September 2026
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. Local Government Reorganisation
14. Blaby District Council's Council Award Improvement Scheme
15. To adopt the following policies and risk assessments as recommended by the Strategic Planning and Policy and Finance Working Parties:
 - a. Borrowing and Investment Strategy Policy
 - b. Social Media Policy
 - c. IT Policy
 - d. Parish Council Safeguarding Policy
 - e. Disclosure and Barring Service – Process and Guidance
 - f. Fire Risk Assessment
 - g. Grounds Maintenance Risk Assessment
 - h. Grounds Maintenance Cemetery Risk Assessment
16. To report and approve the recommendations from the Estates Working Party meeting held 5th October 2026
 - a. Grounds maintenance update
 - i. To review the 2026/27 projects list
 - ii. To receive the Head Groundsman's report
 - iii. Ongoing maintenance including items raised by members of the public or councillors prior to the agenda being distributed

- b. To discuss the Cemetery, including
 - i. Cemetery (A) and (B)
 - Necessary works
 - Memorial inspection results
 - Cemetery fees
 - ii. Cemetery B layout
 - Potential costings should it no longer be possible to reserve a burial plot in advance
 - c. Dog waste bins
 - d. Budget 2027/2028 – to consider any potential items for recommendation to the Finance Working Party
 - e. Christmas tree/lights
 - f. To receive any correspondence
 - g. To receive items for inclusion on the next agenda
 - h. To receive matters arising for information purposes
17. To report and approve the recommendations from the Emergency Plan Working Group meeting held 17th September 2026
- a. To discuss the Emergency Plan
18. To receive the reports from the Planning Committee meetings held 24th September 2026 and 8th October 2026
19. To report and approve the recommendations from the Finance Working Party meeting held 7th October 2026
- a. Budget and expenditure 2026/2027
 - b. Quarterly finance reports as at 30th September 2026
 - i. Quarterly Summary Income and Expenditure Report
 - ii. Quarterly Budget Report
 - iii. Review Reserves
 - iv. Balance Sheet for Reserves
 - c. Cemetery fees review
 - d. Budget 2027/2028
 - e. To review the internet bank signatories
 - i. New signatories
 - ii. To remove existing signatories
 - f. Practitioners' Guide 2026/27
 - g. Review of Reserves Policy
 - h. To verify bank reconciliations against bank statements and payments – to note that Cllr K McGovern had verified the bank reconciliations against the bank statements and payments for all accounts
 - i. To verify online bank statements against bank reconciliations – to note that Cllr C Ibbotson had verified the bank statements against bank reconciliations for all accounts
 - j. Grant aid
 - k. S106 payment
 - l. To receive any correspondence
 - m. Matters arising for information purposes
20. To receive any matters the Parish Manager may wish to raise for information purposes only
21. Date of next meeting – Scheduled for 12th November 2026



Parish Council Manager
1st October 2026