

The meeting of Countesthorpe Parish Council was held on Thursday 11th September 2025 when there were present:

Councillors: M Smith, V Armstrong, R Bayliss, M Gillespie, K McGovern, P Mount, S Palmer (from 2025/26 090.), K Pearce, W Read, P Servadei, J Thacker and S Turner.

Parish Council Manager: Miss J Leech

Assistant Parish Council Manager: Miss E Frost

Also in attendance was one member of the public.

2025/26 078. To receive apologies for absence, if any

Apologies were received from Cllrs A Clifford, C Ibbotson, S Kinvig and D Shuttleworth.

2025/26 079. To receive disclosures of interest and to consider any requests for dispensation

Cllr R Bayliss declared a non-disclosable pecuniary interest in Blaby District Council (BDC).

2025/26 080. To approve and sign the minutes of the meeting held 14th August 2025

Minutes of the meeting held 14th August 2025 were circulated prior to the meeting. It was resolved to approve the minutes, which were signed by the Chairman as an accurate record.

2025/26 081. To consider applications for Councillor vacancies

There were no applications.

2025/26 082. To appoint representatives to Committees, Working Parties and outside bodies, and discuss Terms of Reference for the Committees and Working Parties

It was resolved to adopt the terms of reference for the Human Resources Committee.

2025/26 083. To receive reports and questions from Representatives, County Councillor, District Councillor and Parish Councillors

There was nothing to report.

2025/26 084. Public participation session

There was one member of the public present who had nothing to raise.

2025/26 085. To report any matters arising for information purposes only

There were no matters arising.

2025/26 086. To discuss police matters

Cllr K McGovern provided an update on local police matters. Unfortunately, the latest crime statistics were not available, however, information from PCSO Kirsty Reid's reports were received which focussed on local issues such as fly tipping, illegal parking and nuisance drivers on Willoughby Road.

It was noted also that PCSO's would soon be afforded new powers related to parking violations and that, as such, these would be implemented locally by PCSO Kirsty Reid.

2025/26 087. To discuss youth work matters, including receiving the monthly report

The youth workers report on activities which had taken place during August 2025 was received.

It was requested that an enquiry be made with the youth workers regarding their reference to many of the young people spoken with having not been from the area.

2025/26 088. To approve accounts for payment as verified by the Finance Working Party

It was resolved to approve the following Direct Debit and Business Card accounts for payment:

Parish Council			
	£		£
HMRC	6,766.32	Leicestershire County Council	7,348.75
Wages	18,776.73	Lloyds Bank	19.48
Water-plus	362.93	Clover International Marketplace	23.00

Leicestershire County Council	6.68	Amazon	10.80
Amazon	36.39	Amazon	8.50
Blaby District Council	234.00	123 Reg	27.35
Amazon	38.88	ABP Ltd	197.42
Lloyds Bank	66.43	Water-plus	30.02
Fuel Genie	204.82	Palmers Garden Centre	14.00
Fuel Genie	123.53	Blaby Building Supplies	11.52
Brandon Hire Station	185.47	Fenland Leisure Products Ltd	447.60
E H Smith	53.70	Blaby District Council	75.00
Memsafe	1,602.00	E H Smith	35.70
Countesthorpe Cricket Club	250.00	Secom Plc	1,638.50
Coltman Bros	29.95	Tudor Environmental	25.10
E H Smith	109.56	Chandlers Farm Equipment	130.53
Cardinus Risk Management	180.00	Pulse Communications	273.60
IRIS Staffology	33.60		
Total			39,377.86

Village Hall			
	£		£
Refunds	464.00	Amazon	65.00
System-Matic Ltd	148.50	The Beer & Gas Man	30.00
ESPO	174.23	Blaby District Council	180.00
Total			1061.73

It was resolved that the Salary, Pension and HMRC payments for August 2025 were approved.

2025/26 089. To review the s106 wishlist

The current S106 'wishlist' which had previously been submitted to Blaby District Council was reviewed, following amendments made by the Planning Committee, and reprioritised. This would be sent to Blaby District Council's Planning Department.

Following discussion, it was resolved that the Parish Council was open to speaking directly with developers regarding planning applications. This would be fed back to the Planning Committee for information, should any future requests be received.

Following the recent incident on Central Street, in which a pedestrian was knocked over by a vehicle, the request for a zebra crossing to be installed, as detailed on the S106 'wishlist', was deemed more pertinent than ever. It was resolved to contact Leicestershire County Council and Leicestershire County Councillor, Graham Cooke, regarding the request.

2025/26 090. To receive any correspondence

- It was noted that a Freedom of Information Request had been received regarding the Health Centre Car Park. It was resolved to approve the response which would be sent within the required timescale.
- It was noted that correspondence had been received from ECF Engagement enquiring as to whether the Parish Council wished to see a presentation regarding the Keepers Farm proposal.
- Correspondence had been received from Countesthorpe Academy regarding its vacancy for the Chair of Governors position. This would be circulated to all Councillors and, should no expression of interest be received, the Academy's enquiry regarding forming a partnership with the Parish Council would be followed up for more information to be considered.

2025/26 091. Local Government reorganisation – standing item

The latest update regarding Local Government Reorganisation was received with the following being noted:

- . Leicester City's public consultation was now live. There was currently no indication as to whether the

City Council was making any amendments to its submission. Should the County Council and District Councils not engage with the City, it would continue to develop its own plan. It would aim to reconsult prior to the deadline submission on 28th November.

. LRALC have organised a virtual meeting between Leicester City Council and representatives of those Parishes currently listed in the City Council's proposals for a boundary review. The Parish Council Manager would be attending.

. Community Governance Reviews were currently being undertaken in Charnwood, Harborough, Hinckley and North West Leicestershire regarding the creation of Parishes throughout.

. The Districts were continuing with their original submission.

2025/26 092. To report and approve the recommendations from the Estates Working Party meeting held 8th September 2025

The report of the Estates Working Party meeting held on 8th September 2025 was received. It was resolved to approve the following recommendations and the report be adopted.

- *To refer to the Finance Working Party, the decision regarding the price increase to be applied to the Cemetery fees, however, for it to be noted that the preference of the Estates Working Party would be a 3% increase*
- *For Beddows Tree Specialists to undertake the recommended works by removing branches from four trees infected with Ash dieback at a total cost of £1070, further to their recent inspection and report*
- *To grant the request for a yarn bomb display to be installed on the fence of The Paddock for a period of one week towards the end of September 2025*
- *To refer back to the Finance Working Party, the list of pending projects which had been further reviewed and prioritised, as requested, for consideration. Any projects approved by the Parish Council would be included in the schedule of works accordingly. The quotations for The Spinney pathway would be revisited to see if the tarmac pathway included concrete edging*
- *To accept the quote of £1379.60 from Online Playgrounds for the supply of items to be installed in house and for the supply and installation of other items which cannot be completed in house, as per the recommendations from the annual play inspection report*
- *To approve the request from Cherry Lane Garden Centre for staff to use the car park at Countesthorpe Cemetery during their bonfire event on Saturday 1st November*

It was also reported that there was fungus growing on The Paddock. Arrangements would be made for this to be removed.

2025/26 093. To receive the reports from the Planning Committee meetings held 28th August and 11th September 2025

The reports of the Planning Committee meetings held 28th August 2025 and 11th September 2025 were received.

It was noted that there was currently a public engagement exercise being carried out with regard to the Whetstone Pastures proposals. It was resolved to write to Blaby District Council's Planning Department regarding the issue of land contaminated with anthrax which was previously raised regarding the Whetstone Pastures proposal.

2025/26 094. To receive the report from the Strategic Planning & Policy Committee meeting held 3rd September 2025

The report of the Strategic Planning & Policy Committee meeting held 3rd September 2025 was received. It was resolved to approve the following recommendations.

- *For the Pensions Discretionary Policy to be adopted by the Parish Council and forwarded to Leicestershire County Council Pensions Department.*
- *For the revised IT Policy to be adopted by the Parish Council and forwarded to WorkNest to update the Staff Handbook*

- *For the revised Data Protection Policy to be adopted by the Parish Council, further to updated requirements set out in the Practitioners' Guide 2025*
- *For the Data Breach Policy, Subject Access Request Policy and Subject Access Request process to be adopted by the Parish Council, with no changes having been recommended*
- *For all documents to be circulated to all Councillors as a reminder of the processes*
- *For the Health and Safety Policy to be adopted by the Parish Council and circulated to all staff*
- *For the Sexual Harassment Policy to be introduced and adopted by the Parish Council, on adoption of a Sexual Harassment Risk Assessment.*
- *For the updated Tree Works Risk Assessment to be adopted by the Parish Council, following its review ahead of hedge cutting season and any tree works being undertaken. This would be circulated to all Grounds Staff once adopted*

It was also resolved to adopt the Parish Council's Code of Conduct which had been reviewed.

The following recommendation would be deferred to the next meeting of the Parish Council:

- *For the updated Maintenance of Open Spaces Risk Assessment to be adopted by the Parish Council, following its review, subsequent to the Health and Safety Inspection report being received. This would be circulated to all Grounds Staff once adopted*

2025/26 095. To receive the report from the Human Resources Committee meeting held 3rd September 2025

The report of the Human Resources Committee meeting held 3rd September 2025 was received.

2025/26 096. To report and approve the recommendations from the Finance Working Party meeting held 10th September 2025

The report of the Finance Working Party meeting held 10th September 2025 was received. It was resolved to approve the following recommendations and the report be adopted.

- *To proceed with accepting the quote from A R Smith Jewellers for updating the engraving on the Chain of Office at a cost of £530. This was to bring the chain up to date as it had not been updated since 2010*
- *To request an updated quote from RCD Electrical for replacement LED lighting in the garage*
- *To monitor the overhead barrier on Central Street car park and review quotations once a replacement becomes absolutely necessary. In the meantime, additional warning signage indicating the height restriction would be investigated*
- *To proceed with the following projects identified as the highest priority by the Estates Working Party in their recent review of the projects list:*
 - . *Resurfacing the 55m pathway in The Spinney, with tarmac, at a cost of £7,900, as quoted by E L Midlands Ltd*
 - . *Tidy and top up the cremation plots in the new cemetery at an anticipated cost of £400*
 - . *Top up the soil and grass seed on The Square at an anticipated cost of £400*
- *To purchase the following items of grounds maintenance equipment:*
 - . *Orbit sander at a cost of £166.95*
 - . *Grinder and battery at a cost of £282.41*
 - . *Trolley jack at a cost of £150*
- *To accept the quotation of £785 from Ireland & Co to carry out the 6 monthly internal audit for the financial year 2025/26, noting that they had demonstrated independence from the Council's financial decision making or relating or close associates with the Parish Council Manager, Responsible Financial Officer and Councillors*
- *To proceed with offering Blaby & Whetstone Football Club an annual lease renewal for the use of Willoughby Road Playing Fields at a rate of £625*

- *For the Investment Policy to be adopted by the Parish Council, with no changes having been recommended*
- *To proceed with reinvesting a total of £40,000 into a Lloyds 12 Month Fixed Rate Account with an interest rate of 2.24%*
- *For the revised contracts list to be adopted by the Parish Council, following its annual review*
- *For the Asset Disposal Policy to be introduced and adopted by the Parish Council*
- *To award a grant of £365 to the Fun & Friendship Café for their Christmas party*

2025/26 097. To receive any matters the Parish Council Manager may wish to raise for information purposes only

There were no matters to raise.

2025/26 098. Date of the next meeting

The date of the next meeting is scheduled for Thursday 9th October 2025 at 7.30pm.

Signed..... Chairman

Dated..... 2025