

Estates Working Party

Report of the Estates Working Party meeting held on 11th May 2026.

Present: Cllrs V Armstrong, M Gillespie, P Mount and J Thacker

Also present were Cllrs D Billings and A Spooner.

Parish Council Manager: Miss J Leech

Assistant Parish Council Manager: Miss E Frost

Head Groundsman: Mr P Clarke

1. To receive apologies for absence, if any

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

2. To receive disclosures of interest

There were no disclosures of interest.

3. Grounds maintenance update

a. To review the 2026/27 projects list

The 2026/27 projects list was reviewed. It was resolved to bring back to the next meeting, consideration of the pending projects and their costings.

A site meeting would be scheduled to consider the ongoing maintenance plan for the bottom of the cemetery including the wildlife and wildflower area, once the required removal of any trees had taken place.

Recommended for approval

To include an item in The Herald regarding the Parish Council's reasoning for cutting down bluebells, when required, as well as the trees which will need to be removed at the bottom of the cemetery.

b. To review the Head Groundsman's report

i. Projects programme update

The Head Groundsman reported that the project to repoint the chapel of rest was nearing completion.

ii. Routine maintenance programme

The routine maintenance programme was reviewed with it being noted that there would be a review meeting scheduled between the Parish Council Manager and the Grounds Staff.

4. To discuss the Cemetery, including

a. Cemetery (A) and (B)

Recommended for approval

To accept the quote from Memsafe for undertaking memorial inspections on four areas of the cemetery, containing 602 memorials, at a cost of £2,257. This recommendation would be referred to the Finance Working Party for consideration.

b. Cemetery B layout

Recommended for approval

To begin accepting requests for plot purchases and interments in the new cemetery, following a request received from a resident to purchase a cremation plot.

To consider whether the remaining plots in the existing cemetery be reserved for Countesthorpe residents only, due to the limited number remaining, and to offer only plots within the new cemetery to those enquiries received from non-residents.

To postpone selling memorial trees in the new cemetery until interments begin taking place in the new cemetery, to prevent them all from being sold prior to any interments taking place.

To apply to the Woodland Trust for a total of 420 trees to be planted within the new cemetery area and to purchase the required tree stakes, guards and compost to support their growth

from Tudor Environmental at a cost of £390.40. This recommendation would be referred to the Finance Working Party for consideration.

5. To discuss The Bank shops

It was reported that the concerns regarding encroachment of shop supplies on the public highway on The Bank had already been referred to Leicestershire County Council's Highways department and would be followed up.

6. To consider any maintenance issues

It was noted that a date was still pending for the repair of the damaged pathway in St Andrews closed churchyard.

The quotations which had been received for replacement play equipment on Dale Acre were discussed. The equipment list would be revisited to include an accessible picnic bench before being brought back to a future meeting of the Estates Working Party.

Recommended for approval

To accept, in principal, the quote received from G Seller Funeral Directors for the repainting of the war memorial lettering, at a cost of £920.40, providing that the Estates Working Party is satisfied with evidence of similar works completed. This recommendation would be referred to the Finance Working Party for consideration.

7. Annual Play Inspection 2026

Recommended for approval

To accept the quote of £324 received from Online Playgrounds for the annual play inspection. Also to accept their quote of £746 for the two yearly zipwire tension check (noting that there would be additional costs should any issues arise). These recommendations would be referred to the Finance Working Party for consideration.

8. To receive any correspondence

There was no correspondence.

9. To consider matters raised to the attention of the Estates Working Party by non-member Councillors

There were no matters raised.

10. To receive matters arising for information purposes

There were no matters arising.

11. Date of next meeting

The date of the next meeting is scheduled for Monday 8th June 2026 at 10am.