



# Harlaxton Parish Council

Chair: 2022-2023: Andrew Cartlidge – Outgoing

Chair: 2023 - : [Pending] - Incoming

Email: [harlaxtonpc@gmail.com](mailto:harlaxtonpc@gmail.com)

Address: 3 Church Street, Harlaxton, Lincs, NG32 1HB

Website: <http://parishes.lincolnshire.gov.uk/Harlaxton/>

## **Annual Meeting of the Council 7:30pm on Monday 15 May 2023 Harlaxton Village Hall, 3 Church Street, Harlaxton, NG32 1HU**

Notice is hereby given that the Annual Meeting of Harlaxton Parish Council is to be held on 15th May 2023 at 7:30pm, followed immediately by the monthly meeting. All Councillors are hereby summoned to attend.

Andrew Cartlidge, Chair [2022-2023]

Date: 08/05/2023

### **Agenda**

1. Meeting Open
2. In Attendance
3. Apologies (Non-Attendance)
4. Appointment of Chairperson
5. Appointment of Vice-Chair
6. Signing of the acceptance of office (Chair and Vice-Chair)
7. Parish Councillors Declarations of Pecuniary Interest
8. Financial:
  - 8.1. Review of Standing Orders & Policies
9. Roles and Responsibilities:
  - 9.1. Standing Orders Working Party
  - 9.2. Village Hall
  - 9.3. Harlaxton Sports and Social Club
  - 9.4. Finance
  - 9.5. Employment Committee
  - 9.6. Village Voice
  - 9.7. SID/Traffic
  - 9.8. Website

Close of Annual Meeting of the Parish Council

10. Resolution to approve minutes of Parish Council Meetings: PCM 29 March 2023 & EGM 12 April 2023
11. Public Forum (15 Minute Presentation/Discussion)
12. Updates - County Councillor, District Councillor, Police & Crime.
13. Updates and Discussions
  - 13.1. Job description and person specification for Parish Clerk/Administrator (Employment Committee)
  - 13.2. Harlaxton PC Standing Orders (Standing Orders Working Party)
  - 13.3. Insurance Renewal
  - 13.4. LALC Training
  - 13.5. BronzeCon Use of Playing Field
  - 13.6. Coronation of King Charles III (Cllr Smith)
  - 13.7. Annual Meeting of the Parish
  - 13.8. Telephone Box (Cllr Wicks)
  - 13.9. Village Voice
  - 13.10. Traffic and SID (Speed Indicator Device)
  - 13.11. Saltby Airfield
  - 13.12. Proposed Development off Swine Hill (Cllr Gabriel)
  - 13.13. RFO Financial Report (Cllr Cartlidge)

14. Village Hall
  - 14.1. Damp treatment (Cllrs Cartlidge and Gabriel)
  - 14.2. Line markings (Cllr Cartlidge)
  - 14.3. Improvements to WC's, sinks and Flooring
15. HSSC
  - 15.1. Defibrillator (Cllr Wicks)
  - 15.2. CCTV (Cllr Wicks & Gabriel)
  - 15.3. Solar Lighting (Cllr Wicks & Gabriel)
  - 15.4. Accessible Toilets (Cllr Cartlidge)
  - 15.5. Car Park and Manor Drive Flooding. (Cllrs Cartlidge, Wicks)
  - 15.6. Rainwater goods (Cllr Wicks & Gabriel)
  - 15.7. Drainage of patio area to south side of HSSC building (Cllr Wicks & Gabriel)
16. Sports Field
  - 16.1. Playing Area Equipment – Update on purchase and installation of replacement beam. Latest inspection report (Cllr Wicks)
  - 16.2. Damage to Bowls Club fence and hedging
  - 16.3. Flag Pole
  - 16.4. Football Pitch Hire – Portuguese Football Academy
17. Pearson Gregory Field
  - 17.1. Quotes for dead tree removal
  - 17.2. Consider a working party to make proposals to develop and improve
18. Planning Applications
  - 18.1. S23/0489 2 Pond Street, Harlaxton, Lincolnshire, NG32 1HW. Erection of detached timber frame carport/store and the conversion of existing detached outbuilding to form a residential annexe
  - 18.2. S23/0032 Willow Cottage, 2 West End, Harlaxton, Lincolnshire, NG32 1HE. Erection of 2x outbuildings/sheds
19. Correspondence
  - 19.1. 29/3/23 Ms S.Key, request for information
  - 19.2. 29/3/23 Sheridan Edwards, thanking HPC for the Harlaxton Traffic Report
  - 19.3. 29/3/23 Calos Marina of Portuguese Football Academy, seeking meeting with PC ref new business
  - 19.4. 30/3/23 Phil Mallett, damage to the Bowls Club hedging and fence
  - 19.5. 3/4/23 Carl Forbes, ACAS
  - 19.6. 5/4/23 SKDC, response to planning query
  - 19.7. 5/4/23 Robert Duffin, acknowledging request for quotation ref Manor Drive Flooding
  - 19.8. 6/4/23 SKDC, notice of uncontested election
  - 19.9. 6/4/23 Ahmad Abdel, enquires if HPC has any allotments
  - 19.10. 10/4/23 Harlaxton Village Hall, query ref responsibility to maintain and improve WC's, sinks and flooring
  - 19.11. 11/4/23 LALC, invoice for Website Management
  - 19.12. 11/4/23 Robert Duffin, invoice for exploratory excavations
  - 19.13. 16/4/23 Holly Carter [Dean of The Manor], thanking HPC for the Gala invitation
  - 19.14. 21/4/23 Dale Marriott [SKDC Ground Maintenance], acknowledges email ref non-mowing issues
  - 19.15. 21/4/23 Thomas Lister – request to use the Playing Field for a small (push) bike meet
  - 19.16. 22/4/23 Jason Grosse [Harlaxton Cricket Club], invoice for 2No grass cuts of the Playing Field
  - 19.17. 24/4/23 Helen Pack [Grantham Dramatic Society], request to place banner on A607 verge
  - 19.18. 26/4/23 Karl Hicks, advises concern damaged/dead tree in Pearson Gregory Field
  - 19.19. 26/4/23 Vale Sport & Leisure, invoice for replacement swing beam
  - 19.20. 26/4/23 Gallagher Brokers, advice on 2023/24 Insurance Premium
  - 19.21. 26/4/23 Carlos Marina [Portuguese Football Academy], request to use the Sportsfield for 4 football matches on Saturday 6 May
  - 19.22. 27/4/23 Dean Charles, request to use the Sports Field for football training on Sunday 30 April
  - 19.23. 27/4/23 Peter Chalk [Harlaxton Sports & Social Club], concern at possible football on 6 May
  - 19.24. 27/4/23 Steve Turner, issues updated drawings for the HSSC Accessible WC's
  - 19.25. 27/4/23 Steve Turner, invoice for work to date
  - 19.26. 2/5/23 Ben Astwood, enquiry ref use of mobile catering van at HSSC car park
  - 19.27. 2/5/23 Crimson Kings, quote for Pearson Gregory Tree removal
  - 19.28. 3/5/23 Adam Roberts, quote for Pearson Gregory Tree removal
  - 19.29. 4/5/23 LCC Highways, responding to query ref Grantham Dramatic Society Banner on A607 verge
  - 19.30. 4/5/23 Belvoir Tree Services, quote for Pearson Gregory Tree removal
  - 19.31. 4/5/23 Best Astwood, sending insurance details
  - 19.32. 5/5/23 BHIB, insurance quotation
20. Closed Session (If required)
21. Any other business
22. Next scheduled Parish Council Meeting: 7:30pm 28 June 2023.
23. Meeting close