



# Harlaxton Parish Council

Chair: Andrew Cartlidge

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## Parish Council Meeting 7:30pm on Wednesday 30 August 2023 Harlaxton Village Hall, 3 Church Street, Harlaxton, NG32 1HU

### Minutes

1. Meeting Opened at 7:34pm
2. In Attendance:  
Cllrs Phillips, Smith & Cartlidge
3. Apologies (Non-Attendance):  
Cllrs Wicks and Gabriel. Cllrs Leadenham had also advised their non-availability.
4. Resolution to approve minutes of Parish Council Meetings:  
PCM of 28 June 2023 & 26 July 2023, and EGM of 14 August 2023  
In the absence of sufficient Councillors present who were at the previous meetings, this was deferred
5. Public Forum (15 Minute Presentation/Discussion)  
Villagers asked whether the Parish Council had any update on the land to the west of Swine Hill and requested that the Parish Council write to South Kesteven District Council to ask for an update.
6. Updates - County Councillor, District Councillor, Police & Crime  
None
7. Updates and Discussions
  - 7.1. Co-Option: Cllr Phillips was welcomed. With the co-option of Cllr Phillips the Parish Council has two remaining spaces.
  - 7.2. Job description and person specification for Parish Clerk/Administrator (Employment Committee)  
The Parish Council has received an informal enquiry for the role of Administrator. The individual is now preparing a formal application.
  - 7.3. Harlaxton PC Standing Orders (Standing Orders Working Party – Cllrs Gabriel and Wicks)  
This is a work in progress
  - 7.4. LALC Training: Current training dates are to be re-shared and all councillors were encouraged to attend.
  - 7.5. Telephone Box: This is a work in progress. The History Society shall be contacted to ask them to prepare some information for display.
  - 7.6. Village Voice: The next edition should be reaching villagers early next week. Cllr Phillips offered to draft the introduction section for the next edition.
  - 7.7. Traffic and SID (Speed Indicator Device): SID is currently on Swine Hill and data continues to show speed in excess of 30mph, which has been shared with both LCC and Lincolnshire Road Safety Partnership. A request has been made by LCC and the Parish Council for the rubber tube traffic monitoring on both The Drift and Swine Hill. LCC has reported that roundels will be placed on The Drift in due course.
  - 7.8. Saltby Airfield: A villager has reported that high level branches have been dislodged on the A607 between Denton and the Lincolnshire border by the trucks carrying straw. This will be reported to LCC.
  - 7.9. Proposed Development off Swine Hill (Cllr Gabriel): In light of questions by villagers, the PC shall write to SKDC to request an update.

- 7.10. RFO Financial Report (Cllr Cartlidge): Finances are currently in a healthy position and within the allocated budgets. However, caution was urged in respect of the upcoming clearing of the stone culvert, installation of the inspection chamber and repair of the car park surfacing.
- 7.11. Bank Mandates: There are currently only two councillors on the mandates, and it was agreed that this should be increased to at least three. Cllr Phillips offered to be included on the mandates. New mandates will be completed and returned to HSBC and Melton Building Society.
8. Village Hall
  - 8.1. Licence Agreement: This a work in progress
  - 8.2. Improvements to WC's, sinks and Flooring (Cllr Wicks & Smith): This is a work in progress.
9. HSSC
  - 9.1. Defibrillator: The electrical contractor has been appointed and the unit will be installed on the HSSC building on Saturday 16 September. The unit current has no pads, and the battery is of an unknown age. It was agreed that two sets of pads and a replacement battery should be purchased. Having researched the purchase cost, the most competitive price is around £450.
  - 9.2. CCTV: The replacement wide angled camera unit is yet to be purchased.
  - 9.3. Solar Lighting: The placement of these will follow the final positioning of the cameras to avoid bleaching out the CCTV image.
  - 9.4. Accessible Toilets (Cllr Cartlidge): No quotations have yet been received despite approaching many contractors. Further requests for quotations are to be made.
  - 9.5. Car Park and Manor Drive Flooding. (Cllrs Cartlidge, Wicks): The suction clearing of the stone culvert below the HSSC car park is scheduled for Tuesday 12 September. Quotations are being sought for the inspection chamber in the grassed area, and the repair of the car park surfacing.
  - 9.6. Drainage of patio area to south side of HSSC building: Four quotations have been received. It was agreed to defer a decision on this until other councillors are present.
  - 9.7. Clearing blocked hoppers and below ground surface water drainage: Cllrs Phillips and Cartlidge have offered to attempt to clear the below ground drainage in the first instance, and report back if further involvement is required.
10. Sports Field
  - 10.1. Playing Area Equipment: The RoSPA inspection was due in August and their report is awaited.
  - 10.2. Football Pitch Hire – Portuguese Football Academy: The PFA have requested to change the time of their Sunday bookings from 10-11 to 10:30 to 11:30. They have also requested to have a new Wednesday booking between 6pm and 7pm for one coach and up to 10 children at no additional charge. They have requested a change to the previously prepared contract and will email the Parish Council to set out their new request.
  - 10.3. Coopers Plantation: Quotations have been received for the cutting back of the dangerous overhanging branches on neighbouring land. These were discussed and it was agreed to defer a decision on how to proceed until other Councillors were present.
  - 10.4. Village Fayre (Saturday 2 September 2023): This is being organised by the Sports and Social Club.
11. Pearson Gregory Field
  - 11.1. Consider a working party to make proposals to develop and improve: It was agreed that there are currently too few councillors to take on this project. New Councillors, or other villagers willing to assist, who would be prepared to help with this project would be welcomed.
12. Grass Cutting, Hedges, etc
  - 12.1. Grass Cutting and Hedges: No update
13. Planning Applications
  - 13.1. S23/1369 Harlaxton Lodge, 7 Rectory Lane, Harlaxton, NG32 1HD. Removal of dead White Beam tree.
  - 13.2. S23/0475 8B The Drift, Harlaxton, NG32 1AE. Retrospective application for insertion of 2<sup>nd</sup> floor side window.

13.3. S23/1419 20 High Street, Harlaxton, NG32 1JD. T1 - crown raise holly tree to approximately 4 metres, T2 reduce any overhang of the beech tree back to the boundary, T3 silver birch remove significant deadwood from the second silver birch tree from the left.

#### 14. Correspondence

19072023 MA [loss adjuster], confirms challenge ref legal pursuit excess progressing  
19072023 SKDC, invoice for uncontested election costs £78.89  
21072023 Harlaxton Manor, confirm that they are pleased to continue to support the PC in its efforts to resolve the flooding over Manor Drive  
21072023 Allerton, confirms that the HSSC sewage treatment works is due for servicing. £117 + VAT  
22072023 Croxton PC confirms they will be sending a representative ref Saltby Airfield  
22072023 Denton PC would like to know more about what is being proposed ref the meeting suggested by Phillips Planning on behalf of Saltby.  
23072023 Harlaxton Manor, confirms the next trial hole will be excavated on 24 July  
24072023 DH, writes to reach out to the Parish Church ref their visit [forwarded to church]  
24072023 Hungerton PC confirm that they will be sending someone to the Saltby meeting  
24072023 GH, advises they've not heard from Phillips Planning but would like to be included  
24072023 AP, advises that the meeting is closed but to all local Parish Councils  
24072023 KB, confirm that they're still willing to contribute to a formal complaint ref Melton Planning  
24072023 MB [police], advises that a speed check was carried out on The Drift on 21 July and one warning was given for someone travelling at 35mph.  
24072023 Cllr Leadenham, write to advise cost of speed guns and engagement with District, County and Parish Councils.  
24072023 DC Plant provides a quote for the channel drain to the rear of the HSSC  
24072023 Villager, writes to advise that the police were on The Drift in full view for 20 minutes  
25072023 LCC Highways, amendment to Gorse Lane road closure order to 1 July to 30 July  
25072023 ST, confirm that DH will be welcomed  
25072023 BTAC, provides quote for hedge cutting  
25072023 Harlaxton Manor, write to confirm they're meeting with the farmer ref a further trial hole  
25072023 Villager, write to express concern that the police were only in attendance for 20 minutes in full view and at the quietest time in the day.  
26072023 SKDC, confirm that the litter bags have been issued to the Community Cleaner  
26072023 Harlaxton Manor, confirm they have permission from the farmer for the trial hole in the crop  
26072023 SKDC, replies ref status of previous co-option candidates  
26072023 Harlaxton Manor, confirm trial hole will be excavated in the crop on Thursday 27 July  
27072023 Cllr Leadenham, encloses information as discussed at the PCM on 26 July.  
31072023 Clearway Environmental, requests to arrange a site visit on Tuesday 1 August ref the culvert clearing  
31072023 Bates Environmental, provides quote for clearing the stone culvert  
31072023 Village Link confirms cost for the additional Community Speed Watch flyer, £18.05 + VAT  
31072023 London Drainage, confirms they would like to quote for the clearing of the stone culvert  
31072023 RL Property Services, confirm they are putting together a quote for the HSSC Accessible WC  
01082023 Website Maintenance Services, advises the PC has 8hrs 48mins of time left this year [currently plenty]  
01082023 SKDC, advises that they do not have time to do hedge cutting and won't be quoting  
02082023 Clearway Environment, confirm the site visit for Thursday 3 July at 1430  
03082023 Harlaxton Manor, confirms that 380 Village Voices have been printed and are ready for collection  
04082023 London Drainage, provides quotation for the clearing of the stone culvert  
04082023 Clearway Environmental, provides a quotation for clearing the stone culvert  
07082023 MP, confirm they would like to stand for co-option  
07082023 HVH, confirm booking for EGM on 14 August  
08082023 JB, provides SID data for 30 June  
09082023 Bates Environmental, confirms their quote remains current following site visit on Tuesday 8 August  
09082023 RS, send HPC correspondence with LCC Highways ref A607 speed  
09082023 HVH, invoice for EGM on 14 August  
10082023 LCC Highways, extends road closure order for Gorse Lane until 20 August 2023  
10082023 JB, unable to attend Satlby meeting due to entry requirements  
10082023 Wicks Electrical, confirms receipt of instruction ref HSSC defibrillator and will revert with dates  
10082023 DS confirms availability ref tree works  
11082023 Harlaxton Cricket Club, sends invoice for two grass cuts of the Sports Field in July  
13082023 AC Groundworks, confirms they're still preparing quote for the HSSC patio channel drain  
14082023 TS, confirms that they're interested in quoting for the Coopers Plantation work  
14082023 Denton Farming Co, confirm receipt of instruction and will advise of hedge cutting dates after 1 Sept  
14082023 Harlaxton Manor, invitation to Councillors to meet Dean for lunch  
15082023 LCC Highways, write to update on A607, that Roundels will be placed on The Drift in due course, and asks for the PC to request The Drift traffic survey to Archer Surveys directly, although they have also  
15082023 TS, confirms time for meeting ref Cooper Plantation  
16082023 CM, requests to move their Saturday 12 August booking to Sunday 20 August. Ref contract, they are

still putting together their fixtures and training list, but may need six uses per week

- 18082023 Harlaxton Manor, confirms they can assist with the camera survey of the cleared stone culvert
- 18082023 CM, thanked the PC for accepting the date change.
- 18082023 Speedy Hire, quote for road plates over potholes in HSSC car park
- 18082023 Harlaxton Manor, would like to attend during the culvert clearing exercise
- 18082023 First Fence, quote for road plates over potholes in HSSC car park

15. Closed Session (If required): None Required

16. Any other business

Cllr Smith has been approached by a villager regarding the weeds and overgrowth on the footpath along the boundary with The Manor between Parklands, Walton Way and De Ligne Drive. It was agreed that this should be referred to SKDC for their action, and to ask The Manor to clear the weeds on their side that are protruding through the fence.

Cllr Smith has been approached by a villager concerned at the extent of dog fouling in Craven Close. Cllr Smith to draft a note for onward submission to SKDC via their online forms.

17. Next scheduled Parish Council Meeting: 7:30pm Wednesday 27 September 2023.

18. Meeting close at 9:25pm