



Harlaxton Parish Council

Outgoing 2024/25 Chair: Andrew Cartlidge

Incoming 2025/26 Chair: Andrew Cartlidge

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Annual Meeting of the Council, followed by Regular Council Meeting 7:30pm on Wednesday, 28 May 2025 Harlaxton Village Hall, 3 Church Street, Harlaxton, NG32 1HU

Minutes

1. Meeting opened by outgoing chair at 7:30pm. The outgoing chair thanked those present for attending, and clarified that their role today was limited to the appointment of a new chairperson for the period 2025/26, who would then take over the meeting.
2. In Attendance: Cllrs Wicks, Phillips, Smith, Clawson and Cartlidge. [Also District Councillor Leadenham]
3. Apologies (Non-Attendance): None
4. Appointment of Chairperson & Signing of the acceptance of office [Chair]
After some discussion, Cllr Wicks asked Cllr Cartlidge if they would be willing to stand as chair for another year. Cllr Cartlidge considered this for some time and replied that, while family matters must always take precedence, they would be willing to stay on for another year so long as councillors continued to actively engage in matters, stating that the role of chair can often be a lonely place. Cllr Wicks proposed, seconded by Cllr Smith. Cllr Cartlidge was duly appointed as Chair for 2025/26.

[2025/26 chair takes over the meeting]
5. Appointment of Vice-Chair & Signing of the acceptance of office [Vice Chair]
Nominations were sought for the role of vice-chair for 2025/26. Cllr Cartlidge stated that the vice chair was not mandatory, but having a vice chair in post would be very useful and prudent. Cllr Wicks offered to stand as vice-chair for a further year, 2025/26. Cllr Smith proposed this be carried, Cllr Phillips seconded. Cllr Wicks was duly appointed as Vice-Chair for 2025/26.
6. Declarations of Pecuniary Interests: Cllrs Wicks, Smith and Cartlidge acknowledged membership of the Sports & Social Club Committee, and Cllr Cartlidge is employed by a company who are one of the sponsors of the Harlaxton Cricket Club.
7. Resolution to approve minutes of Parish Council Meeting of 1 April 2025: These were approved and signed.
8. Governance
 - 8.1. Review of standing orders & AGAR: No alterations or amendments were proposed.
 - 8.1.1. Approval of accounts/AGAR for 2024/2025: The end-of-year Bank Reconciliation, Annual Return, Explanation of Variances and Completed Annual Internal Audit report for 2023/24, the Annual Governance Statement, and Annual Accounting Statement were discussed. All documents were approved, including the Annual Governance Statement Sections 1 and 2. The documents shall be signed by Cllr Phillips, as RFO, and Cllr Cartlidge, as Chair.
 - 8.2. Review of Insurance Policy [renewal date 01/06/2025]: 2025/26 would be the third year of the previous fixed premium arrangement; however, the underwriting, Aviva Insurance Ltd, no longer covers councils. Since the Broker's first proposal of 25 April, underwritten by Ecclesiastical Insurance Office plc, they have sent further proposals dated 29 April and several on 28 May. The options provided include a one year term at £1,681.47, or to enter into a three year Fixed Rate Agreement, which for the first year would be £1,611.49. It was acknowledged that the building valuations are still pending and that the result of this would need to be reported to the broker for them to update the assets as applicable. It was agreed to proceed with the three year FRA.
9. Roles and Responsibilities:
 - 9.1. Village Hall Representative: As the only member on the PC who is a VH Committee member, Cllr Cartlidge will continue as Village Hall Representative.
 - 9.2. Harlaxton Sports & Social Club Representative. Cllr Wicks volunteered to stand again as HSSC Representative.
 - 9.3. Finance/RFO: Cllr Phillips wished to continue as RFO.
 - 9.4. Grants and Funding Champion: Cllr Phillips offered to assist here alongside their role as RFO
 - 9.5. Employment Committee: Cllrs Wicks, Clawson and Smith offered to stand on the Employment Committee [currently, HPC has one employee – the Community Cleaner]
 - 9.6. Village Voice: Currently, the design and production is looked after by villager Jane Brown. Admin to check that they are happy to continue.

- 9.7. SID [Speed Indicator Device]: Currently, this is looked after by villager Jane Brown, ably assisted by Douglas Brown. Admin to check that they are happy to continue. Cllrs Wicks and Cartlidge volunteered to continue in the moving of SID as necessary.
- 9.8. CSW [Community Speed Watch] Coordinator: This was offered to all present, including some villagers present. There may be a take-up by another in the future, but Cllr Cartlidge was asked to continue for now.
10. Closure of AMC at 7:50pm.
11. Opening of the PCM by the 2025/26 Chair: Cllr Cartlidge thanked everyone for their kind support.
12. Public Forum (15 Minute Presentation/Discussion): Cllr Cartlidge reported the following from recent events and correspondence: A break in on West End, The Post Office have sent an email regarding the closure of the Post Office [all villagers are encouraged to write to the Post Office during this consultation period to request that either a post office remains, or other arrangements are made. District Cllr Leadenham offered that they've already written to the surrounding villages and the Post Office to request that appropriate provision is provided], Regulation 18 notice from SKDC to consider allocating further land for development in Harlaxton [it was decided to ask the Harlaxton Action Group to consider the implications to Haralxton if SKDC pass this resolution], land occupied by a farm along the A607 between Harlaxton and the A1 has been put up for sale, a villager has written to ask how the wide verge at the bottom of The Drift can be cut back [while they have already reported this on FixMyStreet, it was agreed that admin will write to LCC again to request that action is taken], and the reported verbal assault and abuse of a villager.

A representative from Gonerby Youth Football Club spoke on their interest in hiring the Manor Drive Sports Field. They are to write to the PC with suggested times for consideration. Councillors were grateful for the interest, but concerned whether the recent drainage to the south of the field would be sufficient to avoid cancellations. It was suggested that the Portuguese Football Association, which had expressed an interest in returning, should be approached to establish their intentions.

A villager advised that a neighbour had been trying to clear the unclaimed land on the corner of Pond Street and Rectory Lane, and had fallen and broken their hip. Other villagers have since cleared the unclaimed land of many weeds and brambles, but more work is required. The villager would like to have the area cleared back to soil and offers to plant wildflowers, and would like help in achieving this. Villagers expressed thanks for their interest and would propose a Handsome Harlaxton event to encourage villagers to become involved.

Cllr Leadenham advised that the SKDC Grant Funding Scheme is open and encouraged those who wished to apply to do so quickly because it closes soon.
13. Co-option: Harlaxton Parish Council has the ability to have 7 Councillors, but currently only has 5. Admin to re-promote the availability of places to encourage more engagement from the village.
14. VE Day Celebrations: Grateful thanks were offered to Cllr Leadenham who had organised a full day of events and activities across the Belvoir Ward, with many events occurring in Harlaxton, including Harlaxton Church, the Bowls Club and the Sports & Social Club, along with Andy Moore who prepared the beacon for the evening's evnt.
15. Finance:
 - 15.1. Invoices/Expenses Received: The following invoices/expenses were discussed and approved for payment Clear Councils £1611.49 [Insurance per item 8.3 above], Harlaxton Cricket Club [grass cutting of the Manor Drive Sports Field] £411 [April] and £274 [May], Link Magazines [delivery of Village Voice] £21.23 [March] and £22.63 [May], BDG Mowing £600, Allerton [HSSC STW] £140.40, Steve Shelton Roofing £220 and £174 for work on the HSSC roof, Belvoir Tree Services £660 for work on the Gregory Close Maple. Expenses had been received from the Swinehill Working Party totalling £484.15, which were approved. Also acknowledged was the payment of the invoice from Robert Duffin of £9,060.00 for installing the new perforated pipe and gravel drain to the south of the Manor Drive Sports Field, which had previously been approved in July 2024 and completed in April 2025. It was noted that, once an expenditure has been approved at a previous meeting, and a quorum of councillors has confirmed that the work is complete, the administrator may arrange payment upon receipt of the invoice, rather than wait for approval at a subsequent meeting.

Quotations as follows were discussed:

Allerton, for remedial work to the inspection chamber in the grassed area to the front of the HSSC £400.25, approved, and Belvoir Tree Services £240 for the stump grinding of the roots from the early fallen Maple Tree in Gregory Close; it was decided this wasn't required at this time.
16. Harlaxton Meadows [Land Adjacent to Swinehill]: Two representatives from the Working Party were present and expressed gratitude for the upswelling response from the Village in coming together to write so many outstanding objections and statements in defence of Harlaxton's rural nature. The draft response from the Parish Council was briefly discussed, and it was agreed to submit this on Monday, 2 June, before the Tuesday, 3 June deadline for the PC. It was noted that the yellow notices state that responses for other parties should be sent to SKDC by 9 June.
17. Highways:
 - 17.1. Trotters Lane: Following various villagers' complaints, it was noted that LCC had attended and made some repairs to the road.
 - 17.2. A607 50 to 40 mph speed reduction: No current update on the change from 50 to 40. However, it was noted that the LCC contractor had recently been out to renew the 50mph roundels. This was reported to LCC, but it seems that the cancellation instruction didn't reach the operatives in time.

- 17.3. Anglian Water pipe and Conduit below High Street: No further update from Anglian Water. Admin to chase up what Anglian Water are proposing to do about the infringement of the mains water pipe trailing through the public surface water sewer.
- 17.4. Flooding: The insurance claim with AXA/Pen is ongoing with their current offer at £15k, which is less than the expenditure so far, and doesn't cover the reinstatement of the HSSC car park surfacing back to pre-event conditions. Representations are ongoing.
18. Community Speed Watch [CSW]: Three new villagers have joined the CSW Team.
19. HSSC Licence Agreement: The response from the HSSC committee was discussed, and the reply agreed upon.
20. Sports Field Hire: [covered under item 12]
21. Grass & Hedge Cutting: The contractors are performing well; no current issues.
22. Pearson Gregory Field: Cllr Wicks will present the proposed improvement of the field at the next PC meeting.
23. Village Fayre on Saturday, 30 August 2025 [this is an HSSC event]: Cllr Smith advised that they have now booked the Dog Show, Falconry and numerous stalls, including a display by Rosemary Gibson, who will be demonstrating Medieval Crafts. The Fancy Dress theme this year is Famous People. There will be a BBQ and the WI are organising tea/coffee and cakes.
24. Any other business: None
25. Next scheduled Meeting: Parish Council Meeting: 30 July 2025.
26. Meeting Closed at 9:40pm