

Minutes

Halstead Parish Council Highways and Amenities Committee

Monday 23rd January 2023 at 1.30pm The Pavilion, Station Road, Halstead TN14 7DH

Present: Cllr Marshall, Cllr Brown, Cllr Davenport, Cllr Peel, Cllr Brown (Chair), Clerk Jenkins,

Apologies: Cllr Sales

1. Declarations of interest.

None

2. Minutes of previous meetings to be approved.

- a. Halstead Parish Council 15 November 2022

3. Public participation forum - 1 parishioner in attendance.

4. Parish Room

- a. **Gutter clearance**
Quote received for £165 RD to action. Key to be found for side gate, before work can be undertaken KJ to check surplus keys.
- b. **Structural survey**
A request for a Structural Surveyor to be placed in the Parish Newsletter.
- c. **Signage**
RD met with signage company and had drawings and quote (approx. £300). Drawings to be sent to Councillors for review and approval.
- d. **Curtains/blinds**
KJ to organise a working party to reinstate the clean curtains
- e. **Heating**
To be left on frost protection and to use 1 hr override to reduce heating costs.

5. Pavilion

- a. **Removal of surplus equipment**
TM to organise a working party and to contact Paul King to clear anything that belongs to him
- b. **Positioning/securing the new bench seat, repair of the old bench seat**
TM to arrange movement (very heavy) and to secure using existing uprights.
TM and AB to look into repair of old remaining bench.
- c. **Football pitch hire**
KJ to contact Simon Conolly, Captain of Junior football team. Contract of hire to be signed and outstanding fees to be paid. Deadline end of January.
- d. **Container**
The container owner Mr Brett to confirm that the unit will be gifted to Halstead Parish Council if it is no longer being used by the football teams.

- e. **White lining**
To be discontinued if we no longer having a football team using the facilities.
Failure to pay by Junior football team will mean the Parish Council request the lining to stop.
- f. **Clock repair**
TM completed the repair work, AB to chase up carpenter for repair of the box
- g. **Replacement kitchen window**
Work completed.
- h. **Use of changing rooms**
Changing rooms to be locked as no longer being used by a football team, which will reduce heating and cleaning costs.
- i. **Heated bar in Lines Man's room**
AB and TM to review heated bar and if still required.
- j. **Storing of cleaning products**
KJ to review with cleaning company and request we consolidate and clear the disabled toilet of mops and brooms
- k. **Keys and inventory of people in receipt of them e.g. display cabinet, office**
TM and JP in process of organising a detailed inventory.
- l. **Tree survey**
KJ organising and seeking quotes. Tree survey to be done ASAP as not completed for 2 years.
- m. **Gatepost replacement**
AB to finalise quotes for replacement (£130 for wooden post, £450 for metal). AB to organise installation of wooden post. Overnight locking of gates to be re implemented with help of neighbours.
- n. **Revised quote for the new play equipment**
KJ to chase up Wicksteed, finalise quote and arrange installation date.
- o. **Play group (Liz Meaton's Friday group)**
KJ and JP to liaise with Liz re group and popularity and potential storage and assistance the HPC can offer

6. Cleaning of buildings - add to agenda for next meeting

- a. Job description for cleaner and responsibilities/duties

7. Hall hire add to agenda – KJ working on reviewing these items, add to next agenda for review

- a. Rates
- b. Forms
- c. Recurring bookings
- d. Overdue payments

8. Allotments

- a. Resolve water problems (tap)
Tap kindly repaired by local allotment owner and water to be remain switched off at the mains until March. Water to be switched off again in October to prevent burst pipe.
- b. Clearly mark water meter position
KJ/AB to clearly mark the position with bricks to ensure remains visible.
- c. Pedestrian gate post
AB organising repair in conjunction with Pavilion gate repair.

9. Nuisance Road Racing

TM organising a meeting on 22.02.23 with Police Sergeant Mark Wells

KJ to share on Facebook and with surrounding Parish Councils and residents.

10. Discuss Coronation events

Meeting on Monday 6th February 7pm, The Pavilion.

JP to invite members of the wider community groups

Meeting closed at 15.40