

Minutes

A meeting of **Halstead Parish Council Highways and Amenities Committee** was held at The Pavilion, Station Road, Halstead TN14 7DH commencing at **09.30am** on **Monday, 06 March 2023** to transact the under mentioned business., which Councillors were summoned to attend.

- 1. In attendance : Cllr Brown (Chair), Cllr Peel, Cllr Marshall, Cllr Davenport, Cllr Sales, Clerk Jenkins.**

Apologies: None

- 2. Declarations of interest:** None

- 3. Minutes of previous meeting approved and signed by Cllr Brown(Chair)**

- a. Halstead Parish Council 23 January 2023

- 4. Public participation forum**

One member of the public present.

- 5. Parish Room**

- a. Structural survey – KJ to put to request for help via newsletter
- b. Painting/maintenance - RD to seek quotes
- c. Signage (smaller sign to include built circa) – RD to organise text and historical information for sign, seeking company to quote and produce.
- d. Heating – Annual service completed on 27.2.23
- e. Key box and new keys – KJ to purchase and install. Keys not to be updated to security keys as expensive.
- f. Lockable Post box (for all HPC post) KJ to organise. HPC in agreement that all HPC post to be sent to Parish Room post box, not clerks home address.

- 6. Pavilion**

- a. Removal of surplus equipment – TM to organise a date and working party
- b. Positioning/securing the new bench seat, repair of the old bench seat – Thank you to TM and sons for positioning bench. KJ to look into mechanism to secure by contacting company purchased from.
- c. Football pitch hire- KJ to contact Simon Connelly and get contract signed and fee paid.
- d. Patio and mud issue – KJ liaise with football team to ask them to sweep patio after use.
- e. Container – AB to confirm with John Brett re gifting of container to HPC and painting.
- f. White lining – AB and KJ to liaise with John Brett re clearing store cupboard and reducing amount of paint stored on premises.
- g. Clock reinstating- KJ to ask on FB for recommendations for clock case repair, to have reinstalled by coronation.

- h. Use of changing rooms – Changing rooms to be locked during Winter season, when not in use to reduce cleaning. AB to check when Cricket season starts so can be made available for use.
- i. Heating and boiler – Circuit board gone on boiler, waiting for part and installation. Annual service on both boilers to be complete once repair complete
- j. Heated bar in Lines Man's room -TM offered to fix bracket on wall
- k. Storing of cleaning products – KJ liaise with cleaning company
- l. Keys (change of lock and security keys) – Keys not to be changed at the moment.
- m. Locking of car park – Complaints received due to lack of available spaces from hirers. Locking to be discussed to next meeting
- n. Tree survey update – KJ to obtain 3 quotes to undertake the required tree work following the tree survey.
- o. Playground update – KJ to liaise with Wicksteed re installation details and final date
- p. Play group (Liz Meaton's Friday group) and equipment room – Space to be offered to Liz to store equipment in the Referee's room.

Meeting closed after 2hrs 30 mins, additional agenda items not addressed to be discussed at next meeting.

KJ to add the following items to next Agenda.

7. Cleaning of buildings

- a. Job description for cleaner and responsibilities/duties

8. Hall hire

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

9. Maintenance contracts

10. Allotments

- a. Renewal of annual contracts
- b. Payments

11. Flower beds

12. Highways

- a. Pot holes
- b. Speedwatch

13. Coronation event