

**Minutes of a meeting of Halstead Parish Council H & A Committee held at The Pavilion,
Station Road, Halstead TN14 7DH on Monday 24th March 2025 at 1:00pm**

Present: Cllr T Marshall (Chair), Cllr R Sales, Cllr S Gardner, Cllr L Meaton, Cllr J Peel, Cllr L Wilkinson.

In attendance: apologies from Parish Clerk, notes taken by Cllr. Peel

Minute number: F250224:

- 1. To receive and accept apologies for absence.**
apologies for absence were received from the Parish Clerk
- 2. Declarations of interest**
No declarations of interest.
- 3. Minutes** of 24th February 2025 were agreed and signed by the Chair Cllr. Tony Marshall
- 4. Matters arising:**
 - a) Football – it had been agreed no storage but TM to double check, key loaned by Paul King, TM to speak to Cricket re items in the container, cricket bowling strip needs refurb or replace, cricket net area needs a check
 - b) The Rose & Crown – the application for the pub to be granted status as “An Asset of Community Value” has been sent off by Cllr. Meaton to SDC.
- 5. Public participation forum**
No public participation.
- 6. Parish Room –**
 - a) Cllr. Sales informed that KALC do not hold a list of contractors for refurbishment such as the Parish Room.
 - b) Cllr. Marshall has delivered Ablett Report and letter to both Parish Room neighbours (Widmore Farm & Halstead Hall) but has not had a response.
 - c) Cllr. Sales has reviewed HPC finances and recommends a full maintenance programme. Cllr. Marshall invited “Visionary ideas”. Cllr. Peel has knowledge of a church that installed a mezzanine floor and stair lift for a café with a Post office and shop below. Linked with this it was suggested a survey be conducted throughout the village to ascertain residents’ response. An informal meeting to be set to begin this idea.
 - d) Insurance renewal – agreed 3year renewal as suggested by Zurich. Propose Cllr. Meaton Seconder Cllr. Gardner Unanimous
 - e) Meeting required with Parish Clerk to identify contractors to be approached for specific tasks. Cllr. Wilkinson to advise.
 - f) Terms & Conditions for every hirer to be produced – Cllr. Wilkinson to review.

7. Pavilion

- a. Notice Boards are being fitted – Hancocks board is awaiting brackets and painting of the uprights. Pavilion notice board fitted on wall (replacing old board). Entrance to the Rec. is ready for installation. Church Notice Board has been ordered. Church to arrange installation.
- b. Cricket sign has been uplifted.
- c. Discussion on possible placement of a board at Fort Halstead. Thomas Boatright to be contacted to invite Fort Halstead residents of their views.
- d. Check list is being developed by Cllr. Wilkinson to identify tasks that need doing on a weekly/monthly/annual basis at both pavilion and Parish Room eg Fire Alarm
- e. Cricket Store – needs new locks, roller door needs service, grass cuttings – Cllr. Marshall will provide 1 ton bags for grass cuttings and then dispose of them.
- f. Spy Alarms – Cllr. Marshall to chase re 4th camera
- g. Landscape Services – Parish Clerk to follow up as to when the “%/26 schedule of grass cutting starts, also to agree 24 cuts per year.
- h. Sign in books for Parish Room & pavilion need to be installed for all contractors to use.

8. Risk Assessment – Parish Clerk had provided sample risk assessment documents which now need refining to be in use. Redraft needs to be available at the next H & A meeting.

9. Highways – Parish Clerk to follow up HIP report to gain clarification on dropped kerbs particularly in the Station Road, Shoreham Lane and Clarks Lane area. Parish Clerk to recirculate the HIP report.

10. Other matters –

- a. Chairs in the Parish Room – some cleaned.
- b. Toddler Group – Cllr. Sales agreed to the purchase of 2 toddler tables and 8 toddler chairs.
- c. Scribe – Cllr. Wilkinson needs more information to set this up.

11. Date of next meeting to be agreed