

Agenda

Notice is hereby given that a meeting of **Halstead Parish Council** will be held at The Pavilion, Station Road, Halstead TN14 7DH commencing at **7.30pm on Monday, 12th January 2026** to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Helen Pack*

Parish Locum Clerk Date: 6/01/26

- 1. To receive and accept apologies for absence**
Please inform the Clerk if you are unable to attend.
- 2. Declarations of interest**
To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.
- 3. Chair's remarks**
- 4. Minutes of previous meetings to be approved**
To approve the minutes of the Halstead Parish Council meeting held on Monday 8th December 2025
- 5. Clerks Report / Action List** (*for information only*)
- 6. Public participation forum**
Public may use this time to make comment on items on the agenda. If public wish to make council aware of other issues that require attention, please email clerk@halsteadparishcouncil.gov.uk or approach members after the meeting.
- 7. District and County Councillor updates**
- 8. Finance and Governance**
 - a) To receive a report from the Chair of Finance and Governance.
 - b) To approve the schedule of payments.
 - c) To note payments and receipts against budget to 30th November 2025.
 - d) To agree a recommendation from the H&A committee to increase hall hire fees from 1st April 2026 to £10 for the Parish Room and £12 for the Pavilion.
 - e) To approve a recommendation from the Finance Committee on the 2026/27 Parish Council budget and precept request.
To approve the following policies:
 - i. IT policy
 - ii. Health and Safety
- 9. Highways & Amenities update**
 - a) To receive a report from the Chair of Highways and Amenities.
 - b) Warm Space café: to review and agree action
- 10. Communication & Events update**
To receive a report from the Chair of Communications and Events
- 11. Planning**
See appendix (Granted, refused, withdrawn)

The next meeting is the Parish Council Meeting on Monday 9th February 2026 at 7:30pm in the Pavilion.

Appendix

Applications

25/03611/WTP0 - 40 Fort Road Halstead Kent TN14 7BT. Remove silver birch tree.

25/03576/ADJ - Knockholt Station Yard Sevenoaks Road Halstead. Change of use of land from sui generis to B8 for use as storage.

25/03563/HOUSE - 9 Beldam Haw Halstead Kent TN14 7DA. Two Storey Front & Side Extension

25/03291/FUL - Land East Of 1 To 2 Armstrong Close Halstead Kent. Erection of 4 dwellings with associated parking, electric vehicle charging points, landscaping and other works.

Decided

25/03190/LDCEX - Oakside Otford Lane Halstead Kent TN14 7EG. Lawful development certificate for existing use of timber outbuilding used as home office space.