

**Minutes of a meeting of Halstead Parish Council H&A Committee held at The Pavilion,
Station Road, Halstead TN14 7DH on Wednesday 9th July 2025 at 9:30am**

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

In attendance: Parish Clerk

Minute number: F250709:

1. To receive and accept apologies for absence.

No apologies for absence were received.

2. Declarations of interest

The Clerk declared an interest as her partner will be submitting a quote for the work.

3. Minutes of previous meetings to be approved and signed: Halstead Parish Council 21st May 2025 - Approved and signed.

4. Public participation forum

No public participation.

5. Parish Room

- Cllr Wilkinson confirmed that she will speak to Karl regarding the installation of an outside tap.
- A site visit will be arranged to establish a work scope for potential CIL funding.
- Clerk to identify and contact builders experienced with older buildings and to arrange for at least two quotes for necessary structural works on the Parish Room.

6. Pavilion & Recreation Ground

- Councillors agreed to replace the necessary taps in the Pavilion, with Karl to complete the work under emergency regulations. Clerk to obtain three quotes for Pavilion maintenance work. We have received one quote, are waiting on a second, and will obtain a third from another contractor.
- Clerk to contact Nicky at Landscape Services to discuss regular strimming around the barriers and bins, request a maintenance schedule.
- It was agreed that the cleaner, Nick, will be asked to remove the patio weeds and clean the football boot brushes at the front and rear of the Pavilion, both to be carried out at a cost.
- Council agreed to install a fourth camera to cover the car park. Cllr Marshall to chase delivery of the final camera. Cllr. Wilkinson to download security camera app and share with other Cllrs.
- The Council will include a note in the newsletter reminding the public that CCTV is in operation in the Pavilion and that footage will be used if needed.
- Electrical PAT Testing - awaiting a quote.
- It was agreed to consider forming a volunteer group for clearing branches after storms around the Lime Trees, potentially linking it with litter picks and community events.
- The Clerk to follow up with Nicky at Landscape Services regarding options for collecting cricket grass cuttings.

7. Highways

- The Clerk to review the previous HIP and submit an updated version to KCC regarding the pavement outside The Cock.
- Cllr Peel to follow up with Gerald regarding the Pavilion car park hedge. If no action is taken, Landscape Services may be contacted.
- The Clerk to report the overgrown verge at the land north of Hunter's Retreat to KCC, add the matter as a regular agenda item, and ask Councillors to provide photos for the report.

8. Disposal of unwanted items

- The Clerk will research piano removal costs for the next meeting, and Cllr Wilkinson will look into listing the Parish Room pianos on Facebook Marketplace.
- The recreation ground container is mostly cleared. Councillors will assess the mowers found for allotment use. Cllr Wilkinson will check with Karl if they work and arrange a new lock, with a key for the new football team.
- The Pavilion loft will be reviewed once the container is cleared; this remains ongoing.

9. Play Area Maintenance

- The 2024 ROSPA report was reviewed, and it was agreed that the Clerk will urgently contact Wicksteed to assess and carry out necessary repairs, with priority given to the zip wire.

Date of next meeting: Wednesday 24th September 9:30am.