

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, 9th February 2026** to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Helen Pack*

Parish Locum Clerk Date: 4/02/26

- 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 12th January 2026.
- 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 appoint Philippa Nott as Proper Officer, Clerk and Responsible Financial Officer.
 - c) To approve the schedule of payments.
 - d) To note payments and receipts against budget to 31st January 2026.
 - e) To agree to closing the Parish Council Natwest Bank accounts
 - f) To agree to add Philippa Nott as administrator to the Lloyds bank account
 - g) To approve a Lloyds bank debit card for Phillipa Nott and agree terms for use.
 - h) To approve a revised 2026 meeting schedule.
 - i) To appoint Maureen Gibbins as the internal auditor for the 2025/26 audit.
 - j) To approve the following policies / documents
 - i. IT policy
 - ii. CCTV
 - iii. Finance and Administration Risk Management Assessment
- 9. Highways & Amenities update**
 - a) To receive a report from the Chair of Highways and Amenities.
 - b) To agree cricket club fees for use of the pavilion and cricket pitch for 2026.
 - c) To note quotations received for gutter clearance at the Parish Room and agree action / expenditure.

- d) To note quotation received for modifications to the disabled toilet at the Parish Room.

10. Communication & Events update

- a) To receive a report from the Chair of Communications and Events
- b) To agree a schedule for the next newsletter and any other action required.

11. Community Asset Transfer

To consider / agree to applying to the District Council for community asset transfer for Southdene and Clarks Lane.

12. Staffing Committee

To create a Staffing Committee and agree membership and Chairperson.
To approve the Staffing Committee Terms of Reference.

13. Planning

See appendix (Granted, refused, withdrawn)

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

Appendix

Applications

25/03566/FUL - Land North of Lamberhurst Farm Shoreham Lane Halstead Kent TN14 7BY. Single storey extension and conversion of existing building to form a new dwelling with roof lights. Extension of permeable hardstanding to create associated car parking. Creation of rear and side patio area and footpath leading to property. New post and rail fencing with gate.

Decisions

25/03576/ADJ - Knockholt Station Yard Sevenoaks Road Halstead. Change of use of land from sui generis to B8 for use as storage. **No objection lodged.**

25/02453/PIPDET - Land East Of Scout Hut Shoreham Lane Halstead Kent TN14 7BY. Erection of a dwelling with car parking area and associated landscaping. Application linked to 25/00193/PIP. **Granted.**

25/03246/MMA - Crossways Church Road Halstead Kent TN14 7HF. Amendment to 25/00567/HOUSE to change design of single storey extension and add two additional rooflights. **Granted.**

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

26/00023/WTPO - 13 Fort Road Halstead Kent TN14 7BW. T1 & T2- Oak Trees
Reduce the crown of both trees by 40%. **Decided.**

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

25/03357/LDCPR - Access South of Otford Lane Halstead Kent TN14 7EF. Maintenance and improvement of private way and installation of utilities under Schedule 2, Part 9, Class E of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). **Refused.**