

**Minutes of a meeting of Halstead Parish Council held at The Pavilion, Station Road,
Halstead TN14 7DH at 7.30pm on Monday, 9th February 2026**

Present: Cllr Jean Peel (Chairperson), Cllr Sue Gardner, Cllr Tony Marshall, Cllr Liz Meaton, Cllr Roger Sales, Cllr Linda Wilkinson, Ms P Nott (Clerk) and Ms H Pack (Locum)

In attendance: 10 members of the public and District Cllr John Grint

Minute number: 260209:

1. Apologies for absence

District Cllr Nigel Williams.

2. Declarations of interest

There were none.

3. Chair's remarks

The Chair welcomed residents and introduced the new Parish Clerk, Philippa Nott. She mentioned that a great deal of work is being done in regards to planning and that the Parish Council was developing a Parish Priorities Statement. A survey will be distributed throughout the village, and any assistance with this would be greatly appreciated.

4. Minutes of previous meetings to be approved

Due to minutes of the wrong meeting having been circulated the minutes of the January meeting would be approved at the March Full Council meeting.

5. Clerks Report

The Clerks report had been circulated and the Chair read out the main points.

6. Public participation forum

It was suggested that Bromley Council ask a landowner to close/lock gates to help prevent Fly-tipping off Wheatsheaf Hill. The Parish Council would inform the Public Rights of Way team, expressing concern for public safety, as large vehicles use the footpath. A resident offered to take photographs.

Another resident raised concerns about the nearby railway bridge, describing it as old and potentially dangerous for vehicles to use. It was suggested to contact Network Rail to inquire about the weight limit.

7. District and County Councillor updates

Cllr John Grint reported the following:

- There is currently no further information on the Broke Hill application.
- The Deerleap Bank application had been refused, which may set a useful precedent.
- Sevenoaks District Council is in the process of identifying and appointing a development partner for the land east of the High Street in Sevenoaks, which includes the leisure centre, bus station, and surrounding areas. This is a very large development project, valued at over £100 million and self-financed. The library will remain in place, and there will be a further round of public consultation.

8. Finance and Governance

- a) The Chair advised that current expenditure was in line with income.

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- b) It was unanimously agreed to appoint Philippa Nott as Proper Officer, Clerk and Responsible Financial Officer.
- c) The schedule of payments was approved (appendix A)
- d) Payments and receipts against budget to 31st January 2026 were noted.
- e) It was agreed to close the Parish Council Natwest Bank accounts and transfer all fund to Lloyds bank.
- f) It was agreed to add Philippa Nott as administrator to the Lloyds bank account.
- g) A Lloyds bank debit card for Phillipa Nott and a terms for use were agreed.
- h) A revised 2026 meeting schedule was approved.
- i) It was agreed to appoint Maureen Gibbins as the internal auditor for the 2025/26 audit.
 - i. The following policies / documents were agreed:
 - ii. IT policy
 - iii. CCTV
 - iv. Finance and Administration Risk Management Assessment.

9. Highways & Amenities update

a) The Chair provided the following updates:

- Actions are being taken to improve parish council facilities. A start date has now been confirmed for work on the roof and soffits.
- Independent Advisory Group (IAG) meetings, which include the police, are held four times a year. The group has previously raised concerns such as road racing. The current crime solve rate stands at 58.8%. A new business crime forum has also been established.
- Hedges along the side of the allotments were cut today.
- The outside toilet has been vandalised. It was suggested that CCTV footage be looked at.

b) Cricket club fees would be considered at the next H&A meeting.

c) Quotations had been received for gutter clearance at the Parish Room and it was agreed to appoint Mr Keifer as the contractor.

d) A quotation had been received for modifications to the disabled toilet at the Parish Room and it was agreed to approve this quotation and appoint Mr Keifer as the contractor.

10. Communication & Events update

a) The Chair of Communications and Events reported on the following:

- The newsletter will be distributed over the next few weeks and will then return to a quarterly schedule, with hand delivery.
- Confirmation has been received for the Sevenoaks Family Fun Day in August.
- The Parish Council is discussing holding picnic days on some Saturdays in the summer.
- Lambing Day will not take place this year.
- The Halstead Players' pantomime is scheduled for next week.
- The Parish Council will consider ways to promote local groups at the next Communications & Events meeting.

11. Community Asset Transfer

It was agreed to request community asset transfer for Southdene and Clarks Lane. It was noted that Southdene was already an asset of community value.

12. Staffing Committee

It was agreed to create a Staffing Committee and Cllr Liz Meaton, Cllr Roger Sales, Cllr Sue Gardner and Cllr Linda Wilkson were appointed members of this committee. It was agreed to appoint Cllr Liz Meaton as Chair of the Staffing Committee.

The Staffing Committee Terms of Reference were approved.

13. Planning

Planning decision were noted.

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

