

Minutes

A Meeting of the Parish Council was held at The Pavilion, Station Road, Halstead TN14 7DH commencing at **7:00pm** on **Monday, 08 June 2026** to transact the under mentioned business, which Councillors were summoned to attend.

Present: Cllr Peel (Chair), Cllr Meaton (Vice Chair), D. Cllr Marshall, Cllr Wilkinson, D. Cllr John Grint, P. Nott (Clerk).

In attendance: 5 members of the public

Minute number: 260608

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

One nomination was received by the Clerk: Cllr Jean Peel was proposed by Cllr Meaton and seconded by Cllr Wilkinson. Cllr Peel signed the Declaration of Acceptance of Office of Chairman.

2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.

One nomination was received by the Clerk: Cllr Liz Meaton was proposed by Cllr Wilkinson and seconded by Cllr Peel. Cllr Meaton signed the Declaration of Acceptance of Office of Vice Chairman.

3. To receive and accept apologies for absence.

Apologies were received and accepted from Cllr Roger Sales, Cllr Sue Gardner, Cllr Cally Couchman and County Cllr Nigel Williams.

4. Declarations of interest.

To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

There were none.

5. Chair's remarks

Thank you to Cllr Marshall for his dedication as a councillor and the Council appreciate his input and representation at District Council for the residents of Halstead. District Councillor Grint provided an update on asset transfer process from SDC which is proving a complex process borough wide.

6. Minutes of previous meetings to be approved.

To approve the minutes of the Halstead Parish Council meeting held on Monday 13th April 2026 – Approved and signed by the Chair.

7. Communication and Events Committee to be dissolved and a working party formed

- a. Proposed to change to working party by Cllr Wilkinson and seconded by Cllr Meaton
- b. Leadership proposed as to continue Cllr Wilkinson, proposed by Cllr Meaton and seconded by Cllr Peel.

8. Highways and Amenities proposal to dissolve and form a working party

- a. This was deferred to a future meeting for further discussion and decision.

9. Staffing Committee proposal to dissolve and form a working party

- a. This was deferred to a future meeting for further discussion and decision.

10. Finance Committee proposal to dissolve and form a working party

- a. This was deferred to a future meeting for further discussion and decision.

11. Planning Committee Chair proposal

- a. Cllr Gardner was nominated to continue as Chairperson but was not present to accept, hence this is deferred to a future meeting for discussion and decision.

12. Payments to be made approved, payments and receipts noted

- a. (item was held in confidence - members of the public left the meeting for this) Cllr Meaton advised that the Clerk had passed their 3-month probation period and all paperwork had been completed to evidence this. It was noted that the Council was very pleased with the work of the Clerk to date. Post-probation pay point increase to point 29 as per the signed contract.
- b. Cllr Meaton was approved as a signatory for Lloyds Bank.
- c. Payments were approved by the Chair in the absence of the Chair of the Finance Committee and payments and receipts were noted.

13. To approve the Clerk to take time back in lieu for extra hours worked above contracted hours on dates approved by the Chair/Lead of the Staffing Committee.

- a. This was approved.

14. Public participation forum

- a. Resident raised that he raised 3 months ago that Knockholt Road was in poor condition and needs resurfacing, requested that HPC raise this but no action appears to have been taken. Also raised that Shoreham Lane surface is also in poor condition and requires resurfacing. Kent Highways representative Nigel Rowe is attending Halstead on 3rd June and the Clerk will ensure that these areas are reviewed with him for the HIP.

Next meeting Monday 8th June 2026 at 7:30pm in the Pavilion.

Meeting Closed at 7:25pm.