

Minutes of a joint meeting of Halstead Parish Council Highways and Amenities and Finance Committees held at The Pavilion, Station Road, Halstead TN14 7DH at 11:30am on Wednesday 28th January 2026

Present: Cllr Tony Marshall (Chair), Cllr Jean Peel, Cllr Liz Meaton, Cllr Sue Gardner Cllr Roger Sales and Mrs Helen Pack (Clerk)

Minute number: **260128:**

There were no **apologies for absence**

1. There were no **declarations of interest**
2. **Minutes of the meeting held on 17th December 2026** were approved and signed by the Chair.
3. **Public participation forum:** no members of the public were present.
4. **Parish Room and Pavilion**
 - a) Clearance and repair of the gutters at the Parish Room was considered. It was agreed to ask for a further quotation from another contractor.
 - b) A quotation and expenditure for tree works near the Parish Room was approved and Tree Craft were appointed as the contractors. Cllr Marshall would obtain permission from the landowners.
 - c) A quotation and expenditure of £3,300 from the maintenance budget were approved and S Brown was appointed as the contractor.
 - d) A quotation for a deep clean of the Pavilion and Parish Room was considered. This would be further considered following roof repairs and further quotations obtained.
 - e) A quotation for a Health and Safety inspection (risk assessment) of the Parish Room and Pavilion was considered. It was agreed to wait for the new Clerk to start and obtain her views.
 - f) Information boards to promote the Parish Council were considered. It was agreed to investigate this further and include this item on the Communications and Events agenda.
 - g) Purchasing a larger noticeboard and moving the existing noticeboard at the pavilion was considered and it was agreed to obtain a quotation for a new board and include this on the next Communications and Events agenda. Cllr Marshall would send the size of a proposed new board to the Clerk.
 - h) It was agreed to ask a contractor to place a picture of King Charles II beneath the clock in the Parish Room and to move the plaque currently there to one side.

5. Recreation Ground

- a) Expenditure from CIL reserves of £1200 for 2 picnic benches to be installed on the recreation ground was approved. A wheelchair accessible bench was suggested and it was agreed to apply for an inclusion grant for this in the first instance.
- b) Jet washing the netball court and repurposing it for other sports was considered. The costs obtained for a pickleball court were £1,000 for jet washing and £500 for line marking and nets. These nets could double for volleyball. It was agreed to contact the netball club to ask how often they would be using the court and to contact sovereign playgrounds for a quotation for jet washing and line marking. It was also agreed to send out an email asking for resident's views.
- a) Waste collection was considered as SDC had stopped their commercial waste collection. It was suggested that a general waste and green bin be provided with the general waste being emptied on a fortnightly basis initially. The cost of a 660l general waste bin from Biffa was £74 a month for a weekly collection. Cllr Marshall would obtain further quotations.

6. Highways

It was agreed to invite County Cllr Nigel Williamson to walk the village to look at issues.

7. Date of the next meeting: 11th March 2026

The meeting closed at 1.10pm