

Agenda

Notice is hereby given that a **Meeting of the Parish Council** will be held at The Pavilion, Station Road, Halstead TN14 7DH commencing at **7.30pm** on **Monday, 13 July 2026** to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Pip Nott*

Parish Clerk

Date: 7/7/2026

1. To receive and accept apologies for absence.

Please inform the Clerk if you are unable to attend.

2. Declarations of interest.

- a) 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. Clerk's report

- a) To note the Clerks report

[Clerks report for July FC meeting.pdf](#)

5. To adopt Standing Orders

[STANDING ORDERS June 2026.pdf](#)

6. Policies and procedures for approval

- a) Complaints Procedure and publication scheme
[COMPLAINTS PROCEDURE 2026.docx](#)
- b) Policy for dealing with the press/media
[PRESS ^0 MEDIA POLICY 2026 \(1\).docx](#)
- c) Policy and procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018
[Freedom of Information Publication Scheme \(3\).docx](#)
- d) Vexatious Complaints Policy
[VEXATIOUS COMPLAINANT POLICY 2026.docx](#)
- e) Data Protection & GDPR Policy
[GDPR PRIVACY NOTICE Website version.docx](#)
- f) Website accessibility

7. Communication and Events Working Group

- a) To receive an update from the Communication and Events Working Group

8. Highways and Amenities Committee

- a) To receive an update from the Highways and Amenities Committee

9. Finance Committee

- a) To approve expenditure on playground resurfacing.
[Wicksteed revised quote 3 areas of resurfacing.pdf](#)
- b) To appoint Wicksteed as contractor.
- c) To receive an update from the Finance Committee
- d) Payments to be made approved, payments and receipts noted was undertaken at Finance Committee on 6 July 2026.

10. Staffing Committee

- a) Chair to sign temporary contract for Rebecca Norburn as Assistant Clerk
- b) To approve employment of a temporary caretaker to support the Clerk to upkeep facilities and property for 5-7 hours per week.
- c) To approve the job description for a temporary caretaker.
- d) To approve the Clerk to recruit to the temporary caretaker role.

11. Planning Committee

- a) To receive an update from the planning committee

12. District Councillor updates

13. Confirm meeting dates for the year

[Formal Meeting Schedule 2026 from July to December.docx](#)

14. 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.

15. To note the Planning log

[PLANNING SPREADSHEET 2026 onwards.xlsx](#)

Future HPC Meeting dates:

Monday 14th September 2026 7.30pm, The Pavilion