

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, 14 September 2026** to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Pip Nott*

Parish Clerk

Date: 9/9/2026

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. Minutes of previous meetings to be approved.

To approve the minutes of the Halstead Parish Council meeting held on Monday 13th July 2026.

4. To note the death of Councillor Roger Sales.

To formally note, with great sadness, the death of Councillor Roger Sales on 8 September 2026 and to record the Council's condolences to his family and friends.

5. Chair's remarks

6. Clerk's report

To note the Clerks report

7. 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.

8. District Councillor updates

9. External Audit (AGAR) 2025/26 Update

To note correspondence received from Forvis Mazars LLP on 8 September 2026, advising that the Council's AGAR limited assurance review remains in progress and that the final AGAR, external auditor's report and completion letter are expected to be issued before the statutory deadline of 30 September 2026.

10. General Administration.

To note that the Local Government Association (LGA), acting on behalf of the National Joint Council (NJC) for Local Government Services, has announced that agreement has been reached on the 2026 pay award for local government employees.

11. Drama Kids – Halloween Stall

To consider and resolve whether Drama Kids should be permitted to have a promotional stall at the HPC Halloween Community Event, and whether a commercial staff fee should apply.

Proposed resolution: That Drama Kids be permitted to have a promotional stall at the Parish Council's Halloween Community Event, subject to the Council's standard event requirements, at a fee of £25 and conditions shall apply to other businesses seeking promotional stalls at Parish Council community events.

12. Local– Regulation 19 Consultation

- a) To consider and agree the response from Halstead Parish Council to be submitted for the consultation phase closing on 17th September 2026.
- b) To approve the Clerk to submit the HPC response to SDC planning.

13. Neighbourhood Priorities Statement

- a) To approve the Halstead Neighbourhood Parish Priorities Statement
- b) To approve submission of this response to Sevenoaks District Council planning by the Clerk.

14. Draft CIL Charging Schedule Consultation

To consider the Parish Council's response to the proposed changes.

15. Communications

- a) Mature Drivers & Passenger Course – request to host a free course for Halstead members by Kent Road Safety and Active Travel, Kent County Council on HPC premises.
- b) Three complaints from members about footpaths encroaching their properties on Station Road on Saturday 5th September.
- c) Member of public enquiring about private meetings with councillors.
- d) Member of public concerned about parking on road at bend of Beldam Haw restricting access for vehicles and potential safety of children crossing.
- e) Member of public reporting development on Land Behind Hunters retreat, Polhill with clearing and levelling.
- f) Members from Sevenoaks road provided a correction to minutes of 13 July 2026 where the issues of overgrown vegetation raised at 6 April meeting and subsequent apology from HPC for omitting to address this had not been minuted. An update was requested.

16. Communication and Events Working Group

- a) Family fun day on 14 August feedback.
- b) To receive an update on newsletters.
- c) To receive an update on HPC events.
- d) To consider future use of Mail Chimp by non HPC groups.

17. Highways and Amenities Committee

- a) To approve the HIP for 2026/7
- b) To note CENTYMCA Football Club use of HPC amenities and facilities for 2026/7.
- c) To note that Halstead Allstars Football Club have signed the contract for 2026/7 season.
- d) To agree expenditure of £612 on one occasion of setting out and line marking of adult and junior football pitches and to note CENTYMCA FC has offered to contribute to the cost of initial line marking for the adult pitch.
- e) To note subsequent line marking will be at the Football club's expense.
- f) To note the ROSPA inspection.
- g) To note that the play area partial resurfacing was undertaken in August.
- h) To note that the toddler climbing play equipment and surface has deteriorated and requires taking out of service until is temporarily repaired or replaced.
- i) To resolve to close the toddler play area to reduce risk to the public and ensure health and safety maintained and for the Clerk to take action to cordon this off.
- j) To resolve to accept the quotation from Water Plus for a three-year term on the basis that it offers the lowest estimated annual cost (£1,203.30)

18. Finance Committee

- a) There is no Finance Committee report for this meeting. Following the sad death of Councillor Roger Sales, who was Chair of the Finance Committee - the Committee have not had opportunity to appoint a replacement Chair. Any outstanding matters will be brought forward once the Committee is able to meet to elect a new Chair.
- b) Payments to be made approved, payments and receipts noted from 01 July to 31 August 2026.
- c) Budget 2027-28: to agree a date for a meeting of the Finance Committee to start discussions relating to the budget for 2027-28

19. Staffing Committee

- a) To note that interviews for Deputy Clerk have been conducted.
- b) To consider the recommendations of the interview panel and approve the appointment of a Deputy Clerk subject to references and pre-employment checks.
- c) To approve an update to the Scheme of Delegation to match the Staffing Committee Terms of Reference to have the authority to recruit and appoint staff.

20. Planning Committee

- a) To receive an update from the Planning Committee

21. To note the Planning log

22. Confirm meeting dates for 2027

Future HPC Meeting dates: Monday 12th October 2026 7.30pm, The Pavilion