



## SEAL PARISH COUNCIL

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# MINUTES

**Minutes of the Meeting of Seal Parish Council held on Thursday 11<sup>th</sup> September 2025 at 7.30 pm, at St Lawrence Village Hall, Stone Street, TN15 0LL. Members of the Seal Parish Council, are summoned to attend.**

**Present:** Cllr Haslam Chairman, Cllr Fettes, Cllr Bourne, Cllr Michaelides & Cllr Boorman, Cllr Penn

**Also Present –** Kassia Estrada-Castillion- Clerk  
Richard Glencross- St Lawrence Village Association

**11<sup>th</sup> September 2025**

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### **BUSINESS TO BE TRANSACTED**

**1. Apologies for absence received.**

Apologies were received from Cllr Kay, Cllr Talbot, Cllr Bulleid, Cllr Ratcliffe, Cllr Logen, Cllr Thornton and Cllr Hogarth and PC Costin.

**2. Declaration of Changes to the register of interests.**

None were declared.

**3. Declarations of Pecuniary Interest or other Interests** as defined by the LGA Code of Conduct and the Localism Act 2011 on any items on the agenda

None were declared.

**4. Requests for dispensation**

None.

**5. To agree the minutes of the Full Council Meeting**

Resolved: The minutes were taken as read and duly signed and initialled by the Chairman.

**Public Forum (Minute book closed)**

**6. District and County Councillor Reports**

It was noted that all parties had sent their apologies and no reports were received.

**7. Report from St Lawrence Village Association.**

The Bookings Secretary, Richard Glencross, presented his report.

Seal Parish Council had contributed 50% of the refurbishment costs for the hall. The small hall had been refurbished and is now used in addition to the main hall for activities such as art classes. Further expenditure of approximately £3,000 on additional works is planned.

It was noted that there had previously been two groups responsible for organising and promoting events. It had been agreed that these groups be combined, and the Village Hall had now adopted the St Lawrence Village Association, a registered charity.

There was a growing appetite for community events. Over the past year, activities had included a quiz night, a band night, and a programme of monthly talks, each attracting approximately 80 attendees. Summer monthly pop-up pubs on the cricket pitch had also proved popular.

Following the loss of the pre-school, it was recognised that further support was needed to attract regular hirers. The hall is currently hired for activities such as karate and parties and remains flexible in permitting the use of bouncy castles. It was confirmed that the booking system is reliable and well managed.

The fabric and maintenance of the building remain an ongoing consideration.

Concerns were raised regarding speeding and traffic on Stone Street, particularly in combination with mud on the road which presents a hazard. It was noted that there had been discussion about forming a speed check group.

The Association concluded that there was a healthy level of community activity and engagement.

#### **8. To consider St Lawrence Recreation Ground Pavilion Grant Application**

Members considered the grant application for the St Lawrence Recreation Ground Pavilion.

It was noted that Seal Parish Council has always acted as a trustee of the St Lawrence Village Hall. Approximately five years ago, a councillor had been instrumental in bringing both the cricket club and the football club on board as trustees.

The Pavilion, originally built for the cricket club, was reported to be in a rickety condition and no longer fit for purpose, particularly for the needs of the Football Club Juniors. The Football Club is currently thriving with around 50 members, whereas the Cricket Club has approximately 40 members. Members were advised that, if the Pavilion is not refurbished, there is a risk that the Football Club may move elsewhere.

RESOLVED: That the grant application be approved unanimously and that the refurbishment be funded by Seal Parish Council from its Community Infrastructure Levy (CIL) funds.

#### **9. To Consider the ROSPA Safety Audit Review and the List of Maintenance Tasks Required at Seal Recreation Ground and Bitchet Green Cricket Ground**

Members reviewed the ROSPA Safety Audit Report and the associated list of maintenance tasks for Seal Recreation Ground and Bitchet Green Cricket Ground, together with the quotation previously circulated.

It was agreed that the Clerk would obtain a further quotation for the works, focusing on items scoring 8 and above on the ROSPA report. Members noted that the multiplay area required

particular attention and that a contractor should be engaged to carry out jet washing of equipment and surfaces.

It was agreed that a colour-coded priority list of items scoring 8 and above would be prepared for consideration at the next meeting.

#### **10. To Consider Whether to Retain the Council Landline Telephone**

Members considered whether to retain the Council's landline telephone.

RESOLVED: That the Council's landline telephone be cancelled at the end of the year and the contact number be removed from all publicity and communications.

#### **11. To Review the Action Plan**

Members noted that the current Action Plan is severely out of date.

RESOLVED: That the Action Plan be updated with input from the Chairman and circulated together with the minutes of this meeting.

#### **12. Finance**

##### **12.1 To approve the Payments Schedule for August and September.**

<b>Supplier</b>	<b>Gross</b>	<b>Description</b>
Caretaker	443.16	Caretaker Salary
Clerk	1,196.65	Clerk's salary
SLCC	450.00	CILCA Qualification
MDH Horticultural	2,436.55	Mowing
Richard Abel Landscapes	648.00	Flowerbeds in the Parish
Play Safety	216.00	AI PARISH, Annual Inspection- Bitchett Cricket Ground, Seal Recreation Ground
Handyman Hicks	80.00	Phone Box Repair Seal
Handyman Hicks	85.00	Remove and reset signpost with postcrete (Seal Rec)
SDC	32.80	Bin collection
HMRC	349.01	PAYE NIC
Max IT Solutions	1,036.69	Clerk Laptop and Software
Defib Supplies	284.40	Defibrilators
Hirer	75.00	Hall Hire Deposit Return
Caretaker	443.16	Caretaker Salary
Clerk	1,196.85	Clerk's salary
HMRC	348.81	PAYE NIC
KCS	263.78	Caretaker Supplies
KCS	26.33	Caretaker Supplies
Avica	29.90	Caretaker Supplies paid by Clerk
MDH Horticultural	1,914.55	Mowing

Supplier	Gross
Yu Energy	107.88
Castle Water	482.78
British Gas	180.82
H3G	29.52
CHG	2.80
Natwest Bankline	28.35
Yu Energy	101.57
Castle Water	n/a
British Gas	186.01
H3G	26.28
CHG	2.10

**12.2 To Note the internal transfers for September.**

Noted.

**Transfers**

From A/C	Amount	To A/C
CCLA	6,000.00	Cur Ac

**13. Other information.**

**13.1 To Receive Information on the Council and Committee Email Distribution Lists (@sealparish.gov.uk)**

Members noted that the transition to the new @sealparish.gov.uk email addresses is currently underway.

**Meeting Finished: 8:41**