

## MINUTES

**HERSTMONCEUX PARISH COUNCIL**  
**Herstmonceux Parish Full Council Meeting**  
**Monday 16<sup>th</sup> April, 2018, 7.30 p.m.**

**Councillors in attendance:** Jenny Alder; Emma Goodsell; Mick Goodsell; Heather Kenward; Graham Lee; Bryan Naish; Stephen Nash; Ian Stewart - **Ch**; WDC Cllr Andy Long

**Clerk** – Clare Harrison

**RFO** – Simon Goacher; Karen Crowhurst

**Members of the Public** - Two

No	Agenda Item	Action
1. FCL18.04.326	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>The Chair opened the meeting at 19.32pm and reminded all that the meeting was being recorded.</p> <p><b>Apologies had been received from the following Councillors:</b> Jo Angear Catherine Stirling-Reed ESCC Cllr Bill Bentley</p>	<p><b>Attendances and Apologies to be recorded</b></p>
2. FCL18.04.327	<p><b>TO RESOLVE TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING</b></p> <p>i Minutes for <b>Approval and Adoption</b>, meeting date 19th March 2018 The minutes of the FCL meeting, held on the 19<sup>th</sup> March 2018 had been circulated. It was <b>RESOLVED</b> to accept that the minutes be <b>APPROVED</b>, adopted and signed as a correct record.</p> <p>ii Any outstanding actions There were none.</p> <p>iii Minutes for <b>Approval and Adoption</b>, Extraordinary meeting date 26th February 2018 The minutes of the Extraordinary meeting of the FCL, held on the 3<sup>rd</sup> April 2018 had been circulated. It was <b>RESOLVED</b> to accept that the minutes be <b>APPROVED</b>, adopted and signed as a correct record.</p> <p>It was acknowledged and <b>AGREED</b> by all that the Continuous Service terms within the Contract of Employment between Mrs Karen Crowhurst and Herstmonceux Parish Council, the following Section, 2.2, was the applicable term between the two parties:</p> <p><b>2.2.</b> For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.</p> <p>Terms of the Contract were <b>RATIFIED</b>. Two copies of the Contract of Employment between Mrs Karen Crowhurst and Herstmonceux Parish Council were signed, one copy to be held by each.</p> <p>iv Any outstanding actions There were none.</p>	<p><b>Minutes to be filed and posted to website</b></p> <p><b>Minutes to be filed and posted to website</b></p> <p><b>Contract to be filed in Personnel File</b></p>

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| 3.<br>FCL18.04.328 | <b>DECLARATIONS OF MEMBERS' INTERESTS</b> <ul style="list-style-type: none"><li>i. Cllr Goodsell declared his regular pecuniary interests in matters of private tenders and contract works on trees / hedgerow cutting and other general maintenance issues / works needed in the parish.</li><li>ii. Cllr Stewart declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.</li><li>iii. Cllr Naish declared an interest in any Village Hall matters as an elected member of the Village Hall Management Committee.</li></ul> | <b>Declarations recorded</b> |
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Declarations of interest, **specific to the Agenda:**

- iv. There were none.

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| 4.<br>FCL18.04.329 | <b>MEMBERS DISPENSATION REQUESTS</b> <p>No Dispensation requests had been received.</p> |
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| 5.<br>FCL18.04.330 | <b>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b> |
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Prior to closing Standing Orders, the Chair set out rules, under which the Parish Council are bound, for the restrictions on information supplied by Herstmonceux Parish Council for the upcoming Referendum of the Herstmonceux Parish Neighbourhood Plan (HPNP); quoting from The Neighbourhood Planning (Referendums) Regulations 2012: Regulation 4 – Information to be made available in relation to referendums and Regulation 5 – Restriction on publication etc of promotional material. In short, HPC are not allowed to promote the plan itself but may offer a factual response when inaccurate information is being circulated.

**Standing Orders were closed at 19.38pm** to allow the Members Of the Public to speak.

It was voiced that the wording of the Referendum question did not provide clarity as to what the HPNP was about and therefore, somewhat confused matters as to what the vote was for. The Chair clarified that the wording on the notice was set in legislation and could not be changed.

Questions were asked and responded to, factually, with an explanation that having regard to the 14 Policies of the HPNP would provide a summary of the Plan itself. This could assist those voting, as to whether they were in support of the HPNP or not, by considering if they felt the policies were important or would be beneficial to the future of the community.

**Standing Orders resumed at 19.50pm**

The MOP were thanked. MOP left at 19.50pm.

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| 6.<br>FCL18.04.331 | <b>FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS</b> <ul style="list-style-type: none"><li>i Presentation of Payments and Receipts, April 2018, for <b>Approval and Ratification</b></li></ul> <p>The RFO presented payments totalling £10,156.21. The RFO requested permission to process payments presented of £10,156.21. Please see (page 4) for full details.</p> | <b>RFO to process all payments</b> |
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The RFO highlighted to the Council that Officers additional hours and expenses payments within this month's POA were subject to the Ratification of the FGP minutes, (Agenda Item 7). This included Additional Hours claims from the RFO,

period 01.10.2017-31.03.2018 plus the his Contractual Gratuity on retirement; Additional Hours claim from the Clerk, period 01.01.2018 – 31.03.2018; and a final claim for hours payment to the Clerk of the NHP up until 15.03.2018 (end of contract) plus an additional three hours for the computer tidy of files prior to handing the Laptop back to Clerk for loading the files to the Cloud.

It was **PROPOSED**, seconded and agreed by all that all presented payments and receipts be accepted and that approval is issued for any payments. It was **RESOLVED** to authorise expenditure totalling £10,156.21.

**Cllr Long joined meeting 19.52pm**

**Approval was sought for the following:**

- ii Statement of Account report (01 January 2018 to 31 March 2018)  
The Statement of Account detailing the balance of 168,548.89 had been circulated.
- iii Actual v Estimate Report (01 April 2017 to 31 March 2018)  
Revised estimates had been circulated.
- iv Bank Reconciliation signed by Councillor Mrs Kenward to 31 March 2018  
The Bank Reconciliation confirming the balance of 168,548.89 had been circulated.
- v Councillors Internal Audit Checklist, undertaken and signed by Councillor Mrs Kenward.  
A record of the Internal Audit undertaken on 09.04.2018 had been circulated prior to the meeting.
- vi HPC Account Balances as at 31 March 2018  
A copy of the Ledger showing the HPC Account Balances showing the balance of £168,548.89; as at 31.03.2018; had been circulated prior to the meeting.

**Records to  
be filed**

It was **PROPOSED**, seconded and agreed by all to **APPROVE** the presented financial records. Decision **RATIFIED**.

Council acknowledged that the 7 year-old laptop, that had been used by the NHP Clerk, was not worth upgrading and refurbishing once these necessary costs were offset against the purchase of a new laptop for the incoming RFO.

**Clerk to  
process  
order of new  
ICT package**

The Clerk presented specification and costs of laptop options for the new RFO, ref minute item FCL18.04.324.6,7&8. The Clerk requested permission to process the purchase of a HP Laptop- Intel i3-7100U, £329 + VAT, plus associated anti-virus, encryption and software as detailed in FCL18.04.324.6,7&8.

It was **PROPOSED**, seconded and agreed by all that purchase of the laptop associated anti-virus, encryption and software is **APPROVED**. It was **RESOLVED** to authorise this expenditure.

Herstmonceux Parish Council  
Full Council (FCL)

**Herstmonceux Parish Council**

Meeting: **16 April 2018** Agenda Item: **06 - Payments of Account**

**Payment of Accounts**

The following Accounts are submitted for payment approval:

Cheque Number	Payee:	Description of Payment:	Sub Info/Total	Amount:
<b>Payment of Accounts - Parish Council Meeting:</b>				
<b>Cheques drawn 16 April 2018:</b>				
	None.			
<b>Direct Credit Payments - Scheduled for payment on Friday 20 April 2018</b>				
	Mrs J. Angear	ADMIN: APM Expenses & Retiring RFO Gifts		148.87
	Mr M. J. Bradshaw	ADMIN: Travelling Expenses to 13th March 2018		9.36
	East Sussex Pension Fund	ADMIN: Pension deductions - April 2018		500.86
	Equinox Designs	N/Plan: Neighbourhood Plan Referendum Signs		144.00
	Gallifant, James	COMMs: Website & IT Support to 30 June 2018, Addit work re: Membesr Email Addresses		155.00
	Goacher, Simon P. (Payroll Services)	ADMIN: Payroll Bureau Fees and Expenses for 2017-18		398.58
	Herstmonceux Village Hall	Admin: Hire of Hall - March 2018		101.00
	Herstmonceux & Wartling PCC	ADMIN: Printing Parish Council Bulletins & Newsletters 2017-18		50.00
	Invicta Law	ALLOT: Re-Registration and Continuation Lease for Allotments Site; Fees & Expenses		1,103.20
	Principal	ADMIN: Photocopier Charges to 24 March 2018		296.11
	(The) Recycling Partnership Ltd	AME: Commercial Waste Collection - March 2018		32.33
	Rural Community Support Society	ADMIN: Parish Office - Electricity charges to 31 March 2018	75.36	
	Rural Community Support Society	ADMIN: Use of Meeting Room in VIC - March 2018	15.00	
	Rural Community Support Society	ADMIN: Increase in Service Charge from 01 April 2018 to 23 June 2018	4.60	94.96
	SSALC Ltd	ADMIN: CiLCA Programme for the Clerk	320.00	
	SSALC Ltd	ADMIN: LCR Magazine for 2018-19; 2x copies	34.00	
	SSALC Ltd	ADMIN: ESALC Subscription 2018-19	631.30	
	SSALC Ltd	ADMIN: NALC subscription 2018-19	142.55	1,127.85
<b>Direct Credit Payments - Salary &amp; Expenses scheduled for payment on 25 April 2018 [PayDay]</b>				
	Goacher, S. P.	ADMIN: Additional Hours 01/10/2017 to 31/03/2018, Contractual Gratuity on retirement	3,769.84	
	Goacher, S. P.	ADMIN: Out of Pocket Expenses - Postage 01/04/2017 to 31/03/2018, Toner Cartridges	386.18	4,156.02
	Harrison, Mrs C. J.	ADMIN: Clerk's Salary & Additional Hours - April 2018	1,297.17	
	Harrison, Mrs C. J.	ADMIN: Mileage Claim - 01/01/2018 to 31/03/2018	105.75	1,402.92
	McInnes, Mrs J. E.	ADMIN: N/Plan Clerk Salary to 15/03/2018 (end of Contract)		435.15
<b>Total of Accounts for Approval</b>				<b>10,156.21</b>

Bank Transaction	Payee:	Description of Income / Payment:	Amount:
<b>Notes: Income or Expenditure paid by Direct Credit / Direct Debit or other Regular Commitments</b>			
<b>Income:</b>			
D/Credit	Herstmonceux Cricket Club	HPC 2019-0004: use of recreation ground 2018-19	537.00
<b>Total Income Received via D/Credits</b>			<b>537.00</b>
<b>Expenditure:</b>			
D/Debit	BarclayCard Commercial	Admin: Payment of BarclayCard - purchases	0.00
D/Debit	British Telecom	Admin: Broadband / Internet Services	0.00
D/Debit	British Telecom	Admin: Telephone Landline	0.00
D/Debit	Information Commissioners Office	Admin: Data Protection Registration	0.00
D/Debit	Laser Energy Buying Group	AME: Energy Charges [Monthly] - 01/02/2018 to 28/02/2018	433.57
D/Debit	Laser Energy Buying Group	AME: Standing Charges etc [Monthly] - 01/02/2018 to 28/02/2018	27.16
D/Debit	Principal	Admin: Photocopier Rental Agreement	0.00
D/Debit	Rural Community Support Society	Admin: Rent for three months in Advance	0.00
D/Debit	Rural Community Support Society	Admin: Standing Charges for three months in Advance	0.00
D/Debit	South East Water	AME: Water supply to Recreation Ground	0.00
D/Debit	Wealden DC	Admin: Courses / Conferences - Delegate Fees	0.00
D/Debit	Wealden DC	AME: Dog Bin Emptying Services	0.00
D/Debit	Wealden DC	AME: Litter Bin Emptying Services	0.00
D/Debit	Wealden DC	Old Surgery: Ground Rent	0.00
<b>Total Expenditure paid via D/Debits</b>			<b>460.73</b>
<b>BarclayCard Expenditure since last Payments of Account Report - to be paid</b>			
01.03.2018			CJH 0.00
01.03.2018			SPG 0.00
<b>Total Expenditure paid via BarclayCard</b>			<b>0.00</b>
<b>Net Expenditure (-) / Income (+) expected:</b>			<b>76.27</b>

*Simon P. Goacher*

Responsible Finance Officer

09 April 2018

7. **FINANCE AND GENERAL PURPOSES COMMITTEE**
- FCL18.04.332 i Minutes for Approval and Adoption, meeting date 3<sup>rd</sup> April 2018  
The minutes of the Finance and General Purposes Committee, held on 3<sup>rd</sup> April 2018 had been circulated. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.
- ii FGP(Com) Recommendations for Full Council ratification
- FIN.01.04.18 ELECTION OF F&GP CHAIRMAN  
Recommendation **APPROVED**  
(Chairman of the Parish Council, and in his absence, the Vice Chairman of the Parish Council for the interim period until May 2018).
- FIN.07.04.18 CURRENT YEAR EXPENDITURE  
All recommendations **APPROVED**  
(Old Surgery ground rent to be paid in full in April of each year; Clerks additional hours claim 77.50hrs; RFO additional hours 80.25, administration expenses £386.18, and contractual payments – Retirement Gratuity £3,745.95; Webmaster support quarterly invoice).
- FIN.08.04.18 BANK SIGNATORIES  
All recommendations **APPROVED**  
(Signatory removals, continuations, additions).
- FIN.12.04.18 PUBLIC CONVENIENCES  
All recommendations **APPROVED**  
(WDC letter of intent and licence. Photos to be taken prior to engrossing lease and returning to WDC).
- FIN.17.04.18 RESPONSIBLE FINANCE OFFICER HANDOVER  
Recommended handover arrangements **APPROVED**  
(Final accounts and audit responsibilities; hand over with new RFO; agreement run from 01.04.18 – 31.10.18 01 April 2018 with an early termination by either party on giving one month's notice; no associated conditions of service attached, such as holiday pay, sickness; rate of £20 per hour, supported by a timesheet).
- Agenda Item 14ii was brought forwards to this point of the proceedings**  
It was **PROPOSED**, seconded and agreed by all to **APPROVE** the presented request to purchase four locally sourced and hand-made, WWI commemoration figures for £150 each. It was confirmed that the Cowbeech Bonfire Society will reimburse HPC for the cost of one; the cost to HPC therefore at £450 which sits within the agreed budget of £500.
- Decision **RATIFIED**.
8. i Minutes for **Approval and Adoption**, meeting date 26<sup>th</sup> March 2018  
FCL18.04.333 The minutes of the Amenities Committee, held on 26<sup>th</sup> March 2018 had been circulated. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record and that the **RECOMMENDATIONS** are **APPROVED**, as below:
- AME18.03.09 - Extreme Clean cleaning of finger posts and composite benches - that a 3 year contract be awarded to replicate the required cleaning times.

Minutes to be filed and posted to website

Clerk and RFO to action

Information to Payroll

RFO to issue Works Order

RFO to issue Works Orders

AME18.03.09 - Annual Contract for the maintenance of the bank opposite the Village Hall - that the contract be awarded for the next financial year, for two strims per year to Mick Goodsell.

AME18.03.09 - Bus Shelters Annual Clean - this activity fall within the agreed hours of the new Small Works Contractor and that the cleaning should take place in February / March.

AME18.03.12 - Herstmonceux School Happy Circus Event supported with these specific provisos:

- That the event may go ahead, weather permitting, and that the ground completely restored to its former state. The Recreation Ground **MUST** be left in the same condition as found. The Happy Circus use of the word 'almost' in their section 'What measures are taken to look after the field?' is not acceptable.
- That the timing of the event is arranged following liaison with the Cricket and Bowls Clubs so as not to interrupt their start of season timing.
- That parking of the event is managed efficiently and safely.

**Clerks letter  
to PFTA**

ii Allotments Buildings – HAA Decision

It was **RESOLVED** to accept the HAA suggested amendments to the terms and conditions referencing the erection of buildings on allotments.  
RFO to finalise this agreement with enquirer.

A request for confirmation of planned annual grounds maintenance - rolling and scarifying ground, had been sought. Although the date to undertake the work is weather dependant, permission for the RFO to issue the works order to the cost of £300 was given, as per annual estimates. Decision **RATIFIED**.

9.  
FCL18.04.334

**TO ACCEPT WRITTEN / VERBAL REPORTS FROM THE FOLLOWING (where available):**

i Herstmonceux Parish Neighbourhood Plan – HPNP

This item had been discussed at agenda item 5. There were no further updates.

ii Councillor Surgeries

The clerk informed the Council that in response to Surgery enquiries, defibrillator training is being organised in conjunction with Community First Responders and the Merrie Harriers for a date in June 2018.

Additional bin queries are being made, as per residents suggestion.

**Clerk  
ongoing  
action**

iii Herstmonceux Transport Action Group

A report from Cllr Kenward had been circulated. There were no arising actions.

10.  
FCL18.04.335

**PLANNING MATTERS**

The Chair offered some comments to WDC Cllr Andy Long in respect of HPC queries to WDC as to how planning decisions are reached when evidence is lacking. Also, how Enforcement are ensuring (ongoing) action where potential breaches have been reported and WDC enforcement direction is not being heeded. The Chair advised Cllr Long that the Council would be corresponding with WDC about this.

Cllr Long reassured that WDC action was taken following any concerns raised, including scrutiny by himself and discussions with the relevant case officer. Decisions were carefully weighted although Cllr Long acknowledged that there is a danger in setting a precedent for applications that manipulate planning systems, especially in this time of planning policy void for WDC.

Cllr Long also provided an update on the latest news regarding the Ashdown Forest admissions monitoring and policy forming, informing HPC of other organisations involvement such as Natural England. As a result of this involvement WDC are coming under cumulative pressure to take a softer approach, including with neighbouring planning authorities, despite the impact of their developments on WDC infrastructure issues where these are deemed insufficient for needs.

Changes are imminent for the interpretation of evidence and data for monitoring sites. Although assessments will continue and nitrogen levels are still increasing and this is deemed unacceptable, harm caused may not be as great as Natural England and other organisations may have first thought i.e through greener transport initiatives lessening the impact.

Cllr Long was thanked for his updates.

Consideration of received applications for Comments and Observations to WDC

10.1	<p><b>Application No. WD/2018/0523/F &amp; WD/2018/0524/LB</b> Application Type: Full Location: HORMES HOUSE, WINDMILL HILL ROAD, WINDMILL HILL, HERSTMONCEUX BN27 4RS</p> <p>Description: PROPOSED REAR EXTENSION AND DEMOLITION OF EXISTING GARAGE. REMOVAL OF EXISTING BAY WINDOW AND INTERNAL AND EXTERNAL ALTERATIONS.</p> <p><b>Comments and Observations:</b> This application is objected to on the following grounds:</p> <ul style="list-style-type: none"><li>• The proposed extension is excessively large in comparison to the existing Listed Building.</li><li>• The design materials are inappropriate and not aesthetically pleasing. The proposed materials are not sympathetic with the age of the Listed Building or in keeping with other such properties in the Parish.</li><li>• The bay window that is being proposed for removal is part of the original listed building.</li></ul>	<p><b>Comments and Observations to be submitted</b></p>
11. FCL18.04.336	<p><b>FORMER PUBLIC CONVENIENCE</b></p> <p>i Update regarding stage of proceedings with Angears initial report No updates available.</p> <p>ii Licence Please see Agenda Item FCL18.04.332 for decision outcomes.</p>	<p><b>Clerk to follow up</b></p>
12. FCL18.04.337	<p><b>CODE OF CONDUCT</b> Comments and Observations from HPC, to feed into the Code of Conduct consultation undertaken by NALC, are as follows:</p>	<p><b>Comments and Observations</b></p>

The District and Borough authorities have a monitoring officer but Town and Parish councils have no overriding body should maladministration occur, a Council may be in disrepute but no further course of action is taken.

**to be  
submitted**

- The Current Code of Conduct has no real teeth for any repercussions in respect of a breach of ethical standards, any improvements are welcome.

13. **RFO**  
FCL18.04.338 The start date of the new RFO was confirmed as 16/04/18.

Other matters relating to employment of the new RFO can be found at:  
Agenda Item 2 FCL18.04.327  
Agenda Item 6 FCL18.04.331

14. **WW1 COMMEMORATION**  
FCL18.04.339 An update on the last WW1 Commemoration meeting had been circulated. 7 events are currently being planned in addition to the figures agreed to by HPC at Agenda Item 7 FCL18.04.332 and the poppies recently planted in Herstmonceux by representatives from Herstmonceux Castle. Cllr Nash will investigate the possibility of further poppy planting by the signs for Windmill Hill and Cowbeech.

**Cllr Nash  
liaise with  
The Castle**

It was confirmed that the next meeting is set for the 17.05.18.  
The Chair of the Parish Council will attend.

ii Memorial Figures – report by Cllr Nash  
This item had been discussed at Agenda Item 7, FCL18.04.332

15. **ACTION POINTS AND UPDATES**  
FCL18.04.340

i Recreation Ground Access Road  
The latest updates had been received from the consultant. A meeting will be requested once the report is received from the recommended engineer.

ii HPC Website  
Council **AGREED** to the 31.05.18 as a final date for conclusion of the work needed to ensure the anticipated new website is viable for population of information and documents in readiness for its launch. In addition, Council wish to receive a guarantee of long term support once the site is in the public domain.  
If the deadline is not met, Council will cancel the contract and build their new website with a different designer of choice, according to local recommendation and package detail.

iii GDPR preparation – Data Protection Officer; Email and cloud storage accounts  
It was **PROPOSED**, seconded and agreed by all that the Clerk investigate DPO services with the aim to appoint the services of a DPO for one year, if possible as per the recommendation of the GDPR trainer, to the cost of £150. **APPROVED**. It was **RESOLVED** to authorise this investigation and expenditure.

**Clerk to  
source DPO  
services**

iv v Convening of BDV Group  
A meeting has been arranged for 23.04.18 with Lime Cross as the Key Agenda Item

**Cllr Alder et  
al**



- v Grant of Easement with Integrated Health Surgery – engrossment of Deed of Grant  
Council are still awaiting receipt of the official document for engrossment

**Clerk to request priority action from legal team**

16. **COMMUNITY GOVERNANCE REVIEW**  
FCL18.04.341 Invitation to comment on proposals  
[http://www.wealden.gov.uk/Wealden/Council/Voting\\_and\\_Elections/Boundary\\_and\\_Electoral\\_Reviews/Democracy\\_Parish\\_Review.aspx](http://www.wealden.gov.uk/Wealden/Council/Voting_and_Elections/Boundary_and_Electoral_Reviews/Democracy_Parish_Review.aspx)

This proposal was acknowledged. The Council did not wish to submit any comments.

17. **CORRESPONDENCE – FOR NOTING OR ACTION**  
FCL18.04.342
- i Clerks Report  
There were no questions.
  - ii Traffic Sensitive Streets (Highways WG)  
Highways WG to provide a report to the clerk to forward as the response from the Parish Council.
  - iii Other received after publication of this Agenda  
There were none of significance.

18. **ITEMS FOR REFERRAL**  
FCL18.04.343
- i Appropriate committee  
Apologies for all meetings in May were received from Cllr Alder AME - Creation of a Friends of Herstmonceux Parish group  
AME – Community Led initiative with regards to Dog Mess
  - ii Newsletter  
Neighbourhood Plan referendum focus  
Community Led initiative idea with regards to Dog Mess

**Clerk to C/F to appropriate agenda**

19. **CLOSE OF MEETING**  
FCL18.04.344 The meeting closed at 21.21

**Date of next meeting – May 21<sup>st</sup> 2018**  
**This will be the Annual Full Council Meeting of Herstmonceux Parish Council**