

## MINUTES

**HERSTMONCEUX PARISH COUNCIL**  
**Annual Statutory Meeting of the Full Council**  
**Monday 21st May 2018, 7.30 p.m.**

Councillors in attendance: Jo Angear; Emma Goodsell; Heather Kenward; Graham Lee; Bryan Naish; Stephen Nash; Ian Stewart; Catherine Stirling-Reed; WDC Cllr Andy Long.

**Clerk in attendance** – Clare Harrison

**Responsible Finance Officer (RFO) in attendance** - Karen Crowhurst

**Members of the Public** – None

Item Number	Minute	Action
1. 18.05.01	<p><b>ELECTION OF CHAIRMAN &amp; SIGNING OF DECLARATION OF ACCEPTANCE</b></p> <p>Outgoing Chair Cllr Stewart expressed his thanks to Council for their hard work over the past year.</p> <p>The Clerk temporarily took the chair to lead the proceedings for the election of Chairman. Nominations for the role of Chairman to Herstmonceux Parish Council were invited.</p> <p>A <b>Proposal</b> was received in favour of Cllr Ian Stewart, this was seconded. No other nominations were received. All Councillors voted in favour of Cllr Stewart being elected to Chairperson. <b>AGREED</b> and <b>RATIFIED</b>.</p> <p><b>Cllr Ian Stewart was declared the Chair of Herstmonceux Parish Council</b></p> <p>Declaration of Acceptance signed by Cllr Stewart, witnessed and countersigned by the Clerk.</p> <p>Cllr Stewart resumed role of Chair.</p>	<b>DofA to be filed</b>
2. 18.05.02	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence had been received by Cllrs: Jenny Alder; Mick Goodsell (via Cllr Emma Goodsell); ESCC Cllr Bill Bentley.</p> <p>Cllr Angear had advised the Clerk that she would be joining the night's proceedings after the start time of 7.30pm.</p>	<b>Apologies to be recorded</b>
3. 18.05.03	<p><b>DECLARATIONS OF MEMBERS' INTERESTS</b></p> <ol style="list-style-type: none"><li>i. Cllr Stewart declared an interest in any Village Hall matters, as an elected member of the Village Hall Management Committee.</li><li>ii. Cllr Angear 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><li>iv. Cllr Nash declared an interest in any Village Information Centre matters, as an elected member of the Village Information Centre Committee.</li></ol>	<b>DofI's to be recorded</b>

**Declarations of Interest Specific to this Agenda:**

- v. Cllr Naish declared a prejudicial interest in Agenda Item 17, Planning Application No. WD/2018/0871/F.

4.  
18.05.04

**DISPENSATIONS**

No dispensation requests had been received

5.  
18.05.05

**ELECTION OF VICE CHAIRMAN**

**DofA to be filed**

Nominations for the role of Vice-Chairman to Herstmonceux Parish Council were invited.

A **Proposal** was received in favour of Cllr Stephen Nash, this was seconded. No other nominations were received. All Councillors voted in favour of Cllr Nash being elected to Vice-Chairperson. **AGREED** and **RATIFIED**.

**Cllr Stephen Nash was declared Vice-Chair of Herstmonceux Parish Council**

Declaration of Acceptance signed by Cllr Nash, witnessed and countersigned by the Clerk.

6.  
18.05.06

**PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**

There were no members of the public present.

7.  
18.05.07

**COUNCIL COMMITTEE MEMBERSHIPS AND GRANTING OF DELEGATED AUTHORITY**

- i Members **Agreement** of non-eligibility of General Powers of Competency

Members acknowledged that HPC do not currently fit the criteria for eligibility of General Powers of Competency. **AGREED**.

- ii Amending, adding to, or **Approval** of current Committee structure  
It was **Proposed** that there were no changes necessary to the current HPC Committee structure. Seconded and **AGREED** by all.

- iii Agreeing and **Approval** of Committee memberships  
Planning and Amenities - There were no changes in membership to the Planning and Amenities Committees.

**Committee membership records to be updated and circulated**

Personnel Sub-Committee - A vacancy had arisen on the Personnel Sub-Committee. Two nominations to this post were **Proposed** and seconded and put to vote.

Cllr Stirling Reed was found unanimously in favour, receiving a total of 6 votes (against 4) and was subsequently elected to the Personnel Sub-Committee. **AGREED**.

The two current serving members of the Personnel Sub-Committee were proposed to continue on the Personnel Sub-Committee. These were seconded and put to vote.

Cllr Nash was found unanimously in favour, receiving a total of 6 votes.

**AGREED**.

Cllr Angear received a total 5 votes. There was one abstention. **AGREED**.

The Personnel Sub-Committee is formed of Cllrs Angear, Nash and Stirling-Reed. Decision **RATIFIED**.

Finance and General Purposes Committee - A vacancy had arisen on the Finance and General Purposes Committee. One nomination to this post was **Proposed** and seconded and put to vote.

Cllr Graham Lee was found unanimously in favour.

The Finance and General Purposes Committee is formed of Cllrs Angear, MGoodsell, Kenward, Lee, Nash and Stewart. Decision **RATIFIED**.

iv Granting of any delegated authority

It was **Proposed**, seconded and **AGREED** by all that Herstmonceux Parish Council continue to give **DELEGATED POWERS** to the following:

The **Finance and General Purposes Committee**, as a Standing Committee, to authorise expenditure of up to and including £1,000, (ex VAT), in an emergency or in order to expedite matters, providing:

1. A meeting of the Finance & General Purposes Committee is properly convened; the meeting having been advertised for the requisite three-day notice period.
2. That the meeting of the Finance & General Purposes Committee is quorate.
3. That the meeting is attended by either the Responsible Finance Officer, and/or Parish Clerk.
4. That the matter requiring funding under DELEGATED POWERS is agreed by the Chairman of the Parish Council or Vice Chairman as an emergency matter.
5. That the matter requiring funding under DELEGATED POWERS, if presented by either the Chair or Vice-Chair of the Parish Council, is agreed by the non-proposing Chair / Vice-Chair of the Parish Council as an emergency matter.
6. All decisions of the specially convened Finance & General Purposes Committee must be recorded in writing setting out the reasons for the decision, and presented to the next meeting of Full Council for ratification.

*(FGP(Com) TOR v160910)*

The **Planning Committee**:

1. The Planning Committee has delegated powers to consider and comment on planning applications.

*(PLN(Com) TOR v170821)*

The **Chairman**:

1. If a motion falls within the Terms of Reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

*(Standing Orders v1710Final)*

**Proper Officers** of the Council:

1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - the council for all items over £2,500;
  - The Finance & General Purposes Committee of the council for items up to £1,000; or
  - The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.  
Contracts may not be disaggregated to avoid controls imposed by these regulations.
2. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, supplies, etc., whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
3. The Clerk and RFO shall be authorised to spend to a limit of £250 per Officer, per month, via the Council's BarclayCard Commercial Credit Card arrangement. All receipts must be retained by the RFO as part of the Council's financial records, and must be verified with statements received.

*(Financial Regulations v 17.05)*

Delegated Powers **RATIFIED**

8. **COUNCIL WORKING / STEERING GROUP MEMBERSHIPS**

- 18.05.08
- i Amending, adding to, or **Approval** of current Working Groups structure

It was **Proposed** that there were no changes necessary to the current HPC Working Group structure. Seconded and **AGREED** by all.

- ii Agreeing and **Approval** of Working Group memberships (not HPNP)  
It was **Proposed**, seconded and **AGREED** by all that current Councillor / Co-opted membership of Working Groups should continue. But that in addition:-  
Cllr Emma Goodsell be approved to sit on the Communications and Footpaths Working Groups  
Cllr Nash be approved to sit on the Street Lighting Working Group.  
**RATIFIED.**

**Membership records to be updated**

9. **COUNCIL AND COMMITTEE MEETINGS**

- 18.05.09
- i Presentation of Councillors meeting attendance 17/18  
Meeting attendance records for Full Council and Committee meetings May 2017 – April 2018 were presented to all.

ii **Approval** of proposed meeting dates for remainder of 2018 and 2019  
It was **Proposed**, seconded and **AGREED** by all that the request to amend the Finance and General Purposes Committee and the Planning Committee scheduled weeks be adopted. **RATIFIED**.

**Clerk to publicise new arrangements**

The Members were handed revised meeting timetables for the remainder of 2018 and for 2019.

**Agenda Items 14, 15 and 18** were brought forward by the Chair to this point of the Agenda. Please see Agenda Items 14, 15 and 18 for full minutes.

**Cllr Angear joined the meeting at 8.12pm**

**Agenda Item 21** was brought forward by the Chair to this point of the Agenda. Please see Agenda Item 21 for full minutes.

**Agenda Item 17** was brought forward by the Chair to this point of the Agenda. Please see Agenda Item 17 for full minutes.

**Cllr Naish left the room at 8.20pm.**

**Cllr Naish re-joined the meeting at 8.33pm**

10.  
18.05.10

#### **HERSTMONCEUX PARISH NEIGHBOURHOOD PLAN**

- i Formal Adoption of Neighbourhood Plan following successful referendum

Herstmonceux Parish Council expressed their gratitude to the 28.50% of the electorate who turned out to vote on the HNHP referendum and to the 83.88% (484 parishioners), of those turned out, who voted in favour of the adoption of The Plan. Council voiced the Herstmonceux Parish Councils ongoing commitment, both from current and future Members, to the legacy in the policies of the HPNP for the Parish.

- ii **Agree** notifications and budget for updates to HPC website, press release and any other

It was reported that Cllr Nash had drafted a press release and **Proposed** that this should be agreed in principle, subject to a few small amendments. Seconded, **AGREED** by all.

It was **Proposed** that the release be submitted to Sussex Express Newspaper and that the Clerk be given authorisation for payment of the notice to the newspaper. Seconded, **AGREED** by all.

**Clerk to amend and submit to newspaper**

- iii Formation of Neighbourhood Plan Management Group

After some discussion about how the HPNP could now be managed for delivery of the policies within, it was **Proposed**, seconded and **AGREED** by all that a Herstmonceux Parish Neighbourhood Plan (HPNP) Management Group be formed of all Councillors; that the HPNP Management Group have a standing Agenda Item on the Planning Committee Agenda; that the HPNP are initially supported by the Clerk to identify short term, medium term and long term steps to progressing the policies and that this would start to form a suite of varied working documents for different projects within the policies.

**Clerk to include on Planning Committee Agenda and draft initial document.**

11.  
18.05.11

#### **APPOINTMENTS TO & CONFIRMATION OF CLLR REPRESENTATION ON OTHER BODIES**

- i. Herstmonceux Village Hall

**Clerks letter to WDALC secretary**

None – three Councillors are Trustees; no additional representation necessary.

ii. Wealden District Association of Local Councils  
Cllr Stewart – no second member was felt to be needed to be representative.

iii. Village Information Centre  
Cllr Nash now a trustee – no additional representation necessary.

iv. Any other body requiring Parish Council representation  
Cllr Kenward offered to continue in her Transport liaison role.  
Cllr Alder had submitted a written offer to continue in her role as Police Liaison.

It was decided that Vitality Villages needed no formal representation as Coffee Mornings were regularly attended by the Clerk / a Council member.

12.

18.05.12

**DOCUMENTS FOR REVIEW AND/OR ADOPTION:**

**Agree** dates for Working Group review of the following:

i. Herstmonceux Parish Council Standing Orders (vJune 2017)

A meeting date of 26<sup>th</sup> June 2018, 7.00pm at the VIC was **AGREED**. The Clerk informed all that NALC has published a new model Standing Orders. These incorporate or reference new legislation introduced after the last model Standing Orders were published in 2013. The Clerk advised use of the New Model Standing Orders as a template to revise HPC revised Standing Orders.

ii. Herstmonceux Parish Council Financial Regulations (vMay 2017)

It was **AGREED** to continue with the current HPC Financial Regulations. Financial Regulations would next receive a review either when NALC revised Financial Regulations are circulated; or at the start of the new Financial Year 2019 - whichever occurs soonest.

**Clerk to book meeting room**

**Clerk to note in HPC Annual Action Schedule**

13.

18.05.13

**TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING**

i. Minutes for **Approval and Adoption**, meeting date 16<sup>th</sup> April 2018

The minutes of the FCL meeting, held on the 16<sup>th</sup> April 2018 had been circulated. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

ii. Any outstanding actions

There were none reported.

**Minutes to website and to be filed**

14.

18.05.14

**FINANCIAL OFFICERS REPORT AND PAYMENT OF ACCOUNTS**

i. Payments and receipts May 2018 for **Approval**

The RFO presented payments totalling £7,008.65. The RFO requested permission to process payments presented of £7,008.65. Please see below for full details.

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 £7,008.65.

**RFO to process**

**Herstmonceux Parish Council  
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
30	AEMP Clerk NI	25/05/2018		UNITY TRUST:	DPAYMENT	Clerk NI	HMRC	X	133.52	0.00	133.52
33	GRec Water Charges	01/05/2018		UNITY TRUST:	DDEBIT	Water supply	South East Water	Z	40.10	0.00	40.10
34	StL Energy Charges	02/05/2018		UNITY TRUST:	MDDEBIT	Street Lighting Electricity	Laser - N Power	S	418.84	83.77	502.61
35	StL Standing Charges	03/05/2018		UNITY TRUST:	DDEBIT	Street Lighting Electricity	Laser - N Power	Z	4.49	0.00	4.49
36	TOS Ground Rent	13/05/2018		UNITY TRUST:	DDEBIT	Rent Dr Surgery	Wealden District	Z	150.00	0.00	150.00
38	Office IT Software	13/05/2018		UNITY TRUST:	DPAYMENT	IT Software	Scribe 2000 LTD	S	347.00	69.40	416.40
39	GRec Commercial	13/05/2018		UNITY TRUST:	DPAYMENT	Waste disposal	The Recycling	S	26.94	5.39	32.33
40	Office IT Software	13/05/2018		UNITY TRUST:	DPAYMENT	IT Provision	Uniserve Southeast Ltd	S	521.50	104.30	625.80
41	Agn Stationery	13/05/2018		Barclay Card	BPAYMENT	Sundries/Stationary	Office outlet	S	45.16	9.03	54.19
42	Agn Other	13/05/2018		Barclay Card	BPAYMENT	IT Provision	Karen Crowhurst	S	74.99	15.00	89.99
43	Office Equipment -	13/05/2018		UNITY TRUST:	DDEBIT	Photocopier charges	BNP Paribas Leasing	Z	451.70	0.00	451.70
44	Hwy Urban Verge	13/05/2018		UNITY TRUST:	BPATMENT	Verge Cutting	Honeysett Groundcare	Z	802.00	0.00	802.00
45	PP Payments to	25/05/2018		UNITY TRUST:	DPAYMENT	Pension Contribution	East Sussex Pension	Z	250.72	0.00	250.72
46	PP Deductions from	25/05/2018		UNITY TRUST:	DPAYMENT	Pension Contribution	East Sussex Pension	Z	62.40	0.00	62.40
47	AEMP - Finance	25/05/2018		UNITY TRUST:	DPAYMENT	RFO Salary	Karen Crowhurst	Z	801.27	0.00	801.27
48	AEMP Finance Officer	25/05/2018		UNITY TRUST:	BPAYMENT	RFO Tax	HMRC	Z	210.80	0.00	210.80
49	AEMP RFO NI	25/05/2018		UNITY TRUST:	BPAYMENT	RFO NI	HMRC	Z	42.28	0.00	42.28
50	AEMP Clerk Salary	25/05/2018		UNITY TRUST:	BPAYMENT	Clerk Salary	Clare Harrison	Z	864.36	0.00	864.36
51	AEMP Clerk Tax	25/05/2018		UNITY TRUST:	BPAYMENT	Clerk Tax	HMRC	Z	155.80	0.00	155.80
52	AEMP Clerk NI	25/05/2018		UNITY TRUST:	BPAYMENT	Clerk NI	HMRC	Z	51.89	0.00	51.89
53	AEMP - Finance	25/05/2018		UNITY TRUST:	BPAYMENT	Locum RFO Salary	Simon Goacher	Z	984.00	0.00	984.00
54	AEMP Finance Officer	25/05/2018		UNITY TRUST:	BPAYMENT	RFO Tax	HMRC	Z	246.00	0.00	246.00
55	N/Plan Clerk	25/05/2018		UNITY TRUST:	BPAYMENT	N/Plan Clerk Salary	J McInnes	Z	36.00	0.00	36.00
<b>Total</b>									<b>6,721.76</b>	<b>286.89</b>	<b>7,008.65</b>

15 May 2018 (2018-2019)

**Herstmonceux Parish Council  
RECEIPTS LIST**

Voucher	Code	Date	Bank	Description	Customer	VAT Type	Net	VAT	Total
1	Allo -Allotment Fees	06/04/2018	UNITY TRUST:	Allotment Rent		Z	18.75	0.00	18.75
2	GRec Hire Charges [Recreation	06/04/2018	UNITY TRUST:	Rent	Herstmonceux Stoolball	Z	65.00	0.00	65.00
3	GRec Hire Charges [Recreation	03/04/2018	UNITY TRUST:	Ground rent	Herstmonceux Cricket	Z	537.00	0.00	537.00
4	GRec Hire Charges [Recreation	09/04/2018	UNITY TRUST:	Ground rent	Herstmonceux Bowls	Z	68.00	0.00	68.00
5	VAT Repayment	13/04/2018	UNITY TRUST:	VAT repayment	HMRC	Z	5,532.95	0.00	5,532.95
6	Community Infrastructure Levy	04/04/2018	UNITY TRUST:	CIL	Wealden District	Z	3,471.49	0.00	3,471.49
7	Community Infrastructure Levy	17/04/2018	UNITY TRUST:	CIL	Wealden District	Z	0.26	0.00	0.26
8	Precept	23/04/2018	UNITY TRUST:	Precept	Wealden District	Z	36,940.00	0.00	36,940.00
9	Support Grant	23/04/2018	UNITY TRUST:	Support Grant	Wealden District	Z	828.00	0.00	828.00
10	Allo -Allotment Fees	06/04/2018	UNITY TRUST:	Allotment Rent		Z	65.00	0.00	65.00
<b>Total</b>							<b>47,526.45</b>	<b>0.00</b>	<b>47,526.45</b>

15.  
18.05.15

**FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES –**

- i. Minutes for **Approval and Adoption** meeting date 1st May 2018
- ii. Any Recommendations for Full Council approval and ratification

The minutes of the FGP Committee meeting, held on the 1<sup>st</sup> May 2018 had been circulated. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

Recommendations seeking specific **Approval** included:

- Additional hours claims from Officers.
- Purchase of a new defibrillator case up to the value of £500, subject to electricity supply.
- Street lighting structural testing at the cost of £10 per column equating 22 Columns for Herstmonceux £220 and a £60 administration fee.

**Minutes to website and to be filed**

**Clerk and RFO to action**

- Local Council Public Advisory Service Data Protection Officer services for £150
- Chairman's letter to web-designer of planned, but not delivered, new website, to request reimbursement, was approved.
- Clerk to research alternative website providers.

The Recommendations within the minutes of the Finance and General Purposes Committee Minutes were **Proposed** and seconded. The Recommendations were **AGREED** by all. **RATIFIED**

16.  
18.05.16

**PLANNING COMMITTEE MINUTES –**

- i. Minutes for **Approval and Adoption** - Meeting dates 10<sup>th</sup> April and 8<sup>th</sup> May 2018

The minutes of the Planning Committee meeting held on the 10<sup>th</sup> April 2018 had been circulated. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

The minutes of the Planning Committee meeting held on the 8<sup>th</sup> May 2018 had been circulated. It was **RESOLVED** to accept that the minutes be **APPROVED**, adopted and signed as a correct record.

- ii. Any Recommendations for Full Council ratification – there were no outstanding recommendations

**Minutes to website and to be filed**

17.  
18.05.17

**PLANNING MATTERS**

**Cllr Naish left the meeting room 8.24pm and took no part in the discussions for this Agenda Item.**

The received application was considered:

**Application No. WD/2018/0871/F**

**Application Type:** Full

Location: ORCHARD VIEW PARK, WINDMILL HILL, HERSTMONCEUX BN27 4SY

Description: CHANGE OF USE OF LAND FROM THE STATIONING OF 32 NO.

STATIC HOLIDAY CARAVANS TO THE STATIONING OF 31 NO. PARK

HOMES, RECONFIGURED PARKING SPACES AND RECONFIGURED PARK ROAD

**Comments and Observations**

Herstmonceux Parish Council support this application subject the imposition of a planning condition, or Section 106 agreement, to protect the restriction of occupancy of the new homes for persons aged 50 years or over. This is in accordance with Policy 14 of the Herstmonceux Parish Neighbourhood Plan.

Herstmonceux Parish Council also seek confirmation of any due CIL payment, as and when the holiday caravans are replaced with the permanent park homes.

**Comments and observations to be submitted**

18.  
18.05.18

**INSURANCE RENEWAL QUOTATIONS**

To receive, consider, and **Agree** an Insurance Provider for the ensuing year(s)

The RFO had compared insurance quotes and cover from three providers and presented her recommendation as:

A three year term cover with Zurich, at £1275.12pa as the best value for money.

The recommendation was **Proposed**, seconded and **AGREED** by all. **RATIFIED**.

**RFO to process new insurance policy**



19. **TO ACCEPT REPORTS FROM THE FOLLOWING ORGANISATIONS**  
18.05.19 i Cuckmere Community Bus AGM & Stakeholders Meeting, 23<sup>rd</sup> April 2018  
Report received and acknowledged.
- ii Other received after this Agenda has been published  
No further reports had been received.
20. **ACTION POINTS UPDATES** **Await amended document**  
18.05.20 **Receipt and Engrossment** of Grant of Easement with Dr Simmonds, Integrative Health Centre
- The document was not able to be Engrossed. The Clerk informed the Council that a response from Dr Simmonds solicitor was awaited after it had been reported that some late amendments are to be requested by his legal representation.
21. **COUNTY AND DISTRICT COUNCILLORS REPORTS**  
18.05.21 Cllr Long provided an update on the Local Plan and reported that a new report is provided on the Ashdown Forest emissions. Cllr Long expressed that he will be asking questions as to how Brownfield and Windfall sites will feature in the new Local Plan and will be requesting an updated register of these.
- Cllr Long reassured the Council that he site visits potentially contentious planning applications to confirm presented evidence prior to submission to WDC Planning Committee South.
- Cllr Long confirmed that the HPNP should not carry weight in determining of applications for the Parish, particularly as the WDC Local Plan is yet to be agreed. Cllr Long agreed that it would be a prudent time to press ahead with the Sports Pavilion plan. Also that Cllr Long was awaiting feedback for the Old Slaughter House building works.
- Finally, Cllr Long spoke of recycling in Wealden and the difficulties with the current contract and current market values of recycled waste.
- The Chair thanked Cllr Long for his updates.**
22. **CORRESPONDENCE – FOR NOTING OR ACTION** **Clerk’s letter**  
18.05.22 i Clerks Report
- It was requested that a Clerks letter be written to ESCC Highways department regarding the recent complaint that had been received by the parish office. The complaint had occurred as a result of misinformation being relayed to the parishioner by ESCC.
- ESCC have announced that they are reducing their verge cutting services to 2 cuts p/a.
- Cllr Nash will investigate as to how to amend the HPNP plan map that shows the incorrect boundaries for a particular residence in Church Road.

Herstmonceux Parish Council  
Full Council (FCL)

The Council agreed to include information in the next newsletter, to remind residents, of their policy to not to respond to or act upon receipt of any unsigned emails or letters

- ii New Customer Service Manager for East Sussex Highways  
Contact details for the new Customer Service Manager for the Herstmonceux Parish area were noted
- iii Contents of circulation folder  
Circulated

23.  
18.05.23

**ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE**

- i Appropriate committee  
Verge cutting Church Road - Amenities
- ii Newsletter  
Unsociable behaviour; anonymous letters

**The Herstmonceux Parish Annual Council Meeting closed at 9.20pm**

Date of Next Full Council Meeting: Monday 18<sup>th</sup> June 2018

Small Hall, Herstmonceux Village Hall