

**MINUTES OF THE ICKLEFORD PARISH COUNCIL ANNUAL MEETING
THURSDAY 3 MAY 2018, ICKLEFORD VILLAGE HALL AT 7.30PM**

Present: Parish Councillors M Maxwell (Chairman), R Blake (Vice Chairman), M Barber, P Crowe, K Goldie, C Gooden and C Thurstance

Officer present: Mrs Danielle Weetman (Parish Clerk)

Also present for part of the meeting: Cllr Ryan Harper and seven members of the public

1. To elect a Chairman for the ensuing council year

Cllr Goldie proposed and Cllr Crowe seconded that Cllr Maxwell should be re-elected as Chairman. There were no other nominations and it was therefore **resolved** that Cllr Maxwell be appointed the Chairman for the ensuing Council year.

- 1.1 Cllr Maxwell read and signed the Declaration of Acceptance of Office of the Chairman, which was then countersigned by the Clerk.

2. To elect a Vice-Chairman for the ensuing Council year

Cllr Maxwell proposed and Cllr Goldie seconded that Cllr Blake should be elected as Vice-Chairman. There were no other nominations and it was therefore **resolved** that Cllr Blake be appointed the Vice-Chairman for the ensuing Council year.

- 2.1 Cllr Blake read and signed the Declaration of Acceptance of Office of the Vice-Chairman, which was then countersigned by the Clerk.

3. Apologies for absence

- 3.1 Apologies were received from District Cllr Harry Spencer-Smith, Sgt Oliphant and PCSO Halbert.

4. Chairman's Notice

- 4.1 Cllr Maxwell read out the announcement on openness and transparency.

5. Declaration of Interests

- 5.1 No declarations of interest relating to items on the agenda were received.
- 5.2 No written requests for dispensation for declarable interests relating to items on the agenda were received.
- 5.3 No requests for dispensation were received.

6. Minutes of the previous meeting

- 6.1 Following a proposal from Cllr Goldie which was seconded by Cllr Blake it was **resolved** that the minutes of the meeting held on 5 April 2018 be approved and the Chairman was authorised to sign them as a true record of the meeting.

7. Public Participation Session

- 7.1 There were seven members of the public at the meeting.

Four members of the public attended the meeting in relation to item 19.1 (Proposed residential development at Ickleford Bury). This agenda item was therefore discussed at this point of the meeting for expedience. The information relating to item 19.1 can be found under that item.

A member of the public attended the meeting in relation to the use of the recreation ground by dogs and dog owners. This resident was concerned that dog owners were being targeted for using this village amenity, when they had a right to use the recreation ground. Councillors outlined the concerns passed onto the Parish Council recently by village residents about dog waste being left on the recreation ground instead of being disposed of appropriately in the facilities provided, and in relation to some dogs not appearing to be under the control of their owners. It was explained that councillors visited the recreation ground in light of these concerns to assess whether any further measures would be appropriate to ensure that the recreation ground could be used by all members of the village community, whilst being considerate of other users.

This member of the public also noted alleged inappropriate behaviour by another member of the public towards them on Upper Green. Cllr Maxwell noted that this behaviour was not related to, and had not been sanctioned by, any member of the Parish Council.

Two members of the public discussed their concerns about fly-tipping and anti-social behaviour on the grassed area located behind St Katherines Close, Greenfield Avenue and Turnpike Lane with the Parish Council. They also enquired whether this land could be brought into use for the benefit of residents. As this land is owned by North Hertfordshire District Council (NHDC), the Parish Council advised that any future use of the land would need to be decided by them. The members of the public were asked to communicate their ideas about how this land could be used to the Parish Council, and the Parish Council would pass this information on to NHDC. The information about anti-social behaviour will be passed on to the police with a request for increased patrols in this area.

Two members of the public outlined the concerns raised on social media about dog waste being left on the recreation ground instead of being disposed of appropriately in the facilities provided, and in relation to some dogs not appearing to be under the control of their owners. Clarification on the signage at the recreation ground about dogs was also requested. It was confirmed that the signage at the recreation area about dogs was advisory and a polite request for all users of this area to be considerate of other members of the public. Furthermore, it was noted that the Parish Council has no powers to pass on fines to those who do not dispose of dog waste appropriately; this is the responsibility of NHDC.

In addition, two residents summarised their safety concerns arising from vehicles that park on the double yellow lines on Chambers Lane, near the junction with Arlesey Road. Cllr Maxwell advised that NHDC is responsible for enforcing parking legislation so this matter will be raised with them to ensure they are aware of it. It was agreed that the Parish Council would co-ordinate a meeting with NHDC, the police and Ickleford School to discuss how these safety concerns could be addressed. **Action: RB**

Three members of the public left the meeting.

8. Police Report

- 8.1 Sgt Oliphant sent a report noting that there had been six crimes since the last meeting compared with six crimes for the same period last year. An overview of these crimes was given.

9. Reports from County and District Councillors

9.1 Report from County Councillor

None received.

9.2 Report from District Councillor

District Cllr Spencer-Smith sent a report advising that a revised planning application for site LS1 may be submitted to NHDC for consideration in the next few months.

10. Review of Standing Orders and Financial Regulations

- 10.1 The updated draft Financial Regulations and draft Standing Orders were circulated prior to the meeting.

Following a proposal from Cllr Thurstance which was seconded by Cllr Gooden, it was **resolved** to accept the updated Financial Regulations and Standing Orders. The Clerk will upload this information to the Parish Council's website. **Action: Cllk**

11. Appointments for the ensuing Council year

Following a proposal from Cllr Goldie which was seconded by Cllr Harper it was **resolved** to make the following appointments for the ensuing council year. This includes the appointment of the internal auditor for the 2018/19 financial year as per the criteria set out in the Financial Regulations and at a cost of £150.00:

- 11.1 Governor for Rand's Educational Foundation – Cllr Thurstance
 11.2 Representative for Ickleford Village Hall Committee – Cllr Barber
 11.3 Representatives for Ickleford Sports & Recreation Club Committee – Cllrs Crowe and Harper
 11.4 Representatives for Ickleford Common Holders' Committee – Cllrs Goldie and Thurstance

- 11.5 Representatives for Parish Paths Partnership – Cllrs Goldie and Thurstance
- 11.6 Representative for Hertfordshire Highways – Cllr Barber
- 11.7 Trustees for Ickleford Burial Ground – Cllrs Crowe and Thurstance
- 11.8 Planning Advisors – Cllrs Blake, Crowe, Goldie, Gooden and Harper
- 11.9 Church Liaison for St Katharine’s Church – as a number of informal conduits exist between the Church and Parish Council, it was agreed that a formal role is not required at the current time
- 11.10 Signatories for cheques – Cllrs Blake, Crowe, Gooden and Thurstance
- 11.11 Internal Auditor – Steve Vine

12. Review of insurance cover arrangements and asset register

- 12.1 The updated asset register was circulated prior to the meeting.

The Clerk noted that the current three-year long-term agreement with Zurich would expire on 31 May. Quotes from Zurich (existing insurers), BHIB and Came & Company were circulated at the meeting for comparison. The quotes were for a three-year long-term agreement as this offered a reduction in the annual premium paid by the Parish Council.

Following a proposal from Cllr Crowe which was seconded by Cllr Gooden, it was **resolved** to accept the insurance quotation from Came & Company for a period of three years at a cost of £513.52 per year as this was the most suitable policy for the Parish Council’s requirements and the most competitively priced. It was further resolved to accept the updated asset register. **Action: Clk**

13. Review of Finance Risk Assessment

- 13.1 The updated finance risk assessment was circulated prior to the meeting.

Following a proposal from Cllr Crowe which was seconded by Cllr Goldie, it was **resolved** to accept the updated finance risk assessment.

14. Review of the Council’s and Clerk’s memberships of other bodies

- 14.1 The Clerk confirmed that Ickleford Parish Council is currently a member of HAPTC (includes NALC affiliation), SLCC/ALCC, CPRE, Open Spaces and the ICO (Data Protection).

Following a proposal from Cllr Crowe which was seconded by Cllr Goldie, it was **resolved** to continue with these memberships for the ensuing council year.

15. Review of the Complaints Procedure, Freedom of Information Policy and Procedure, and Policy for dealing with the press/media

- 15.1 The Freedom of Information Policy and Procedure, the Complaints Procedure and the Policy for dealing with the press/media had been reviewed and circulated prior to the meeting, and no amendments to these are required at the moment.

Following a proposal from Cllr Thurstance which was seconded by Cllr Blake, it was **resolved** to update the review dates on the Freedom of Information Policy and Procedure, the Complaints Procedure and the Policy for dealing with the press/media as per best practice. The Clerk will upload this information to the Parish Council’s website. **Action: Clk**

16. Calendar of meeting dates for the ensuing council year

- 16.1 All councillors were supplied with the following proposed dates prior to the meeting.

Date	Time	Place	Type of meeting
Thursday 7 June 2018	7.30 pm	Village Hall	Monthly Meeting
Thursday 5 July 2018	7.30 pm	Village Hall	Monthly Meeting
Thursday 6 September 2018	7.30 pm	Village Hall	Monthly Meeting
Thursday 4 October 2018	7.30pm	Village Hall	Monthly Meeting
Thursday 1 November 2018	7.30 pm	Village Hall	Monthly Meeting
Thursday 6 December 2018	7.30 pm	Village Hall	Monthly Meeting

Date	Time	Place	Type of meeting
Monday 7 January 2019	7.30 pm	Village Hall	Monthly Meeting
Thursday 7 February 2019	7.30 pm	Village Hall	Monthly Meeting
Thursday 7 March 2019	7.30 pm	Village Hall	Monthly Meeting
Thursday 4 April 2019	7.30 pm	Village Hall	Monthly Meeting
Monday 13 May 2019	7.30pm	Village Hall	Annual Meeting

Following a proposal from Cllr Crowe which was seconded by Cllr Gooden, it was **resolved** to agree these dates for the Parish Council meetings for the ensuing council year. The Clerk will confirm the dates to the Village Hall Bookings Secretary and add this information to the Parish Council website. **Action: Clk**

Formal thanks were noted to the Clerk for the review of Parish Council policies and documents.

17. On-going Projects

17.1 Neighbourhood Planning

Cllr Blake gave an update about the meeting held recently. The Neighbourhood Plan group is working on an introductory leaflet about the Plan to inform and engage residents, with the aim of publicising this, in the first instance, at the Ickleford School Summer Fair on Saturday 16 June.

17.2 Annual Parish Meeting 2018

A total of 17 residents attended the recent Annual Parish Meeting compared with 32 residents at last year's meeting.

Given the reduction in attendee numbers this year, councillors considered whether there was anything further that the Parish Council could do to encourage more residents to attend the Annual Parish Meeting. A wide range of methods is already used to enable communication with as many residents as possible, including online, posters on the village noticeboards and at village amenities such as the village shop plus information in the Community News section of The Comet. Following discussion, it was noted that as regular updates about the work of the Parish Council are circulated to residents via online forms of communication, this may provide all the information that the electorate wishes to receive.

17.3 Reform of Data Protection legislation and introduction of the General Data Protection Regulation (GDPR)

Information on GDPR, including two quotations for a Data Protection Officer (DPO), was circulated to councillors prior to the meeting. This report noted that updated advice for local councils has been circulated by the Information Commissioner's Office via the Society for Local Council Clerks since the Parish Council's April meeting in relation to the timescale for meeting the requirements of GDPR. In addition, the Government tabled an amendment to the Data Protection Bill at the end of last week to exempt all parish, town and community councils and parish meetings from the requirement to appoint a DPO under GDPR. Officials from the Department for Culture, Media and Sport have confirmed that appointing a DPO to support a council's approach to data protection would be discretionary in the proposed amendment, however it would be regarded as good practice. As the amendment has not yet been passed, the Parish Council must still appoint a DPO at this meeting to meet the terms of the new legislation by 25 May 2018. The DPO needs to be independent, suitably trained and able to assist the Parish Council to monitor internal compliance with this Regulation.

Following a proposal from Cllr Harper which was seconded by Cllr Goldie, it was **resolved** to appoint the Local Council Public Advisory Service (LCPAS) as the Parish Council's DPO at a cost of £125 per year with an additional fee of £250 for a site visit; the cost of the site visit will be split with other parish councils. LCPAS was appointed as they meet the criteria and the

cost was considered to be best value. They will also assist with templates for policies, privacy notice and consent forms. As the service will be shared with other parish councils there will be a local network of support. **Action: Clk**

17.4 Defibrillator at Ickleford Village Hall

Cllr Barber reported that the cost to purchase and install an appropriate defibrillator at the Village Hall, and provide training to members of the public in Ickleford on how to use this equipment, would be £3,500 (+VAT). The Village Hall Committee has proposed that the defibrillator be installed in the open entrance porch at the front of the building to ensure this amenity can be accessed by members of the community at any time. The meeting was advised that the Village Hall Committee has some financial reserves available to fund this project, however the timing for on-going essential maintenance work at the Village Hall might be affected should no funding be available from the Parish Council at the current time.

Cllr Maxwell noted that there is a defibrillator located at Ickleford School. This equipment is situated in a cabinet on the outside of the front porch and is available for use by members of the public at any time. It is also suitable for both adults and children.

Councillors discussed the funding request made by the Village Hall Committee carefully.

Following a proposal from Cllr Crowe which was seconded by Cllr Thurstance, it was **resolved** to contribute £1,000 to the Ickleford Village Hall Committee towards the purchase and installation of an appropriate defibrillator at the Village Hall, and the provision of training to members of the public in Ickleford on how to use this equipment; the total project cost being £3,500 (+VAT).

This financial contribution was approved by councillors to ensure that the defibrillator could be provided for the benefit of the wider village community without impacting on the on-going programme of essential maintenance work at the Village Hall, and to complement the existing facility at Ickleford School.

18. **New Matters**

18.1 PCSO for Ickleford

Cllr Maxwell reported that PCSO Sam Halbert has been appointed as the new PCSO for Ickleford. PCSO Halbert will work alongside PCSO Burrows during an initial transition period to familiarise himself with the village. In light of this new appointment, councillors discussed the policing priorities for Ickleford as well as areas of the village that would benefit from police patrols at certain times of the day.

It was agreed that Cllrs Maxwell and Blake, and the Clerk, would meet with Sgt Oliphant and PCSO Halbert to discuss these priorities for Ickleford. **Action: MM/RB/Clk**

It was agreed that the Parish Council would continue to monitor the work of the PCSO in Ickleford and provide feedback to Sgt Oliphant on this. **Action: All**

18.2 Nominations for the HAPTC Executive Committee

The possibility of nominating a councillor for election to the HAPTC Executive Committee was discussed. There were no nominations.

18.3 Assets of Community Value

Cllr Blake gave an overview of the reasons for considering the nomination of assets of community value and the process this would involve. The scheme gives an eligible community group an opportunity to identify a property or land that is believed to be of value to their social interest or wellbeing and seek to have it registered. Once an Asset of Community Value is listed, a community group is allowed time to prepare a bid for the property/land, as and when it is put up for sale on the open market. Community Groups can nominate both privately and publicly owned assets. Councillors discussed possible nominations for Ickleford.

Following a proposal by Cllr Maxwell which was seconded by Cllr Crowe it was **resolved** to submit a nomination to NHDC for the village shop in Ickleford as it is an important village asset and would have an impact on the community if the building were to be sold. **Action: MM/PC**

18.4 Centenary of the First World War armistice

Cllr Maxwell proposed a village-wide commemorative event to mark the centenary of the World War I armistice on 11 November 2018. Both St Katharine's Church and Ickleford School have indicated that they would support such an event in Ickleford. Cllr Maxwell will be attending a meeting with the Baldock branch of the Royal British Legion in the near future to take advice on the format that this event could take.

Following discussion, it was agreed that Cllr Maxwell investigate this matter further for discussion at a future meeting. As this would be a community event, it was agreed that input and ideas be sought from individuals and organisations in Ickleford via the usual methods of communication. **Action: MM/CIk**

18.5 Resurfacing of Arlesey Road

The meeting was advised that surface dressing of parts of Arlesey Road, rather than resurfacing, is due to take place shortly. Hertfordshire Highways has indicated that this work would not include the speed humps.

Whilst resurfacing of the speed humps will not be included in the forthcoming surface dressing work, it was agreed that the Parish Council would like to ensure Hertfordshire Highways upholds its commitment to replacing the speed humps on a like-for-like basis as and when any future resurfacing work is carried out as this is the proposal that the village were consulted on when the speed humps were installed. It was agreed that Cllr Barber contact Hertfordshire Highways, and Cllr Maxwell contact County Cllr David Barnard to discuss this matter further.

Action: MB/MM

18.6 Installation of a replacement cover for the Christmas tree support

Between meetings, Cllr Barber advised that the plastic cover for the Christmas tree support was missing. As this is located on Upper Green, which is an area used by pedestrians, authorisation was given between meetings for a replacement cover to be purchased at a cost of £18.70 (+VAT). A temporary cover was also installed for health and safety reasons.

Following a proposal from Cllr Goldie which was seconded by Cllr Gooden, it was **resolved** to formally approve the purchase of a new plastic cover for the Christmas tree support at a cost of £18.70 (+VAT).

Cllr Harper left the meeting.

18.7 Maintenance of Christmas Common and Common Land to the north of Longmeadow Drive

Following a recent survey of Christmas Common and the Common Land to the north of Longmeadow Drive, Cllrs Goldie and Thurstance outlined some items of maintenance work required in these areas. Following discussion, the following items were agreed:

- Clearance of ditch under Arlesey Road by Christmas Common
Cllr Barber to follow up with Hertfordshire Highways. **Action: MB**
- Removal of felled tree branches on Christmas Common after nesting season
Cllr Barber to confirm details of a quote from William Crosse and obtain a further quote for comparison. **Action: MB**
- Upgrading the Common Land north of Longmeadow Drive.
A quote to be requested for the overgrown grass on Arlesey Road between Longmeadow Drive and Cadwell Bridge to be cut back.
- Clearance of ditch parallel to FP10
Cllr Thurstance to check for the contact details of the contractor that carried out this work previously. **Action: CT**
- Remedial work on the Common Land by Longmeadow Drive
Cllr Barber to follow up with Hertfordshire Highways about the vegetation encroaching on the pavement in this area. **Action: MB**

18.8 Walkway opposite Bowman's Mill

Councillors noted the letter received from a resident relating to graffiti on the fence and litter discarded behind the fence in this area of the village. Cllrs Maxwell and Barber had met with the resident on site prior to this meeting to discuss these matters.

Following discussion, it was agreed that Cllr Barber raise a fault log with Hertfordshire Highways about the litter, and raise a fault log with NHDC to request that the graffiti be removed. **Action: MB**

A number of options for enhancing the appearance of this walkway were considered and it was agreed to investigate these further as part of a long-term improvement plan for this area.

19. **Planning Applications**

To consider the following planning applications, including appropriate requests for infrastructure improvements:

19.1 Proposed residential development at Ickleford Bury

In the Public Participation Session of the meeting, the owners of Ickleford Bury outlined the current layout of the site and the development proposal that they had forwarded to NHDC as part of the pre-application planning process. This proposal was to demolish a number of garages, build a detached house in its place and also build new garages with open frontage. These buildings would reflect the design of Ickleford Bury.

Residents in attendance at the meeting noted concern about the impact this proposed development would have on the sewerage pipes of the houses in Laurel Way as it would use the same pipework. It was confirmed that the Parish Council is in contact with Anglian Water to discuss the sewerage problems experienced in this area of the village and discuss the possibility of sewerage from any new developments in this area flowing into Hitchin, rather than the existing pipes in Ickleford. Councillors discussed parking provision at Ickleford Bury with the owners in light of the proposal to demolish the garages.

Four members of the public left the meeting.

It was agreed that the planning advisors would carry out a site visit to view the location of the proposed work. **Action: KG**

As Ickleford Bury is located in Hitchin, it was agreed that the Parish Council contact the NHDC Planning Department to request that we are included as a statutory consultee when the planning application is submitted to NHDC for consideration. **Action: Clk**

19.2 18/00883/FPH at 2 Riverside Cottages, Arlesey Road, Ickleford, Hitchin, Hertfordshire, SG5 3TZ

Full Permission Householder: Two storey side extension with rear balcony and ancillary works

Following a proposal from Cllr Goldie which was seconded by Cllr Blake, it was **resolved** that the Parish Council had **no objections** to this planning application, but would like to note the following:

- It is imperative that the hours of operation and deliveries are adhered to throughout this build and that the privacy and noise levels, for local residents, are maintained at all times.
- During the construction, assurances must be given by the Applicant/Builder that the access route for walkers, horses and agricultural vehicles is kept clear from hazards and maintained to a good standard, at all times.

Action: Clk

19.3 Planning applications received between 27 April and 3 May 2018

19.3.1 Consultation on the National Planning Policy Framework (NPPF)

Cllr Maxwell noted that consultation period on the proposed changes to the NPPF would close on 10 May. Councillors discussed these proposed changes.

Following a proposal from Cllr Thurstance which was seconded by Cllr Goldie, it was **resolved** to send a letter to our MP, Bim Afolami, to raise the Parish Council's concern that the proposed revisions to the NPPF will not address the housing need, and if implemented, will shift even further the balance in favour of developers and against local communities. In addition, we would like to request that Mr Afolami raise the issues below when the proposed changes to the NPPF are discussed in Parliament:

- Support local democracy by adhering to neighbourhood and local plans
- Ensure realistic and high-quality development based on genuine need, not market demand
- Deliver more affordable homes by closing legal loopholes that put developer profits first
- Adopt a true 'brownfield first' approach to development
- Protect our countryside for current and future generations

Action: MM

19.3.2 Conditions applied to planning decisions by NHDC

Councillors noted concern that developers may not be adhering to conditions noted on planning permissions granted by NHDC for sites in Ickleford. Following discussion, it was agreed that Cllr Crowe contact District Cllr Harry Spencer-Smith to discuss this matter further.

Action: PC

20. Planning Decisions

20.1 18/00472/FPH at 96 Arlesey Road, Ickleford, Hitchin, Hertfordshire, SG5 3UE

Full Permission Householder: Conversion and extension of existing rear conservatory to form single storey rear extension including replacement tiled roof. Conversion of garage into to utility room.

NHDC granted Conditional Permission on 13 April 2018

20.2 Planning decisions received between 27 April and 3 May 2018

None received

21. Finance

21.1 Quarter 4 financial summary and bank reconciliations

The fourth quarter financial summary was circulated prior to the meeting.

Cllr Crowe has reviewed the bank reconciliations for this quarter and confirmed they were all satisfactory.

21.2 To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press should be excluded from item 21.3 of this agenda in view of the confidential nature of the business to be transacted

There were no members of the public present at the meeting for this agenda item.

21.3 2018-2019 National Salary Award for the Parish Clerk

Prior to the meeting, councillors received information on the 2018-19 National Salary Award agreed by the National Joint Council for Local Government Services (NJC). The calculations for the award have been checked by SLCC and ALCC and are based on the changes agreed by the NJC. This award should be implemented immediately and backdated to 1 April 2018.

Following a proposal from Cllr Thurstance which was seconded by Cllr Goldie, it was **resolved** to implement this recommended 2018-2019 salary award for the Clerk, including the backdated pay to 1 April 2018.

21.4 Notification of receipts since the last meeting and payments made between meetings

The Clerk noted receipts as detailed in Appendix A which was circulated prior to the meeting.

21.5 Approve payments for May 2018 and any payments made between meetings

Following a proposal from Cllr Goldie which was seconded by Cllr Thurstance, **approval** was given for the accounts as listed in Appendix A to be paid. **Action: Clk**

22. Any Other Business

Cllr Thurstance advised that he had been invited to attend a Buckingham Palace Garden Party in recognition of service given to the community.

NHDC has provided the Parish Council with advisory signs about the consequences of not disposing of dog waste appropriately. In light of the concerns raised by residents at this meeting, councillors noted it would be appropriate to display these signs in the village.

Cllr Barber reported that remedial work has been carried out on the Cadwell Bridge safety awareness system and it is now fully operational. A new Assistant Highways Manager has been appointed at Hertfordshire Highways. A replacement sign advising about the lorry ban area has been installed recently at the junction of Arlesey Road and Arlesey New Road. Work to patch the road surface along a section of Arlesey Road and Old Hale Way has been added to the schedule for Hertfordshire Highways.

Cllr Maxwell confirmed that letters have been sent to the appropriate contacts in the NHDC Planning Department about the proposed allocation of S106 funds in the planning officer's report to the NHDC Planning Control Committee and prematurity of planning applications in Ickleford in relation to the NHDC Local Plan. Councillors were advised about the Affinity Water Business Plan Public Consultation and the response deadline of 25 May was noted.

The Clerk noted that the internal audit will be carried out in May.

The meeting closed at 10.25pm

23. Date for Next Meeting

23.1 The next Parish Council meeting will be held on **Thursday 7 June 2018** at 7.30pm

Signed by Chairman _____ **Date** _____

Print name of Chairman _____