

PETERSTOW PARISH COUNCIL
Minutes of the Annual Meeting of Peterstow Parish Council on
Wednesday 8th May 2024 at 7.00pm at St Peters Hall, Peterstow

Present: Cllr's Brian Roe (Chairman), Brian Lampert, Sarah Beggs, Rachel Underwood & Rebecca Fletcher.

In attendance: Claire Hall (Peterstow Parish Clerk) and Ward Councillor Elissa Swinglehurst

It was noted that the Council observed a minute's silence in memory of Cllr Jonathan Straker.

- 1. To Elect the Chairman of the Council and to receive Chairman's signature on Declaration of Acceptance of Office.**
Cllr Roe was elected as Chairman and signed the declaration which was witnessed by the Clerk.
- 2. To Elect the Vice-Chairman of the Council**
Cllr Lampert was elected Vice-Chairman
- 3. To receive apologies for absence**
None
- 4. To Record any Declarations of Interest and Consider any Requests for Dispensations**
None
- 5. To consider the minutes of the previous meetings held on Wednesday 13th March 2024**
The minutes of the meeting held on the 13th March 2024 were APPROVED as accurate & signed by Cllr Roe.
- 6. Open Session**
A period of 10 minutes to receive views of local residents on parish matters - No views received.
- 7. Chairmans Report for 2023/2024**
Cllr Roe delivered his 2023-2024 report. Please see appendix A to accompany these minutes.
- 8. To Review Committee Structures, areas of responsibility, and to appoint members to serve as required: -**
 - 8.1 Finance Working Group** – it was agreed that due to the small size of the Council, all Councillors would be on this group.
 - 8.2 Bank Signatories** – it was agreed that due to the small size of the Council all Councillors would become Signatories.
- 9. To Review and/or adopt Group Parish Council policies.**
 - 9.1 Standing Orders** – All Councillors reviewed and agreed to adopt this policy.
 - 9.2 Code of Conduct** – All Councillors reviewed and agreed to adopt this policy.
 - 9.3 Financial Regulations** – All Councillors reviewed and agreed to adopt these regulations.
 - 9.4 Risk Schedule** – All Councillors reviewed and agreed to adopt this schedule.
 - 9.5 Risk Management Policy** – All Councillors reviewed and agreed to adopt this policy.
 - 9.6 Asset Register** – All Councillors reviewed and agreed to the Asset Register.
 - 9.7 Reserves Policy** – All Councillors reviewed and agreed to adopt this policy.

10. Finance

- 10.1 **To Consider the End of Year 2023-24 finance report and bank statements**
All Councillors reviewed and were satisfied with the financial report and bank statements.
- 10.2 **To Consider and Approve Internal Audit Report**
All Councillors reviewed and were satisfied with the Internal Audit Report, it was noted that some additional financial reporting needed to be undertaken throughout the year.
- 10.3 **To Consider and Approve the Annual Return Governance Statement**
Considered, completed and signed.
- 10.4 **To Consider and Approve the Annual Return Accounting Statements**
Considered, completed and signed.
- 10.5 **To confirm exemption from the external audit process and sign the certificate.**
Considered, completed and signed.
- 10.6 **Update on switch to Lloyds/Unity Bank** All Cllr's agreed on the switch to Unity Bank
- 10.7 **To consider payment of all outstanding invoices within budget, including but not limited to:**
 - 10.7.1 **HMRC PAYE - £276** – Approved
 - 10.7.2 **HMRC Income Tax – £91.80** – Approved.
 - 10.7.3 **Clerks March Wages – as determined by the payroll services provider** – Approved.
 - 10.7.4 **Clerks April Wages – as determined by the payroll services provider** – Approved.
 - 10.7.5 **Autela Payroll Services, invoice 13648 - £78.33** – Approved.
 - 10.7.6 **Terry Griffiths Contracts – Total of £2,686.08 as per the below** – Approved.
 - 10.7.6.1 **TGC2631 - £1,269.60 – Roads Account (Lengthsman Grant Scheme)** – Approved.
 - 10.7.6.2 **TGC2632 - £528 – Roads Account** – Approved.
 - 10.7.6.3 **TGC2633 - £528 – Roads Account (Lengthsman Grant Scheme)** – Approved.
 - 10.7.6.4 **TGC2675 - £86.40 – Roads Account** – Approved.
 - 10.7.6.5 **TGC2692 - £180 – Amenities Account** – Approved.
 - 10.7.6.6 **TBC2718 - £94.08 – Bins Account** – Approved.
 - 10.7.7 **Clerk to advise of payments received** – Clerk advised that the first payment of the Precept should have been received along with the Lengthsman Grant funding, but unfortunately have not received the bank statement yet. The Clerk also advise that the VAT refund paperwork for 2023-2024 has been submitted which totalled £2,150.19.
 - 10.7.8 **Acknowledge payment made to ICO via DD for £35** – Acknowledged and approved.

11 Planning

- 11.1 **To note applications determined by Herefordshire Council** - None
- 11.2 **Planning P240967/PA4 – Barn at the Hendre. Prior approval for change of use of agricultural building to one larger dwelling house:** No objections or comments

12 Road Safety: To receive an update on

- 12.1 **Update on meeting with Highways.** – Cllr Roe gave a brief overview of the letter he wrote to Highways, the full letter can be seen in Appendix B. Cllr Roe also gave an update of his meeting with Highways, his full reports from this meeting can be seen in Appendix C.
The Council will write to MP Jesse Norman to highlight their concerns about road safety within Peterstow and will accompany this with data from the SID and an overview of the meeting with Highways.
- 12.2 **Update on possible future locations for a new SID** – Cllr Lampert is due to meet with landowners between Winters Cross and Peterstow to discuss possible locations.

- 13 **Discuss quotes for the new village notice board** – The Clerk reported that Peterstow Village Stores had agreed to the installation of a new Parish Council notice board. The Council agreed that the larger notice board with the

Council's name at the top should be purchased. It was agreed that the Clerk would discuss with the Lengthsman about the installation of the board.

14 To raise matters for discussion and note date and time of next meeting.

Cllr Beggs provided the group with the Register of Common Land.

Cllrs Beggs & Fletcher are due to have a meeting with the NDP on the 16th May, feedback from the meeting to be given at July's meeting.

It was discussed that the Vehicle Rally would like to return to the village on 18 the August, PPC had no objections with this. Cllr Lampert would discuss with the Lengthsman about the preparation of the Common for this event.

Cllr Underwood has found the Tree Conservation Officer at Hereford Council very elusive; she will continue to try to get authorisation to remove the branch overhanging the speed van location at the side of the A49.

Next meeting will be on Wednesday 10th July at 7pm

Meeting closed at 20.26

Signed: 

Dated: 10/07/2024