

**Minutes of the Annual Meeting of Peterstow Parish Council on
Wednesday 14th May 2025 at 7.00pm at St Peters Hall, Peterstow**

MINUTES

Present: Cllr's Brian Roe (Chairperson), Brian Lampert, ^{Sarah Beggs} Rachel Underwood _{OK 9/7/25}

In attendance: Claire Hall (Peterstow Parish Clerk)

- 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 and Note the Reason**
Cllr Rachel Underwood sent apologies and was unable to attend due to family circumstances.
- 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 12th March 2025**
The minutes of the meeting held on the 12th March 2025 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.
None
- 7. Chairmans Report for 2024/2025**
- 8.** Cllr Roe delivered his 2024/2025 report. Please see appendix A to accompany these minutes.
- 9. To Review Committee Structures, areas of responsibility, and to appoint members to serve as required: -**
 - 9.1 Finance Working Group** – This was agreed that due to the small number of Councillors, this would continue to remain as Cllrs Roe, Lampert, Beggs and Underwood.
 - 9.2 Bank Signatories** – This was agreed that this would remain the same with Cllrs Roe, Lampert, Beggs and Underwood remaining as the bank signatories.
 - 9.3 One Councillor to volunteer to independently review the Councils accounts on a quarterly basis.**
It was agreed that Cllr Roe would review the Council accounts on a quarterly basis.
- 10. To Review and/or adopt Group Parish Council policies.**
 - 9.1 Standing Orders – Appendix 1** – All Councillors reviewed and agreed to adopt this policy.
 - 9.2 Code of Conduct – Appendix 2** – All Councillors reviewed and agreed to adopt this policy.
 - 9.3 Financial Regulations – Appendix 3** – All Councillors reviewed and agreed to adopt this policy.
 - 9.5 Risk Schedule – Appendix 4** – All Councillors reviewed and agreed to adopt this policy.
 - 9.6 Risk Management Policy – Appendix 5** – All Councillors reviewed and agreed to adopt this policy.
 - 9.6 Asset Register – Appendix 6** – All Councillors reviewed and agreed to adopt this policy.
 - 9.7 Reserves Policy – Appendix 7** – All Councillors reviewed and agreed to adopt this policy.

9.8 Revisit risks to the Council including cyber and reputational It was decided that the Council would look into the following...

- Changing to a .gov website address and email address
- Look at adopting a Cyber attack risk assessment
- Look at adding cyber and reputational insurance to our existing policy

11. Finance

10.1 To Consider the End of Year 2024-25 finance report and bank statements - Appendix 8

All Councillors reviewed and were satisfied with the financial report and bank statements.

10.2 To Consider and Approve Internal Audit Report – Appendix 9

All Councillors reviewed and were satisfied with the Internal Audit Report

10.3 To Consider and Approve the Annual Return Governance Statement – Appendix 9

Considered, approved and signed

10.4 To Consider and Approve the Annual Return Accounting Statements – Appendix 9

Considered, approved and signed

10.5 To confirm exemption from the external audit process and sign the certificate.

Considered, approved and signed

10.6 Acknowledge the following payments that have been submitted and authorised from the Unity account. All of the below payments were acknowledged and approved

- 10.6.1 – HMRC - £126.19
- 10.6.2 – Clerks April wages
- 10.6.3 – Terry Griffiths Contract – TGC3164 - £180
- 10.6.4 – Terry Griffiths Contract – TGC3168 - £93.98
- 10.6.5 Autela Payroll – 15254 - £102.33
- 10.6.6 Terry Griffiths Contract – TGC3208 - £391.20
- 10.6.7 Terry Griffiths Contract – TGC3193 - £120
- 10.6.8 Terry Griffiths Contract – TGC3190 - £559.20

10.7 Clerk to advise of payments received – first instalment of the 25/26 precept of £9,200 was received along with £1,926 for the 24/25 Lengthsman grant.

10.8 Acknowledge payment made to ICO via DD for £47 – this payment was acknowledged

11 Planning

11.1 To note applications determined by Herefordshire Council

11.2 To note the decision on the Battery Storage Scheme, P231390/F

The Council wishes it to be known that they are disappointed that this planning application has been approved.

11.3 Planning P250868/F, Orchard Barn, Little Peterstow, HR9 6LG: Proposed demolition barn and erection of a 3-bedroom chalet bungalow. Agreed that Councillors would consider over the following few days and contact the Clerk. (Result: no objection.)

12 Road Safety: To receive an update on

12.1 Update on Neighbourhood Matters and the Road Safety Survey – Clerk is awaiting a response from Sgt Alice Bennett and will follow once again.

12.2 Update on possible future locations for a new SID – Cllr Lampert has investigated possible options for the location of the SID, but is not aware of any suitable locations. The Clerk to get in touch with local

resident Mr Richards who suggested at the last meeting that he may be able to help with sourcing possible location.

13 Other

13.1 **To Discuss and sign the 2025/2026 Lengthsman Grant** – This was Signed by the Chairman and the Clerk, the Clerk will submit this back to Hereford Council.

13.2 **Update on the eroded bank at Glewstone** the Clerk to follow this up with Cllr Underwood

13.3 **To discuss vandalism ref The Broome Farm Walk** the clerk to get in touch with the Footpaths officer to see if non-authorised additional signage added to the Footpath Fingerpost should be removed.

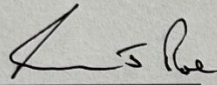
13.4 **To discuss any urgent repairs and Parish matters** – Planning application for the Coppice was given to the Clerk after the Agenda was posted. Councillors to look into the proposed plan.

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

Next meeting will be on Wednesday 9th July 2025.

Meeting closed at 20.15

Signed: _____



Dated: _____

09/07/2025

Payments Made by Peterstow Parish Council for April 2025

Date Paid	Payee name	Transaction Detail	Amount paid
30Apr2025	Unity Service Charge	Bank fees	£6.00
28Apr2025	B/P to: Terry Griffiths	Lengthsman	£93.98
28Apr2025	B/P to: Terry Griffiths	Lengthsman	£180.00
28Apr2025	B/P to: Autela Payroll	Payroll service provider	£102.33
28Apr2025	B/P to: C Hall	Clerk April wages	£431.83
28Apr2025	B/P to: HMRC Cumbernauld	PAYE	£126.19
28Apr2025	B/P to: Terry Griffiths	Lengthsman	£391.20
28Apr2025	B/P to: Terry Griffiths	Lengthsman	£120.00
28Apr2025	B/P to: Terry Griffiths	Lengthsman	£559.20