

PETERSTOW PARISH COUNCIL

**Minutes of the Annual Meeting of Peterstow Parish Council on
Wednesday 9th July 2025 at 7.00pm at St Peters Hall, Peterstow**

MINUTES

Present: Cllr's Brian Roe (Chairperson), Cllr Brian Lampert, Cllr Rachel Underwood

In attendance: Claire Hall (PCC Clerk) & Ward Cllr Elissa Swinglehurst

1. To receive apologies for absence. Cllr Sarah Beggs

2. Co-option. Shane Carlson was elected as a new Parish Councillor for Peterstow

3. To received declarations of interest & written dispensation requests. None

4. To consider the minutes of the previous meetings held on Wednesday 14th May.

The minutes of the meeting held on the 14th of May 2025 were APPROVED as accurate & signed by Cllr Roe.

5. Open Session

A Period of 10 minutes to receive views of local residents on parish matters. None

6. Finance

Acknowledge the following payments that have been submitted and authorised from the Unity account.

All of the below payments were acknowledged and approved

6.1.1 Clerks May Salary, as determined by the payroll provider

6.1.2 HMRC, May – June – £126.39

6.1.3 Terry Griffiths Contracts – TGC3235 - £98.16 – Amenities account

6.1.4 Terry Griffiths Contracts – TGC3241 - £189 – Amenities account

6.1.5 Terry Griffiths Contracts – TGC3254 - £840 – PROW Grant Work – 24/25

6.1.6 Terry Griffiths Contracts – TGC3217 - £189 – Amenities account

6.1.7 Terry Griffiths Contracts – TGC3280 - £189 – Mowing Account

6.1.8 Terry Griffiths Contracts – TGC3306 - £98.11 – Bins account

6.1.9 Community First Insurance for 25-26 - £309.08

6.1.10 Clerks June Salary, as determined by the payroll provider

6.1.11 HMRC, June – July – £126.19

6.2 To note payments received:

Clerk advised that the following payments had been received

VAT return for 2024/2025 for £2173.76

Lengthsman Grant for 2024/2025 for £1926.00

The PROW Grant for 2024/2025 had been acknowledged but not yet paid

6.3 To discuss grant funding from 24/25 and 25/26

Clerk advised that part of the Drainage Grant Fund for 2024/2025 had been submitted but as yet, Hereford Council had not yet acknowledged the paperwork.

Clerk also advised that there was outstanding paperwork from the Lengthsman, Terry Griffiths, for a total of £4100.00 which needed to be submitted by the 11th of July 2025.

The last communication from the Lengthsman on 8th July 2025 was that this work may be able to be carried over into the 2025/2026 scheme, the Clerk was waiting on

clarification from the Lengthsman that this was in addition to the funding that was open to the Council for 2025/2026.

Cllr Lampert to follow this up with the Lengthsman.

7. Planning

To note applications determined by Herefordshire Council

7.1 P250797/O - Outline for the erection of two, semi-detached cottages and one detached bungalow. Construction of vehicular access and associated works.

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Herefordshire Council had granted an extension to allow PPC to meet & discuss. Cllr Roe had spoken with Mr Simon Withers of the Planning Dept earlier in the day, asking for advice in the light of new government housing demands and the resulting reciprocal reduction in the years of housing land supply in Herefordshire. Cllr Roe had highlighted to Mr Withers, the known drainage issue; the inadequacy of Lowcop Lane; the deficiency in traffic movement provisions related to the proposed development; the known dangers of the A49 including the cross-roads with Lowcop Lane; and that Peterstow is well ahead of its previous commitments to add housing. Cllr Swinglehurst said that because of the forced reduction in years of land supply and the Peterstow Neighbourhood Development Plan (PNPD) being greater than five years old, the PNPD could no longer carry full force. However, that did not mean that it carries no weight. The Council strongly objects to this planning application, in which it sees no merit and will submit full detailed reasons to Hereford Council Planning Department. (Three pages of detailed notes, together with supporting documents were submitted on 11/07/25 and acknowledged by Mr Withers on 14/07/25.)

7.2 To discuss Community Benefit fund from Innova who are installing the energy storage project.

The Council will accept the grant funding from Innova for the purpose of helping to fund the SIDs, their maintenance and Road Safety in general.

7.3 To discuss ending support and funding for Neighbourhood Development Plans.

The Council will respond with its own letter of objection, rather than using the template offered, as to why they do not believe the funding should be ended. It is known that our local MP does not respond well to receiving form letters in quantity.

8. Road Safety

8.1 Update on Neighbourhood Matters and the Road Safety Survey

The Council feel that no further progress has been made with the Neighbourhood Matters plan since the March meeting. Cllr Lampert and the Clerk to write to Mr Campion with regards to this.

8.2 Update on possible future locations for a new SID

Brian Lampert to approach Mark Green with regards to land on the side of the A49 for possible locations and to look again at an area of concrete known to be within Highways' curtilage.

9. Other

9.1 Update on the eroded bank at Glewstone

Cllr Underwood has visited the site, and the issue is caused by HGV drivers approaching Man of Ross from the wrong direction. The Council feel that signs on the A4137 (Llangarron Parish) advising that the road isn't suitable for HGV's would help to alleviate this problem. The Clerk will approach Llangarron for their support in getting signs erected. The problem surrounding the drainage at and near the eroded bank will also be raised by Cllr Underwood with the Lengthsman.

9.2 Update on footpath signs at Brooms Farm

Clerk to send the Footpaths office clear photos of the problems related to their footpaths fingerpost and to ask if all signage other than that related to footpaths (footpaths signage to include the Broome Farm officially recognised walks), should be removed.

9.3 To discuss options for changing to a .gov website and email accounts.

It was agreed that the Council would change to a .gov website. Clerk to look at local PC websites and to decide on which facilitator to use.

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9.4 **To discuss any urgent repairs and Parish matters**

Adam Cordy has removed the trees from the common as advised by Highways.

Adam Cordy has requested that he use the hay from the common: agreed.

Rachel Underwood to look at the damaged kissing gate and sign in the corner of the Glebe field by Wellsbrook Lane to see who is responsible for getting this repaired.

9.5 **To raise matters for discussion and note date and time of the next meeting**

The next meeting will take place on Wednesday 10th September 2025 at 7pm.

Meeting closed at 20.24

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Signed: 

Dated: 10/09/2025

Date Paid	Payee name	Transcation Detail	Amount paid
01Jul2025	B/P to: Community Fire	Insurance	£309.08
23Jul2025	B/P to: Terry Griffiths	Lengthsman	£98.11
23Jul2025	B/P to: HALC	HALC - Audit Fees	£330
23Jul2025	B/P to: Terry Griffiths	Lengthsman	£188.40
23Jul2025	B/P to: Adam Cordy	Tree Surgeon	£980
23Jul2025	B/P to: HMRC Cumber	PAYE	£126.39
23Jul2025	B/P to: Terry Griffiths	Lengthsman	£384
23Jul2025	B/P to: Terry Griffiths	Lengthsman	£637.80
23Jul2025	B/P to: Claire Hall	July Wages	£431.63
31Jul2025	Service Charge	Bank Fees	£6

18Aug2025	B/P to: Terry Griffiths	Lengthsman	£98.11
18Aug2025	B/P to: Terry Griffiths	Lengthsman	£587.16
18Aug2025	B/P to: Autela Payroll	Payroll Provider	£102
18Aug2025	B/P to: HMRC Cumber	HMRC	£126.39
18Aug2025	B/P to: Claire Hall	August Wages	£431.63
31Aug2025	Service Charge	Bank Fees	£6