

PETERSTOW PARISH COUNCIL

Councillors are summoned to attend an ordinary meeting of Peterstow Parish Council on  
Wednesday 17<sup>th</sup> May 2023 at 7.00pm at St Peters Hall, Peterstow

MINUTES

**Present:** Cllrs Brian Roe (Chairman), Jonathan Straker & Sarah Beggs

**In attendance:** Claire Hall (Peterstow Parish Clerk) & Terry Griffiths (Lengthsman)

**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**

Apologies were RECEIVED and ACCEPTED from Cllrs Lampert & Underwood & Ward Cllr Elissa Swinglehurst

**4. To Record any Declarations of Interest and Consider any Requests for Dispensations**

None

**5. To Remind Councillors to submit their Register of Interests forms to Herefordshire Council within 28 days.**

This document was issued to Cllr's Beggs & Straker, the Clerk will email the document to Cllr's Lampert & Underwood

**6. To receive all Declarations of Acceptance of Office forms from Cllrs**

This document was signed by Cllr's Beggs & Straker and witnessed by the Clerk. Cllr's Lampert & Underwood will be able to sign at July's meeting.

**7. To consider the minutes of the previous meetings held on Wednesday 8<sup>th</sup> March 2023**

The minutes of the 8<sup>th</sup> March 2023 were APPROVED as accurate & signed by the Chair

**8. Open Session**

**A period of 10 minutes to receive views of local residents on parish matters.**

No views received

**9. To Review Committee Structures, areas of responsibility, and to appoint members to serve as required: -**

**9.1 Finance Working Group**

It was decided that due to the committee being made up of only 5 members, the same 5 members would also form the financial working group.

**9.2 Bank Signatories**

Cllr's Roe, Beggs, Underwood & Straker would all continue as bank signatories.

**10. To Review and/or adopt Group Parish Council policies.**

**10.1 Standing Orders – Appendix 1**

All Councillors to read & review before the July meeting

**10.2 Code of Conduct – Appendix 2**

All Councillors to read & review before the July meeting

**10.3 Financial Regulations – Appendix 3**

All Councillors to read & review before the July meeting

**10.4 Risk Schedule – Appendix 4**

All Councillors to read & review before the July meeting

**10.5 Risk Management Policy – Appendix 5**

All Councillors to read & review before the July meeting

**10.6 Asset Register – Appendix 6**

This was reviewed and decided that the notice board at the shop was now in adequate condition.  
Cllr Lampert to review the list and advise of any amendments.

**11. Finance**

**11.1 To Consider the End of Year 2022-23 finance report and bank statements - Appendix 7**

All Cllr's satisfied with the finance report

**11.2 To Consider and Approve Internal Audit Report – Appendix 8**

The Council will publish the Audit Report as required but will challenge some of the points made within the Audit Report.

**11.3 To Consider and Approve the Annual Return Governance Statement – Appendix 8**

Considered, completed and signed

**11.4 To Consider and Approve the Annual Return Accounting Statements – Appendix 8**

Considered, completed and signed

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

Considered, completed and signed

**11.6 Update on switch to Lloyds**

Cllr's Roe, Beggs & Straker signed the paperwork for the switch, Cllr Roe to obtain signatures from Cllr Underwood as soon as possible

**11.7 Consideration of the Lengthsman Grant**

Terry Griffiths has advised the Clerk to approach Ward Councillor Swinglehurst and Balfour Beaty with regards to obtaining more information on the grant. This would be paid per km, the village has 10.7km of roads but the amount per KM is still to be confirmed.

The Clerk to provide the Terry Griffiths with the 2023/2024 budget as per the Precept.

Terry Griffiths to maintain the common land as and when the weather conditions allow. Cllr's Underwood and Straker to liaise with Terry Griffiths about the cutting of the grass.

Cllr's Underwood and Straker to discuss the area of common land that has recently been cut which we believe is part of a conservation area.

**11.8 Consideration of the roads budget**

To be considered at the July meeting when Cllr Lampert is present

**11.9 To acknowledge payments made since the last meeting on 8<sup>th</sup> March 2023**

11.9.1 **HMRC - £94.20 – ratifying payment**

11.9.2 **Clerks Net Pay for March – as determined by the payroll services provider & expenses – ratifying payment**

**11.10 To consider payment of all outstanding invoices within budget, including but not limited to:**

11.10.1 **St Peters Hall - £120 – Grant Funding for hall activities – Approved & cheque written**

11.10.2 **Autela Payroll Services, invoice 11070 - £71.58 – Approved & cheque written**

11.10.3 **Repayment to Cllr Roe for the Clerks April wages – as determined by the payroll services provider. – Approved & cheque written**

11.10.4 **Terry Griffiths Contracts – Total of £5524.80 as per the below**

11.10.4.1 **TGC2200 - £2160.00 – Drainage Grant – Approved & cheque written**

11.10.4.2 **TGC2201 - £960.00 – Drainage Grant – Approved & cheque written**

11.10.4.3 **TGC2202 - £720.00 – Drainage Grant – Approved & cheque written**

11.10.4.4 **TGC2203 - £1440.00 – Drainage Grant – Approved & cheque written**

- 11.10.4.5 **TGC2228 - £94.80 – Bins Account** – Approved & cheque written
- 11.10.4.6 **TGC2237 - £150 – Amenities Account** – Approved & cheque written
- 11.10.4.7 Two additional invoices were added to the agenda  
Clerks May Salary as per payroll service provider – Approved & cheque written  
HALC Internal Audit cost, invoice H1805 – Approved & cheque written

**11.10.5 Clerk to advise of payments received.**

Clerk advised that the following payments had been received  
£7,600 – 1<sup>st</sup> payment of the 23/24 year for the Precept  
£3,200 & £1199 – Drainage Grant payments

**11.10.6 To consider the clearing of the camera van stand area, Cllr Underwood quoted a maximum cost of £400.**

Cllr Underwood has arranged work at a maximum cost of £400, the council have agreed that this work is essential and payment has been ratified.

**12 Planning**

**12.1 To note applications determined by Herefordshire Council**

**12.1.1 Planning P231007 – Little Peterstow Orchard. Prior notification for proposed change of use of an agricultural building to a smaller dwellinghouse. Prior approval not required – no comments**

**12.2 Update on P223435/O – Land Opposite Pippins, Peterstow, Llangarron, HR9 6LD**

Currently no further update. Cllr Swinglehurst has requested Conditional Referral on this application. If this planning application is approved it would be referred to the head of planning and the Chief Executive.

12.3 Additional item with regards to the Gas Compressor Station at Hentland. No further details are currently available. Once this information is available if any concerns then the Councillors will email to discuss.

**13 Road Safety: To receive an update on**

13.1 **Update on pedestrian crossing on A49** – no further update

13.2 **Update on Traffic Restriction Order**

Cllr Roe had not received the promised follow-up from Bruce Evans & has left a Voicemail.

13.3 **Update on letter to the Chief Constable** – a letter was sent on the 13<sup>th</sup> March, outlining the urgency of the speeding through the village, no further correspondence received.

**14 To discuss any current community issues**

14.1 **Bus shelter** – The Council have expressed difficulty in cleaning the back of the shelter due to the access, Terry Griffiths to look at the restricted access caused by the bin.

14.2 **Verge/Hedge top of the Church Lane onto the A49** – the Clerk to write to Highways England with regards to this

14.3 **Potholes on lane leading to the church** – no further update.

14.4 **Large puddles forming on New Lane** – the Clerk to write to Highways England with regards to this

14.5 **To discuss the Vehicle Rally to be held on the Common on 13<sup>th</sup> August 2023** – The Council has approved the event. Terry Griffiths to cut the grass according to the weather conditions to make the area suitable for the event.

**Additional Item 1** – residents concern at the overgrown hedge on the pavement opposite the Yew Tree Pub, the Clerk to include this in her letter to Highways England

**Additional Item 2** – the Council approved the request of the Hunter family to clean up one of the bus shelters for the benefit of the Community. Approval given with the Council's thanks.

**15 To consider agenda items for next meeting**

Cllr's Lampert & Underwood to sign Acceptance of Office forms.

Review Parish Council Policies

Letter to Highways England

Road Budget

Asset Register

**16 To note date of next scheduled meeting in St Peters Hall**

Wednesday 12<sup>th</sup> July 2023

Meeting closed at 20.46

Signed: 

Dated: 12/07/2023