

PETERSTOW PARISH COUNCIL

**Minutes of the Annual Meeting of Peterstow Parish Council on
Wednesday 13th May 2026 at 7.00pm at St Peters Hall, Peterstow**

MINUTES

10.5 To confirm external audit process and sign the certificate – Clerk advised that this has to be sent to the External Auditors due to the Councils income exceeding over £25k for the 2025-2026 tax year.

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

10.6 All of the below payments were acknowledged and approved

- 10.6.1 Autela Payroll Services – 16985 - £102.00
 - 10.6.2 Terry Griffiths Contracts – TGC3827 - £293.60 – Maintenance Day
 - 10.6.3 Terry Griffiths Contracts – TGC3846 - £98.11 – Bins account
 - 10.6.4 Terry Griffiths Contracts – TGC3755 - £98.11 – Bins account
 - 10.6.5 Terry Griffiths Contracts – TGC3806 - £360.00 – 25/26 PROW Grant Work
 - 10.6.6 Terry Griffiths Contracts – TGC3808 - £1242.00 – 25/26 PROW Grant Work
 - 10.6.7 Terry Griffiths Contracts – TGC3809 - £1032.82 – 25/26 PROW Grant Work
 - 10.6.8 Terry Griffiths Contracts – TGC3768 - £1080.00 – 25/26 LDG Grant Work
 - 10.6.9 Terry Griffiths Contracts – TGC3769 - £480.00 – 25/26 LDG Grant Work
 - 10.6.10 Terry Griffiths Contracts – TGC3771 - £2160.00 – 25/26 LDG Grant Work
 - 10.6.11 Terry Griffiths Contracts – TGC3770 - £1080.00 – 25/26 LDG Grant Work
 - 10.6.12 Terry Griffiths Contracts – TGC3866 - £308.22 – Roads account
 - 10.6.13 Terry Griffiths Contracts – TGC3863 - £198.00 – Amenities account
- Additional payments were also acknowledged and authorised
Clerk April Wages – as per payroll provider
HMRC April - £132.77
HMRC March - £132.77
Clerk March Wages – as per payroll provider
ICO - £47 (by direct debit)

10.7 Clerk advised that the first half of the 2026-2027 Precept had been received. Also, that the Local Drainage Grant for 2026-2027 had been submitted and will update once she hears more with regards to the grant sum awarded.

11. Planning

To note applications determined by Herefordshire Council

- 11.1 To discuss planning application – 260991 – Lower Everstone Cottage – Clerk Advised that Hereford Planning had come back to advise that their website was not working correctly and that the application could not be viewed, the Council will consider this once the application is available to view.
- 11.2 To discuss planning application – 260848 – Broome Farm – The Council has no comment with regards to this application.

12. Road Safety

- 12.1 Update on possible future locations for a new SID – Cllr Carlson has met with the homeowners of Meadow View who have given permission for a new SID to be located on their land next to the A49. Before the Council proceeds, they have asked that the homeowners provide them with Land Registry details to confirm that the strip of land, by the highway, is included in their title as the homeowners before contacting Highways ref the Proposal.
- 12.2 The Council finds the latest police speed-check figures unrealistically low and clear evidence of motorists being aware of the police presence. The Council would like the police to change location and directions of the speed checks. Cllrs feel that only clandestine monitoring will bring about change. We will again ask for a camera van to be used. Cllr Carlson to draft a letter to send to the police conferring with Cllr Roe for continuity.
- 12.3 Discuss potholes on Lowcop lane – Cllr Carlson advised that these have been addressed but some large potholes are remaining, Cllr Carlson has emailed Ward Cllr Swinglehurst for further assistance with getting these filled.
- 12.4 Discuss new road signage – The Clerk has been back in touch with the Footpaths Officer, there has been several issues with contractors, the Footpaths Officer to update the Clerk.

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

In attendance: Claire Hall (PCC 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 Carlson was elected Vice-Chairman
3. **To receive apologies for absence.** Cllr Sarah Beggs & Ward Cllr Swinglehurst
4. **To receive declarations of interest & written dispensation requests.** None
5. **To consider the minutes of the previous meetings held on Wednesday 11th March 2026**
The minutes of the meeting held on the 11th March 2026 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 2025/2026**
Cllr Roe delivered his 2025/2026 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 – Finance working will comprise of Cllrs Roe & Carlson and the Clerk.
 - 8.2 Bank Signatories – Cllrs Roe, Underwood and Beggs to remain, Cllr Carlson to be added and Cllr Lampert to be removed following his resignation.
 - 8.3 One Councillor to volunteer to independently review that Councils accounts on a quarterly basis – Cllr Roe to continue, together with Cllr Carlson to ease succession in 2027.
 - 8.4 Appoint a data protection officer – by default this is The Parish Clerk
9. **To review and/or adopt Group Parish Council Policies**
 - 9.1 Standing Order policy – Appendix 1 – to be reviewed at the next meeting
 - 9.2 Code of Conduct – Appendix 2 – reviewed and adopted
 - 9.3 Financial Regulations – Appendix 3 – reviewed and adopted
 - 9.4 Risk Schedule – Appendix 4 – reviewed and adopted
 - 9.5 Risk Management Policy – Appendix 5 – reviewed and adopted
 - 9.6 Asset Register – Appendix 6 – reviewed and adopted
 - 9.7 Reserves Policy – Appendix 7 – to be reviewed at the next meeting
 - 9.8 Website Accessibility Statement – Appendix 8 – to be reviewed at the next meeting
 - 9.9 Publication Scheme – Appendix 9 – to be reviewed at the next meeting
 - 9.10 Data Protection Policy – Appendix 10 – to be reviewed at the next meeting
 - 9.11 IT Policy – Appendix 11 – reviewed and adopted
10. **Finance**
 - 10.1 To Consider the End of Year 2025-2026 finance report and bank statements – finance reports and bank statements have been reviewed and approved.
 - 10.2 To Consider and Approve the Internal Audit Report – The Clerk will go back to HALC with some questions the Council has with regards to the some of the recommendations in section 4, to include 4.1, 4.2, 4.4, 4.5 (NB 4.2 – we need to ask HALC for any recommended changes for Standing Orders for Council Meetings since 2020).
 - 10.3 To Consider and Approve the Annual Return Governance Statements – Approved and signed
 - 10.4 To Consider and Approve the Annual Return Accounting Statements – Approved and signed

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- 12.5 Discuss Speed watch volunteer recruitment and registration (see also 13.2 below) – the Clerk to compile a list of interested volunteers and email them the relevant forms needed by the police.
 - 12.6 Discuss collection of speed watch items – Cllr Roe would reach out to Brian Lampert and advise Cllr Carlson.
 - 12.7 Discuss National Highways Meeting – The letters exchanged provide an agenda of issues and questions. This is due to take place on 8th June, starting at 2.00pm at Cllr Roe's house; the Clerk to confirm the location to Highways.
- 13. Other**
- 13.1 Insurance review – Clerk to distribute this to the Cllrs for review as it was only received on 13th May 2026.
 - 13.2 To receive any routine reports from Councillors – Cllr Underwood confirmed that the foul water issue at Hightown had now been resolved. Cllr Carlson to also write a piece for the Peterstow Times with regards to Speedwatch volunteers and new Parish Councillors.
 - 13.3 To discuss any urgent repairs and Parish matters – Lengthsman contract for 2026-2027 was signed by the Chairman and Clerk.
 - 13.4 To raise matters for discussion and note date and time of the next meeting.
Due to the Chairperson and Clerk not being available for the next meeting in July it has been suggested that the meeting is pushed back to the 15th July, if Cllrs Beggs, Underwood and Carlson can confirm, or to 12th August when Cllr Roe expects to be available. The Clerk to email all Cllr's to check their availability.

Meeting closed at 20.17

Signed: _____



Dated: _____

15 July '26

