

PETERSTOW PARISH COUNCIL
**Minutes of the Meeting of Peterstow Parish Council on
Wednesday 11th March 2026 at 7.00pm at St Peters Hall, Peterstow**
MINUTES

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

In attendance: Claire Hall (PCC Clerk)

1. **To receive apologies for absence.** Cllr Brian Lampert, Ward Councillor Elissa Swinglehurst
2. **To received declarations of interest & written dispensation requests.** None
3. **To consider the minutes of the previous meetings held on Wednesday 14th January 2026**
The minutes of the meeting held on the 14th January 2026 were APPROVED as accurate & signed by Cllr Roe.
4. **Open Session**
A Period of 10 minutes to receive views of local residents on parish matters. None
5. **Finance**
Acknowledge the following payments that have been submitted and authorised from the Unity account.
 - 5.1 **All of the below payments were acknowledged and approved**
 - 5.1.1 Clerks January Salary, as determined by the payroll provider
 - 5.1.2 HMRC, January - February – £132.77
 - 5.1.3 Terry Griffiths Contracts – TGC3697 - £99.55 – Bins account
 - 5.1.4 HALC – H6075 - £721.22
 - 5.1.5 Clerks February Salary, as determined by the payroll provider
 - 5.1.6 HMRC, February - March – £132.77
 - 5.1.7 St Peters Hall – PPC2025 - £120
 - 5.1.8 St Peters Church - £500
 - 5.1.9 Terry Griffiths Contracts – TGC3670 - £293.56 – Road's account
 - 5.1.10 Traffic Technology – DT998 - £675
 - 5.2 **Internal audit checks on accounts to date** – Cllr Roe confirmed that all accounts were accurate and up to date, based on representative audit checks and reconciliation with bank accounts..
 - 5.3 **Update on accounts to date** – all Councillors were given the opportunity to review the Councils accounts, all were satisfied with the accounting spreadsheet.
 - 5.4 **Discuss 2025-2026 Audit** – All agreed that HALC could be instructed to carry out the 25/26 audit. The Clerk to instruct HALC to carry this out.
 - 5.5 **Review reserves account** – Cllr Roe carried out a review of the reserves account, please see attached appendix 1.
 - 5.6 **Discuss the budget for 2026-2027** – following the review of the precept for the year 26/27, all Councillors were happy with the budget for the next tax year, please see attached appendix 2. Following HALC's recommendations from the 24/25 Audit, the Council has created a small Financial Sub Committee who finalised the 26/27 Precept in good time.
6. **Planning**
To note applications determined by Herefordshire Council
 - 6.1 **Update on planning application P250797/O:**
Determination date for this application is the 12th March 2026.
It was noted that on re-submission of the same planning application, previous comments made by MOP would not be carried forward and would need to be re-submitted.
 - 6.2 **Prohibition of Driving Restriction for the whole length of Byway 14 (Sellack/Peterstow).**
Counsellors were notified in February of the change and had no comments to make.

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7. Road Safety

- 7.1 **Update on Neighbourhood Matters and the Road Safety Survey:** No further update on this. Cllrs Roe and Carlson to look at downloading data from the SID's on a more regular basis to get a better idea of speeding through the village.
- 7.2 **Update on possible future locations for a 3rd SID** – The Clerk to forward Cllr Carlson the details from the MOP who had emailed with regards to a possible location situated on private land.
- 7.3 **Road safety updates:** Cllr Roe has drafted a letter of response to two letters received, which the Clerk will forward to National Highways.

8. Other

- 8.1 **Web Change Update:** The Clerk is now aware that all Councillors are using the .gov email accounts, she will instruct the relevant parties to forward on all emails to the old email accounts to the new email accounts and divert traffic from the old website to the new website.
- 8.2 **Insurance Review:** Having reviewed the insurance policy all Councillors are happy with the insurance that is in place with £5 million Public Liability.
- 8.3 **Discuss IT Policy and possible switch to HALC approved policy.** The Clerk is yet to hear from HALC if the Policy that they adopted in 2025 is suitable. Once the Clerk hears from HALC if it is not accepted the Council will adopt the HALC policy as an alternative.
- 8.4 **To receive any routine reports from Councillors.**
Cllr Lampert has emailed the Clerk to advise he would not be standing for re-election, owing to deteriorating health. As elections are not until 2027, Cllr Roe will contact Cllr Lampert to ask whether he needs to step down now. The Council appreciates the long service given by Cllr Lampert. Cllr Roe to report back.
Cllr Underwood has contacted MOP Mr Barnett to discuss the pathway he wishes to be maintained, Cllr Underwood will reach out to the Lengthsman.
Cllr Underwood has been approached by a MOP with regards to a broken sewage system at Hightown. Cllr Underwood to contact the Environment agency to make them aware of the situation.
Clerk to write to the Council to discuss the old, dilapidated Church/village hall at the side of the A49 as it continues to fall into disrepair.
Cllr Roe has advised he will not be present for the July 2026 meeting owing to other commitments.
- 8.5 **To raise matters for discussion and note date and time of the next meeting:**
Next meeting will be Wednesday 13th May 2026 at 7pm.

Meeting closed at: 20.16

Signed: 

Dated: 13/05/2026

Date	Payee Name	Ref	Transaction Details	Amount Paid
28Feb2026	Service Charge		Bank Charges	£ 6.00
25Feb2026	B/P to: HMRC Cumbernauld	475PN001974292506	HMRC	£ 132.77
25Feb2026	B/P to: Traffic Technology	DT7998	SID Maintenance	£ 675.00
25Feb2026	B/P to: Terry Griffiths	TGC3697	Lengthsman	£ 99.55
25Feb2026	B/P to: HALC	H6075	Hereford Association of Local Councils	£ 721.22
25Feb2026	B/P to: Claire Hall	FEBRUARY WAGES	Clerks Feb Wages	£ 446.55
31Jan2026	Service Charge		Bank Charges	£ 6.00
23Jan2026	B/P to: Terry Griffiths	TGC3670	Lengthsman	£ 293.56
23Jan2026	B/P to: St Peter's Church	PPC GRANT 2026	Peterstow Community Grant	£ 500.00
23Jan2026	B/P to: St Peter's Hall	PPC2025	Hall Hire	£ 120.00
23Jan2026	B/P to: HMRC Cumbernauld	475PN001974292506	HMRC	£ 132.77
23Jan2026	B/P to: Claire Hall	JANUARY WAGES	Clerks Jan Wages	£ 446.55