

Peterchurch Parish Council

Minutes of the Annual Meeting of
Peterchurch Parish Council
held in the Peterchurch Village Hall
on Tuesday 23rd May 2017

No PPC/MW/109

Councillors Present

Councillor Mr P J Clarke Chairman
Councillor Ms S Murrin Vice - Chairman
Councillor Mr M J Church
Councillor Mr R Gaze
Councillor Mr R Metcalfe
Councillor Mr D Morgan
Councillor Mrs R A Quelch
Councillor Mr B C Treanor

Clerk Mr M Walker

Also Present

Ward Councillor Mr Philip Price, Parish Council Lengthsman Mr Terry Griffiths, Representative PCSO Fiona Witcher from the Local Police Team and three further members of the public

**The Annual Meeting of the Parish Council was formally opened by
the Chairman at 8.00pm**

1.0 Election of Chairman & Vice - Chairman

Councillor Mr Paul J Clarke having been nominated unopposed was elected by majority to the post of **Chairman** and duly signed the appropriate Acceptance of Office form.

Proposed by Councillor Ms S Murrin and
Seconded by Councillor Mr R Gaze

Councillor Ms S Murrin having been nominated unopposed was elected by majority to the post of **Vice - Chairman** and also signed an Acceptance of Office form

Proposed by Councillor Mr R Gaze and
Seconded by Councillor Mr D Morgan

2.0 Apologies for Absence

No apologies were received as all Parish Councillors were present

3.0 Declarations of Interest & Dispensations

3.1 No Declaration of interests were made or written applications for dispensation

3.2 Councillors reviewed their Declaration of Registrable Interest Forms with no amendments required

4.0 Minutes

The Minutes of the Ordinary Parish Council Meeting No PPC/MW/108 held on Tuesday 18th April 2017 were confirmed as a true record and signed by the Chairman.

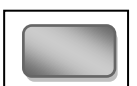
5.0 Financial Report

5.1 Clerk to present end of year Accounts for Ratification

The Parish Council approved the end of year accounts for 2016-2017 by majority and the printed form signed by Councillor Mr Paul J Clarke Chairman and Clerk Mr M Walker *See appendix 1*

5.2 Parish Council to agree Section 1 of the External Audit Form, Annual Governance Statement

The Parish Council agreed Section 1 of the External Audit Form, Annual Governance Statement and all responses were **Unanimously Approved** signed by Councillor Mr Paul J Clarke Chairman and Clerk Mr M Walker *See appendix 2*



- 5.3 Council to complete & approve Section 2 of the External Audit Form and Chairman to sign
The Parish Council approved Section 2 of the External Audit Form and signed by Councillor
Mr P J Clarke Chairman
- 5.4 Confirmation of Bank Balances / Receipts / Invoices for Payment
To receive report from Finance Working Group and to consider recommendations for approval
Financial Receipts and Payments Schedule (provided at meeting)
Councillor Mr B C Treanor Finance Working Group Chairman gave an overview of the meeting
Minutes of Finance Working Group Meeting No PPC/MW/109F held in The Peterchurch Village
Hall on Friday 19th May 2017 commencing at 7.00pm

Councillors Present

Councillor Mr B C Treanor Finance Working Group Chairman
Councillor Mr P J Clarke Parish Council Chairman
Councillor Mr M J Church
Councillor Mrs R A Quelch
Clerk Mr M Walker

1.0 **Apologies for Absence**

No apologies received as all Finance Working Group Members were present
No Declarations of Interest recorded

2.0 **Financial Update**

2.1 Confirmation of Bank Balances

Bank Balances as per Statements

@ 3rd May 2017 Lloyds Business Bank Instant Access Account £33,952.32

Bank Statement No 14

Bank Reconciliation to agree with Bank Statement
dated 03/05/2017 £33,952.32

@ 4th May 2017 Lloyds Treasurers Account £1,151.34

Bank Statement No 21

Bank Reconciliation to agree with Bank Internet Printed Statement
dated 16/05/2017 £8,816.10 signed by Financial Working Group Chairman Councillor Mr
Brendan C Treanor

2.2 To Acknowledge and Record Receipts

Herefordshire Council Precept 1st Part BACS Payment reference 2224729 £9,330.00

Locality Grant applied for not yet received £1,925.00

HMR&C VAT Claim 01/04/2016-13/03/2017 reference 113725 £2,894.76

Npower Invoice No LGU3DNDC dated 05/04/2017 £6.99

{*Queried by Parish Clerk refund due, not yet received of £10.39*}

2.3 Review Invoices for Payment

Kompan Ltd Invoice No S1221820 Thimble of Rope items £1,209.45

Cheque 000914

Terry Griffiths Contracts Lengthsman Work TGC0006 General Account £78.00

Cheque 000915

**Peterchurch Parish Council Account General-play area April 2017 (1) Invoice
No TGC0006**

Description of work carried out:- Mow and strim play area

Collect litter and rubbish

Terry Griffiths Contracts Lengthsman Work TGC0007 General Account £206.40

Cheque 000916

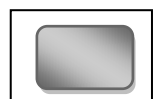
**Peterchurch Parish Council Account General-recreational April 2017 (2) Invoice
No TGC0007**

Description of work carried out:- Mow Football pitch and open space area

Strim goal post area and bring to level with soil

Zurich Municipal Insurance 01/06/2017-01/05/2018 Invoice No 26437560 £530.15

Cheque 000917



Peterchurch Village Hall Invoice No 20	£20.00
18 th April 2017 7.00pm-9.00pm	
Cheque 000918	
Terry Griffiths Contracts Lengthsman Work TGC0020 Road Account	£464.40
Cheque 000919	
Peterchurch Parish Council Roads-village upkeep April 2017 (3) Invoice No TGC0020	
Description of work carried out:- Village Upkeep	
Mow and strim specified areas of verges and open spaces within the 30mph limit	
Collect litter and rubbish from areas worked	
Terry Griffiths Contracts Lengthsman Work TGC0021 Road Account	£78.00
Cheque 000920	
Peterchurch Parish Council General-play area April 2017 (4) Invoice No TGC0021	
Description of work carried out:- Play Area	
Mow and strim	
Collect litter and rubbish	
Terry Griffiths Contracts Lengthsman Work TGC0022 Road Account	£168.00
Cheque 000921	
Peterchurch Parish Council General-recreation April 2017 (5) Invoice No TGC0022	
Description of work carried out:-Recreation	
Mow football pitch	
Mow open space area	
Collect litter and rubbish	
Notice Board Materials (Wickes No 01-2429)	£17.06
Reimbursement to Parish Clerk (paid by credit card)	
Cheque 000922	
Clerk's Salary May 2017 Gross	£599.42
Vehicle expenses	£17.55
Postage	£5.03
	TAX £112.80 NIC £0.00
Cheque 000923	
West Mercia Energy Invoice No 1382561 Electricity 01/01/2017-31/01/2017	£38.18
*Joint Cheque 000925	
West Mercia Energy Invoice No 1382560 Electricity 01/12/2016-31/12/2016	£37.24
*Joint Cheque 000925	
West Mercia Energy Invoice No 1382563 Electricity 01/03/2017-31/03/2017	£33.14
*Joint Cheque 000925	
West Mercia Energy Invoice No 1375815 Electricity 01/03/2017-31/03/2017	£8.36
*Joint Cheque 000925	
West Mercia Energy Invoice No 1382562 Electricity 01/02/2017-28/02/2017	£32.59
*Joint Cheque 000925	
BT VAT on Broadband Account Dated 06/03/2017	£24.00
{Paid out of Transparency Grant Fund for Peterchurch Village Hall}	
Cheque 000926	
Mrs Julie Cole Internal Audit 2016-2017	£35.00
Cheque 000927	

3.0 To Agree Schedule and Venue for the Finance Working Group Meetings

Schedule - Working Group Meeting to be held on the Friday prior to each Parish Council Meeting

Venue - The Peterchurch Village Hall 16th June 2017 at 7.00 pm

Meeting declared closed at 7.45pm

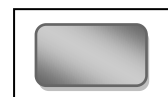
Signed.....

Financial Working Group Chairman Councillor Mr Brendan C Treanor

Date Tuesday 16th June 2017

Bank Balances, Receipts received and Invoices checked and approved, minutes approved.

Bank Reconciliation 19th May 2017 signed by Finance Working Group Chairman



Unanimously approved

Donation received after meeting papers produced for £360.00 towards parish upkeep

Councillor Mrs R A Quelch perused and checked the Accounts File for 2016-2017 and found no anomalies or discrepancies in the paperwork, except for 1 Bank Reconciliation copy had not been signed; original signed Bank Reconciliation copy in Current Meeting Book, also assessed risk and found no issues. Internet Banking remains only for the Parish Clerk to access & view Bank Statements.

- 5.5 Consider internal auditors report 2016-2017 and agree any required action
There were no actions required from the Internal Auditor's Report for 2016-2017
- 5.6 Confirmation of scope of Internal Audit for 2017-2018
The Internal Audit Plan was agreed and signed by Councillor Mr P J Clarke Chairman
- 5.7 To approve internal audit payment and the Re-appointment of Mrs J Cole as Internal Auditor
The Parish Council approved the re-appointment of Mrs J Cole as their internal auditor for 2017 - 2018
- 5.8 To consider any required update of the Lloyds Bank Mandate
The Lloyds Mandate Form was left unchanged
- 5.9 Parish Council Insurance review for 2017-2018
The Parish Council resolved to stay with Zurich Insurance for the year 2017-2018
- 5.10 Herefordshire Association of Local Councils (HALC) Subscription for 2017-2018 or alternatively Membership of Clerk to the Society of Local Council Clerks (SLCC)
The Parish Council resolved unanimously not to renew the HALC Subscription for 2017-2018
Proposed by Councillor Ms S Murrin and Seconded by Councillor Mrs R A Quelch

6.0 Election of Delegates-Roles for Councillors

(Each working group will require a minimum of three to be quorate)

6.1 Financial Working Group

Councillor Mr P J Clarke Chairman
Councillor Mr M J Church
Councillor Mrs R A Quelch
Councillor Mr B C Treanor

6.2 Lengthsman & P3 Working Group

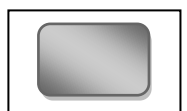
Councillor Mr P J Clarke Chairman
Councillor Ms S Murrin Vice - Chairman
Councillor Mr R Metcalfe
Councillor Mr D Morgan

6.3 Neighbourhood Development Plan Steering Group

Councillor Mr P J Clarke Chairman
Councillor Ms S Murrin Vice - Chairman
Councillor Mr M J Church
Councillor Mr B C Treanor

6.4 Planning Working Group

Councillor Mr P J Clarke Chairman
Councillor Mr R Gaze
Resignation of Councillor Mr B C Treanor
Addition of Councillor Mr R Metcalfe and Councillor Mr D Morgan



6.5 Playground Working Group / Inspectors

Councillor Ms S Murrin Vice - Chairman

Councillor Mr R Gaze

Councillor Mr R Metcalfe

Addition of Councillor Mrs R A Quelch

{Blank Playground Inspection Forms to be emailed to all}

Playground Report Rosemary Quelch 23rd May 2017

Wear on plastic protective covering on rope of climbing frame.

Graffiti on some equipment mostly in offensive but one stating "Boris Alla Ackbah".

6.6 Traffic Management / Village Speed Limits Working Group

Councillor Mr P J Clarke Chairman

Resignation of Councillor Ms S Murrin Vice - Chairman

Councillor Mr R Gaze

Councillor Mr R Metcalfe

Councillor Mr D Morgan

7.0 Parish Lengthsman Contract for Approval

Parish Council's contract with the Lengthsman Contractor

The Parish Council resolved for Mr Terry Griffiths to continue as Lengthsman for the financial year 2017 – 2018, with the contract being the same as last year

Signed by Mr Terry Griffiths and Clerk Mr M Walker

Budget required for Terry

Routine maintenance on hold

Linzy Outtrim to be contacted reference Flooding at The Nags Head – Hinton Road

"B" Road to Vowchurch

Cheshire Turn

Bags of grass cuttings in gullies

Trading Standards "Waste Carrier Licence"

Recreation ground scarifying to start

Moles are a problem. Litter has worsened since the rubbish bin was removed

Gate available for in front of container – Chairman and Terry to action

Outside the 30mph limit approval given

Minimum maintenance programme update

8.0 Parish Footpaths Scheme

To re-affirm Parish Footpaths Officer's appointment 2017 - 2018

The Parish Council resolved unanimously not to name a Footpaths Officer due to not being a member of the "P3 Scheme" for 2017-2018.

Proposed by Councillor Ms S Murrin Vice – Chairman and

Seconded by Councillor Mr R Gaze

9.0 Standing Orders, Financial Regulations, Asset Register

The Parish Council reviewed their Standing Orders and Financial Regulations with no amendments, also The Parish Council reviewed their Asset Register and updated as required

Proposed by Councillor Mr B C Treanor and

Seconded by Councillor Mr R Metcalfe

10.0 Peterchurch Neighbourhood Plan

Councillor Mr B C Treanor Chairman of the Neighbourhood Plan Steering Group, Councillor Mr P J Clarke Chairman of Peterchurch Parish Council and Clerk Mr M Walker to meet before the Parish Council meeting in June Hearing date set for Wednesday July 12th 2017



11.0 Information Sheet Update (FOR INFORMATION ONLY) on previous action points

Planning Information

- 11th April 2017 Application No 171356 {Adjoining Parish}
Jasmine Dene Common Bach, Dorstone, Hereford HR3 6BL
Prior notification of agricultural or forestry development – or proposed building
Application Type All others – Prior Approval
Prior Approval Not Required
- 27th March 2017 Application No 170853
Salt Box Barn, Wellbrook Barn Farm, Peterchurch, Hereford HR2 OST
New workshop
Application Type Planning Permission
Planning Permission Granted 9th May 2017
- 13th January 2017 Application No 164039
Pear Tree Cottage, Fine Street, Peterchurch, Hereford HR2 0SN
Proposed barn conversion to residential use & proposed detached double garage
Application Type Planning Permission
Planning Application Still Valid
- 23rd February 2017 Application No 170614
Hedgerows at Lower Park Wood, Vowchurch, Hereford HR2 0RJ
Proposed removal of two sections of hedgerow
Application Type Hedgerow Removal
Planning Application Still Valid
- 31st March 2017 Application No 171111
47 Closure Place, Peterchurch, Hereford HR2 0RS
Proposed erection of one dwelling
Construction of amended vehicular access and associated works
Planning Application Still Valid

Correspondence Received Information Update

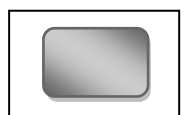
- 26th April 2017 Letter sent to Herefordshire Council Mr Baird, Mr Philip Price,
Mr Jonathan Lester
Reference School Crossing Patrol
- 11th May 2017 email reply received from Mr Baird
- 19th January 2017 Letter sent to Mr D Ravenscroft reference land at Old Railway Sidings
Reply still awaited
{Clerk to write again to Denis Ravenscroft reference dangerous pit}
- 30th January 2017 Letter sent to Mr Martin Smith reference parking on chevrons
Reply still awaited

Received after paperwork produced

- 24th March 2017 Application No 171111
47, Closure {Place, Peterchurch, Hereford HR2 0RS
Proposed erection of one dwelling Construction of amended vehicular access
and associated works
Planning Permission Granted 15th May 2017

Adjoining parish information

- 11th May 2017 Application No 162934
New Barns Farmhouse, Vowchurch Hereford HR2 0QA
Application for prior notification of agricultural or forestry development-
proposed building
Agricultural and Forestry Buildings and Operations
Prior Approval is Not Required 18th May 2017



School Crossing Patrol - Ward Councillor Mr Philip Price to discuss at meeting Wednesday 24th May

Reference Road Sweeper

Case reference number is: CAS-631782-N1F6N0 C1207 road sweep

{Full Information on Parish Council Website}

12.0 Roads, Street Lighting, Footpaths & Playground

To receive **new defect reports** on any Highway, Street Lighting, Public Footpath or Play Area issues

Options reference

1) Hedge Wellbrookside

Works undertaken

2) Hedge Closure Place

Herefordshire Housing Association work not undertaken

3) Derelict House

Councillor Mr R Gaze to action

Clerk instructed to write to Balfour Beatty Living Places reference highways breaking up and quality of work. Tarmac in lay-by

Parish Council Chairman Councillor Mr Paul J Clarke to email photographs

1 Street Lamp on the wrong regime Clerk to contact energy supplier

Traffic Working Group to meet – Mr Will Steel asked to attend

Traffic Regulation Orders (TROs) information to be sent to all Parish Councillors

13.0 Matters Relayed to the Clerk for Agenda of Next Meeting

Mr Will Steele to be invited to meeting

Traffic Community Meeting

Parish Council Newsletter

Parish Council Clerk's Annual Performance & Salary Review

14.0 Confirmation of the Next Ordinary Meeting Time, Date & Venue

The next Ordinary Meeting of the Parish Council is to be held on

Tuesday 20th June 2017 in the Peterchurch Village Hall and is to commence at 7.00pm

Meeting declared closed at 9.25pm

Signed..........

Parish Council Chairman Councillor Mr Paul J Clarke

Date 20th June 2017