

# *Peterchurch Parish Council*

Minutes of an Ordinary Meeting of Peterchurch Parish Council  
held at The Peterchurch Village Hall  
on Tuesday 19<sup>th</sup> September 2017

No PPC/MW/112

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 L R Metcalfe  
Councillor Mr D Morgan  
Councillor Mrs R A Quelch  
Councillor Mr B C Treanor  
  
Clerk Mr M Walker

Also Present

Golden Valley North Ward Councillor Mr Philip Price and thirteen further members of the public

**The Ordinary Meeting of the Parish Council was formally opened  
by the Chairman at 7.00pm**

**1.0 Apologies for Absence**

No Apologies received as all Parish Councillors were present  
Lengthsman Mr Terry Griffiths not present  
No Police present

**2.0 Declarations of Interest & Dispensations**

**2.1** To receive any Declarations of Interest in agenda items from Councillors  
No declarations of interest were made  
  
**2.2** To consider any written applications for dispensation  
There were no written requests for dispensation

**3.0 Minutes**

The Minutes of the Ordinary Parish Council Meeting No PPC/MW/111 held on Tuesday 18<sup>th</sup> July 2017 at 7.00pm were confirmed as a true record and signed by the Chairman.

**4.0 Pre-Order Consultation – Proposed Public Path Diversion Order**

Footpath PR8 in the Parish of Peterchurch – Mr John Scrimgeour  
Mr John Scrimgeour gave an overview of the situation to date  
Resolved by majority to support the proposal with 7 members in favour and 1 abstention  
Response to be sent by the Clerk to Collins Design and Build & Project Management

**5.0 Re: Herefordshire CCG GP Practice services**

To understand and comment on the future of CCG.GP Practice Services  
Councillor Mr P J Clarke Chairman read out letter received from NHS Herefordshire Clinical Commissioning Group (CCG) Jade Brooks Deputy Director of Operations  
Golden Valley North Ward Councillor Mr Philip Price to investigate organising an open meeting for all Parish Councils before end of consultation.  
Unanimous support from Peterchurch Parish Council and information leaflet to be distributed to all households in Peterchurch.

**6.0 To Receive Reports from:-**

**6.1 Ward Councillor Mr Philip Price**

Ward Councillor Mr Philip Price gave an overview of the following report  
**“Golden Valley North report – September 2017**



### **Locality Steward – Mr Paul Norris**

I met with Paul recently about an issue locally and suggested that he makes an effort to attend at each Parish Council in the area as soon as possible. He has a large area to cover and is making progress in identifying what needs doing. He replaces Linzi Outtrim who has been promoted to manage the Locality Steward Service. Any issues you have with highways and byways please contact Balfour Beatty direct or use the Council website to report your issues.

### **Salt Bins**

Travelling over Stockley Hill yesterday I notice that the salt bins have been filled in readiness for winter, but I was surprised by the number that are damaged, Replacement of bins will be a direct cost to parish councils and therefore your money raised by the parishes on their precept. By their nature they have to be close to the road, so please take care when passing them whether you are a road user or grass or hedge cutting. Please report damage when it occurs so that the parish is aware.

### **Regional Flood Committee.**

Herefordshire is a growth county and as such is participating in a pilot scheme with the Flood Committee and the Environment Agency to look at all things water as an evidence base to help protect and advise those organisations and developers that will be planning the major growth around Hereford. This encompasses the Water table and impacts on land types, aquifers, water courses in the catchment area, current and future flood alleviation schemes and sustainable urban drainage schemes (SUDS) and future Natural flood management schemes as well as data currently held on past flooding.

With more serious weather events happening it is important that with more houses and infrastructure to support them, that flooding issues are resolved and not made worse.

Would appear obvious really!

### **Roads**

I always get complaints about potholes, however recently these complaints have been superseded by complaints about traffic management and closures and part closures on roads whilst they are being repaired or resurfaced. With over 2000 miles of road in the county that have traditionally not been good enough for the traffic of today, all I can say is we are investing £ millions in road maintenance and repair and to do that delays will occur to get the work done.

Not all road works are done by the council. Many are part of the Utility Companies going about their work as mostly the utility services are in the road. Utility Companies must replace the road surface satisfactorily otherwise they will be fined or have to redo the work or both. The road closure during August on the A438 from Tupsley to Lugwardine was such an event that caused a lot of problems for users and the work had not been completed in the timescale for the start of the school year which caused some chaos. Fines have been imposed on the company concerned.

There are significant road closure programs in place at present on main routes.

Total road closure, south bound on the A49 at Newtown road to the Pizza hut roundabout for 10 weeks to allow for a new lane to be built on the approach to the roundabout with the roundabout being made smaller. Diversions are in place and increased traffic will be on the other main routes and rat runs through the city.

Some traffic light management controls will be in place over the next couple of days on the A49 south of Hereford on the Belmont road as resurfacing takes place on both sides from Belmont Island to the turn for Walnut Tree Avenue.

Full day closures are happening on the A4103 from Hereford to Worcester county boundary as these resurfacing works move along this road, different diversions will be in place. This work has started and will continue just into October. Similar works will happen on the A465 and the A438 as these roads gained money through the Challenge fund to fix them from Hereford City to the County boundary.

Much of this must be done before the onset of winter.

Regards Cllr Philip Price Golden Valley north, ward member”

## **6.2 West Mercia Police**

No Police present see Item 14.0

## **6.3 Update from Lengthsman Mr Terry Griffiths**

Lengthsman Mr Terry Griffiths not present, report received by email and read by the Clerk  
“Peterchurch Parish Council Report September 2017



Roads - Verge cutting and open space mowing to conclude at completion of October visit subject to changes by council.

The mowing around the war memorial in churchyard is now included in this programme as is the strimming and weed control in Church road.

Will await instructions from the council as to commencement of routine maintenance programme on parish roads during the winter period.

Recreation Ground - Final cut scheduled for October.

Annual hedge maintenance scheduled for October along with scarifying/aerating and rolling of soccer pitch subject to approval from council.

Could council confirm any mowing requirement for the soccer pitch during the winter period.

Play Area - Final cut scheduled for October.

Ongoing problems with glass bottles being left in the hedge margins which if caught by mower blades shatter and become a hazard to play area users.

We endeavour to collect bottles in advance of mowing and collect broken glass as necessary to reduce risk of injury's.

General - Gate has been installed in fence line at parish store.

Padlock to be provided by council.

We have hopefully addressed issues raised at the meeting held with the finance committee recently and do not expect further problems.

Terry Griffiths Parish Lengthsman Peterchurch Parish Council'

The Parish Council resolved for Terry to scarify the football pitch and leave for the winter

Trim back the hedges around the boundary – 2 metres to comply with Annual Play Inspection Report

One general maintenance day mid October 2017 plus drains and grips

One verges grass cut mid October 2017

On instruction only after October 2017

#### **6.4 To Receive Any Relevant Highway Reports**

Councillor Mr P J Clarke Chairman to meet with new Locality Steward Mr Paul Norris

Areas to look at include Long Lane, Old Tay and P3 issues

#### **7.0 Public Question Time**

Designated **maximum** period of **10 minutes** for public questions to the Parish Council

Linzy Outtrim is the boss of Mr Paul Norris Locality Steward

*Question* Why are some potholes filled in and not others?

*Answer* Only reported and marked potholes are filled in and the Locality Steward is responsible

Category "1" potholes are completed within 48 hours

Category "2" potholes are completed within 28 days

Capital budget is for major works

Revenue budget is for re-active repairs

Cabinet Member Contracts Management oversees works and they are monitored by Herefordshire Council

*Statement* Large lorries travelling through Peterchurch on the B4348 causing pothole damage, why no weight limit?

#### **8.0 Financial Report**

To receive report from Finance Working Group Chairman Councillor Mr Brendan C Treanor and to consider recommendations for approval

Financial Bank Reconciliations for both accounts (provided at meeting)

Councillor Mr B C Treanor Finance Working Group Chairman gave an overview of the meeting

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Minutes of Finance Working Group Meeting held at The Peterchurch Village Hall on Wednesday 13<sup>th</sup> September 2017 No PPC/MW/112FWG

#### **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 To Confirm the Minutes of the Previous Meeting**

The Minutes of the Finance Working Group Meeting No PPC/MW/111F held on Friday 14<sup>th</sup> July 2017 at 7.00pm were unanimously confirmed as a true record and signed by the Chairman.

**3.0 Financial Update**

**3.1 Confirmation of Bank Balances**

Bank Balances as per Statements

@ 1<sup>st</sup> September 2017 Lloyds Business Bank Instant Access Account £23,957.18

Bank Statement No 18

Bank Reconciliation to agree with Bank Statement signed

dated 13/09/2017 £23,957.18

@ 4<sup>th</sup> September 2017 Lloyds Treasurers Account £7,521.09

Bank Statement No 25

Bank Reconciliation to agree with Bank Statement signed

dated 13/09/2017 £7,521.09

**3.2 To Acknowledge and Record Receipts**

Groundwork UK Remittance Advice No NPG-03229 £1,925.00

Peterchurch Neighbourhood Development Plan Hearing

(Attendance of Mr Michael Wellock Planning Consultant)

**3.3 Review Invoices for Payment**

Terry Griffiths Contracts Lengthsman Work TGC0070 Roads Account £440.40

*Paid after new updated worksheet received*

Cheque 000940

Peterchurch Village Hall Invoice No 31 £100.00

16<sup>th</sup> June 2017 2.00pm-5.00pm (Hearing)

16<sup>th</sup> June 2017 7.00pm-9.00pm (Finance Working Group Meeting)

20<sup>th</sup> June 2017 7.00pm-9.00pm (Parish Council Meeting)

29<sup>th</sup> June 2017 2.00pm-5.00pm (Lengthsman Meeting)

Cheque 000947

Clerk's Salary August 2017 Gross £618.34

Vehicle expenses £27.90

Postage £8.42

TAX £116.80 NIC £0.00

Nett Salary £537.86

Cheque 000948

Thermotor Limited Invoice No 9609 £6,222.00

2 x VAS Units + Associated Materials

Cheque 000949

Kirkwells Planning Consultants Invoice No 527 £1,989.00

Peterchurch Neighbourhood Development Plan Hearing

Cheque 000950

Terry Griffiths Contracts Lengthsman Work TGC0108 Road Account £440.40

Cheque 000951

Terry Griffiths Contracts Lengthsman Work TGC0109 General Account £81.60

Cheque 000952

Terry Griffiths Contracts Lengthsman Work TGC0110 General Account £168.00

Cheque 000953

**Peterchurch Parish Council Roads-Village Upkeep July 2017 (1) Invoice No TGC0108**

Description of work carried out:- Village Upkeep Peterchurch Village

Mow and trim verges within 30mph limit



Hinton Green

Mow and trim open space area with bollards

Collect litter and rubbish from areas worked

**Peterchurch Parish Council General-Play Area July 2017 (2) Invoice No TGC0109**

Description of work carried out:- Peterchurch Play Area

Mow and trim play area

Collect litter and rubbish

**Peterchurch Parish Council General-Recreation July 2017 (3) Invoice No TGC0110**

Description of work carried out:- Peterchurch Recreation Ground

Mow football pitch

Mow open space area

Collect litter and rubbish

West Mercia Energy Invoice No 1407780 Electricity 01/06/2017-30/06/2017 £11.12

\*Joint Cheque 000954

West Mercia Energy Invoice No 1407950 Electricity 01/06/2017-30/06/2017 £34.40

\*Joint Cheque 000954

Peterchurch Village Hall Invoice No 35 £60.00

11<sup>th</sup> July 2017 1 Hour

14<sup>th</sup> July 2017 2 Hours

18<sup>th</sup> July 2017 2 Hours

24<sup>th</sup> July 2017 1 Hour

Cheque 000955

Terry Griffiths Contracts Lengthsman Work TGC0133 Road Account £434.40

Cheque 000956

Terry Griffiths Contracts Lengthsman Work TGC0134 General Account £81.60

Cheque 000957

Terry Griffiths Contracts Lengthsman Work TGC0135 General Account £168.00

Cheque 000958

**Peterchurch Parish Council Roads-Village Upkeep August 2017 (1) Invoice No TGC0133**

Description of work carried out:- Village Upkeep Peterchurch Village

Mow and trim verges with 30mph limit

Hinton Green

Mow and trim open space area with bollards

Collect litter and rubbish from areas worked

**Peterchurch Parish Council General-Play Area August 2017 (2) Invoice No TGC0134**

Description of work carried out:- Peterchurch Play Area

Mow and trim play area

Collect litter and rubbish

**Peterchurch Parish Council General-Recreation August 2017 (3) Invoice No TGC0135**

Description of work carried out:- Peterchurch Recreation Ground

Mow football pitch

Mow open space area

Collect litter and rubbish

West Mercia Energy Invoice No 1415548 Electricity 01/07/2017-31/07/2017 £11.48

\*\*Joint Cheque 000959

West Mercia Energy Invoice No 1415549 Electricity 01/07/2017-31/07/2017 £35.45

\*\*Joint Cheque 000959

Terry Griffiths Contracts Lengthsman Work TGC0086 Roads Account £440.40

Cheque 000960

Terry Griffiths Contracts Lengthsman Work TGC0087 General Account £81.60

Cheque 000961

Terry Griffiths Contracts Lengthsman Work TGC0088 General Account £168.00

Cheque 000962

**Peterchurch Parish Council Roads-Village Upkeep June 2017 (4) Invoice No TGC00086**

Description of work carried out:- Village Upkeep Peterchurch Village



Mow and strim verges within 30mph limit

Hinton Green

Mow and strim open space area with bollards

Collect litter and rubbish from areas worked

**Peterchurch Parish Council General-Play Area June 2017 (5) Invoice No TGC00087**

Description of work carried out:- Peterchurch Play Area

Mow and strim play area

Collect litter and rubbish

**Peterchurch Parish Council General-Recreation June 2017 (6) Invoice No TGC00088**

Description of work carried out:- Peterchurch Recreation Ground

Mow football pitch

Mow open space area

Collect litter and rubbish

Mrs Fran White Invoice No 00134 £58.60

Peterchurch Annual Play Ground Inspection 2017 + Report

Cheque 000963

Terry Griffiths Contracts Lengthsman Work TGC0151 Roads Account £434.40

Cheque 000964

Terry Griffiths Contracts Lengthsman Work TGC0152 General Account £81.60

Cheque 000965

Terry Griffiths Contracts Lengthsman Work TGC0153 General Account £168.00

Cheque 000966

**Peterchurch Parish Council Roads-Village Upkeep August 2017 (3) Invoice No TGC0151**

Description of work carried out:- Village Upkeep Peterchurch Village

Mow and strim verges with 30mph limit

Hinton Green

Mow and strim open space area with bollards

Collect litter and rubbish from areas worked

Church Road

Strim kerb lines, footways and churchyard retaining wall

Air sweep clipping into grassed areas

**Peterchurch Parish Council General-Play Area June 2017 (5) Invoice No TGC0152**

Description of work carried out:- Peterchurch Play Area

Mow and strim play area

Collect litter and rubbish

**Peterchurch Parish Council General-Recreation August 2017 (6) Invoice No TGC0153**

Description of work carried out:- Peterchurch Recreation Ground

Mow football pitch

Mow open space area

Collect litter and rubbish

Clerk's Salary September 2017 Gross £618.34

Vehicle expenses £5.85

TAX £116.60 NIC £0.00

Nett Salary £507.59

Cheque 000967

HMR&C 2<sup>nd</sup> Quarter July August September £350.00

Cheque 000968

**All financial transactions unanimously approved**

Information Commissioner's Office Data Protection Z9981588

Renewed until 19<sup>th</sup> July 2018 by Direct Debit £35.00

Final cut for grass in three weeks time (1<sup>st</sup> week of October 2017)

Clerk to contact Mr Richard Ball reference Education and Street Lights



#### **4.0 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 13<sup>th</sup> October 2017 at 7.00 pm

Meeting declared closed at 8.00pm

Signed.....

Financial Working Group Chairman Councillor Mr Brendan C Treanor

Date Friday 13<sup>th</sup> October 2017

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#### **9.0 Neighbourhood Development Plan Update**

Councillor Mr Brendan C Treanor Neighbourhood Development Plan Chairman updated the Parish Council on progress to date. The amended Neighbourhood Development Plan had now been accepted by Herefordshire Council for a Referendum on Thursday 19<sup>th</sup> October 2017 at Peterchurch Village Hall.

The Parish Council resolved for a one page flyer to be produced and distributed to every household in the parish plus posters.

All information to be put on the Peterchurch Parish Council Website and hard copies to be distributed at various location in Peterchurch. Peterchurch Village Hall, The Nags Head, The Boughton Arms, Shop and Post Office, Doctors Surgery, St Peter's Church Mezzanine, Lucy's Hairdressers.

Councillor Ms S Murrin Vice – Chairman would put an electronic version on Face Book.

#### **10.0 Peterchurch Highway & Footway Issues Update**

##### **10.1 Speed Indicating Devices (SIDs) – VAS Signage**

Both VAS Signage units have been delivered to the Storage Unit plus associated components for assembly as well as the two base keys from Herefordshire Council.

Installation and VAS Maintenance Manuel emailed from Thermotor Limited.

Installation options are being investigated, together with Health and Safety and Risk Assessments.

Traffic Survey in place on the main road at the moment.

##### **10.2 Parish Council's Street Lights**

Clerk read out the following:-

"From: Bate, Carys Sent: 15 September 2017 15:29 To: 'peterchurchclerkmw@btinternet.com'

Subject: Peterchurch Streetlighting Works

Dear Malcolm,

Please allow me to introduce myself as the new Locality Liaison Co-Ordinator for Balfour Beatty.

I understand there is a wish for Peterchurch Parish Council to transfer the street lighting within the parish to the responsibility of Balfour Beatty Living Places on behalf of Herefordshire Council. Prior to the transfer of these assets, there are a number of improvements required in order for the lighting to meet current street lighting standards in line with the county's other street lighting assets. Upon inspection, an overview of findings to improve the specification for future maintenance found:

- There are two lanterns that are pole mounted on Wester Power Distribution (WPD) assets that are no longer connected via overhead power lines. In their current position, WPD are entitled to request removal of the lanterns and so as such, BBLP suggest the erection of poles independent from the WPD assets for the lanterns to be relocated.
- The use of aluminium columns has been identified within the parish which would have come to the end of their recommended working life. To remediate this it is requested these be replaced with the erection of new poles.
- All cells are requested to be changed to 35/18 Lux.
- There is a dog bin installed to a street lighting column that will need to be relocated to a post independent of a street light as bins cannot be located on assets that require maintenance.
- The assistance of WPD will be required in order to replace the above columns.
- All assets are required to be tested and certified to ensure they are electrically safe.

The scheme target cost for the above is £12,692.17 (Although this may be subject to some change dependant on the actual costs of materials at the time of purchase).

If you would like to discuss the above, please do not hesitate to get in touch. Kind regards, Carys

**Carys Bate Locality Liaison Co-ordinator | Balfour Beatty | Services | Living Places"**



The Parish Council unanimously resolved NOT to transfer the Street Lights at this time.

Some of the information was incorrect.

Email to be sent to Ward Councillor Mr Philip Price for investigation plus written information.

Email to be sent to Parish Councillor Mr P J Clarke Chairman

#### 10.3 Footway from Primary School – Hawthorn Rise

Item not discussed at this meeting – further schools and housing development information required.

### **11.0 Children’s Play Area**

**11.1** To consider official condition report and agree any actions required

Graffiti to be addressed as soon as possible

Parish Councillor Mr Robert Metcalfe to action removal

**11.2** To confirm regular weekly Parish Councillor inspection arrangements

Confirmation of who are Playground Inspectors:-

Councillor Ms S Murrin Vice – Chairman, Parish Councillor Mr Richard Gaze

Parish Councillor Mr Robert Metcalfe and Councillor Mrs R A Quelch

Play area/equipment issues as indicated in the Annual Inspection Report:-

- 1) Hedges will be cut back as indicated
- 2) Flooring of Youth Shelter requires attention
- 3) Graffiti see above 11.1

On-going inspections must be recorded.

Peterchurch Play Area Weekly Inspection Report from Councillor Ms S Murrin Vice – Chairman dated 22<sup>nd</sup> July 2017 no comments

Peterchurch Play Area Weekly Inspection Report from Councillor Mrs Rosemary Quelch dated 18<sup>th</sup> August 2017 no comments

Peterchurch Play Area Weekly Inspection Report from Councillor Ms S Murrin Vice – Chairman dated 29<sup>th</sup> August 2017 no comments

**11.3** New “No Littering” notices designed by pupils from Peterchurch Primary School

Notices were posted at the Recreation Ground but have since been removed.

Clerk instructed to write to the Primary School, stating the situation and asking the children to get involved with posting the notices.

Councillor Ms S Murrin Vice – Chairman and Mrs L. Clarke to be involved.

### **12.0 Peterchurch War Memorial**

To consider options with regards to both ownership and cleaning

Councillor Ms S Murrin Vice – Chairman had investigated and found relevant information in regards to ownership of the War Memorial. 1947 Parish Council minutes revealed the Parish Council is the owner. All information to be given to the Parish Clerk

The Parish Council unanimously resolved for the Clerk to obtain costs and to apply for a grant to help with cleaning of the War Memorial.

The Parish Council’s Insurance Company to be informed and the structure added to their policy.

Vote of thanks given to Sarah by the Chairman for all her hard work to date

### **13.0 Planning Application**

Application No 173287 Land adjoining Hawthorn Rise

Site for proposed erection of 10 dwellings. Construction of new vehicular access and associated works OS 334701, 238426

*“With reference to this application, on land which is part of a larger development although is owned by the same owner, already has planning permission for 89 houses subject to numerous conditions, not least with Welsh Water re drainage and supply commitments, the provision of a recreation field, an affordable housing allocation, an undertaking not to proceed in phases as this process has caused considerable distress and inconvenience with residents being subjected to years of disruption, noise, dust and*





associated construction work activity as well as a 106 Agreement all of which it would appear to have been disregarded.

Could you please advise the Parish Council whether if this new application was to be approved the previous 89 application would become void or not.

The Parish Council respectfully request an extension to their response time to enable them to canvass not only the local residents but the relevant utility companies for their responses.”

#### **14.0 For Information Only Sheet**

Sheet to include update on previous action points and a list of correspondence received

##### Planning Information

- 23<sup>rd</sup> 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  
**Hedgerows Removal Notice 28<sup>th</sup> June 2017**  
**Still Valid**
- 17<sup>th</sup> May 2017            Application No 171540  
Wellbrook Manor Garden Barn, Stockley Hill, Peterchurch Hereford HR2 0SS  
Proposed change of use from mixed office and holiday let to a dwelling and associated alterations  
Application Type Planning Permission  
**Planning Application Approved With Conditions 17<sup>th</sup> July 2017**
- 3<sup>rd</sup> August 2017        Application No 172897  
Upper Mowbage Mowbage Lane Peterchurch Hereford HR2 0RZ  
Application for approval of details reserved by condition 3 a, b, c & d attached to planning permission 153238  
Application Type PP - Approval of details reserved by condition  
**Determination Made                      Split Decision 8<sup>th</sup> August 2017**
- 11<sup>th</sup> July 2017            Application No 172216  
Land at 13 Crossways, Peterchurch Herefordshire  
Erection of a single dwelling and improvement of existing vehicular access  
Application Type Planning Permission  
**Planning Application Granted 30<sup>th</sup> August 2017**
- 11<sup>th</sup> July 2017            Application No 172543  
Land to the south of Closure Place, Peterchurch Herefordshire  
Site for residential development and associated works  
Application Type Outline  
**Still Valid**

##### Correspondence Received

##### Information Update

- 19<sup>th</sup> January 2017      Letter sent to Mr D Ravenscroft reference land at Old Railway Sidings  
Reply still awaited
- 30<sup>th</sup> May 2017          2<sup>nd</sup> Letter sent to Mr D Ravenscroft reference land at Old Railway Sidings  
Reply awaited
- 28<sup>th</sup> June 2017        Enforcement Officer Mr Mike Willmont contacted  
*Councillor Mr L R Metcalfe given both letters 19<sup>th</sup> January 2017 and 30<sup>th</sup> May 2017 and is going to speak to the owner on the Parish Council's behalf*  
**Councillor Mr L R Metcalfe had been in contact with Mr D Ravenscroft who assured him that it would be actioned by the end of September 2017**
- 30<sup>th</sup> January 2017      Letter sent to Mr Martin Smith reference parking on chevrons  
Reply still awaited
- 18<sup>th</sup> July 2017        Email sent to Mr Mark Butler Customer Account Manager  
Reference 33, Closure Place Overhanging Hedge  
No further information



- 22<sup>nd</sup> July 2017 Letter and Map sent to Mrs Joan Price  
Reference Overgrown Hedges  
Reply still awaited
- 22<sup>nd</sup> July 2017 Letter sent to Mr Paul Rone  
Reference Missing Bus Stop Flags  
Reply still awaited
- 23<sup>rd</sup> July 2017 Letter sent to Mr John Scrimgeour  
Reference PR8 and invitation to next Parish Council Meeting  
See Agenda Item 4.0
- 23<sup>rd</sup> July 2017 Email sent to PC Roger Bradley  
Reference Alcohol Consumption  
“Roger, Following the Peterchurch Parish Council meeting on the 18<sup>th</sup> July 2017 I have been instructed to request that the current area to which the Alcohol Consumption in Designated Public Spaces Order (No 4) 2006 in Peterchurch (see attached) refers is preserved as it is the Parish Council’s belief that it is this order that problematic underage alcohol consumption has been contained. Clearly they would not wish to do anything that could be detrimental to this position, could you please give this matter your attention. Best Regards Malcolm Walker”
- 24<sup>th</sup> July 2017 Letter sent to TSB Customer Service Manager  
Reference Parish Council Account  
Reply received 28<sup>th</sup> July 2017 – No products held
- 24<sup>th</sup> July 2017 Letter sent to National Savings & Investments  
Reference Peterchurch Sports & Playing Field Committee Account  
Reply received Declaration Form for all Officers to sign  
{Paperwork taken to Peterchurch Finance Working Group Meeting for Consideration}
- 1<sup>st</sup> August 2017 Asbriplanning  
Pre-Order Consultation Footpath PR18 (Part) in the Parish of Peterchurch  
Email sent to Parish Councillors 5<sup>th</sup> August 2017  
No replies received
- 9<sup>th</sup> September 2017 North Herefordshire Conservative Association  
Letter reference Event (Coffee Morning) October/November 2017

**27<sup>th</sup> July** 2017 Hello All, My name is Paul Norris and I am the newly appointed Senior Locality Steward for your respective areas and believe Linzy has let you know of my imminent arrival. I am looking forward to and eager to getting around all of the areas and meeting with you all and working with you for the benefit of your Parishes. I would like to let you all know a little about myself and my history. I recently retired from the Police Service having spent the last 12 years of my Service working in Hereford City and the North of the County as a Sergeant in varying roles gaining a good knowledge of the County and it’s road network. I am currently going through an introduction phase with Balfour Beatty and would please ask you to bear with me whilst I complete a large amount of training which will help me to assist you. I am currently awaiting the arrival of a mobile phone and as soon as possible I will pass the details of this number to you. Should you have any urgent matters to report please do so via the Customer Service Helpline on 01432 261800. Kind Regards Paul Norris Senior Locality Steward

**3<sup>rd</sup> August** 2017 Dear all May I start by thanking you for all the invitations to Parish meetings I received following my introduction email last week. I am continuing with the training programme set for me but I have been out and about completing some of the minor enquiries received. If you do see me around your Parish area and you are available it would be nice to meet with you. Next week I will be completing my Highways Inspector Course and will not be available but as usual emergency and other enquires can be reported on the number below. I have added my new mobile to this briefing for your information.  
Kind regards Paul Norris

10<sup>th</sup> August 2017 Dear all It’s been a busy week and today I have completed the Highways Inspector’s course and I am glad to say I passed!



I have more training to go but intend next week where possible to be out and about with a fellow Steward completing required Inspections around the area. I would hope by next month I will be further forward with all the required training and will endeavour to make some of the Parish Meetings so I may introduce myself in person. Regards Paul Norris

**17<sup>th</sup> August 2017** Dear all, I hope to find you all well . This week once again as been very busy with Mandatory Inspections around the area along with discussions with colleagues how we may all help each other achieve the best for our Highways and Public Footpaths.

To this end, I would be grateful if I could be sent details of the Public Footpath Officers for each Parish along with their contacts details. I would also please ask that if you have a Lengthsman can I confirm with you their details and contact numbers.

With the best will in the world the earliest I will probably make any of your meetings will be in September and would please like to ask in advance the following.

As we are aware the main enemy of our Highways is water. Currently this issue is being addressed but there is or appears be assets such as Gullies and Grips that may have not previously been recorded or their locations lost. This obviously leads to more water standing on the roads and eventually more of the dreaded potholes appearing. I would like where possible like to assist our Asset management team with the maintenance of these assets to help maintain the Highways.

As the Lengthsmen for your relevant areas have a very good idea where such hidden drains may be and I would like to provide them with a map to mark these for clearing. This is obviously with the kind permissions of each Parish but I am sure we can all agree this would be beneficial for all.

Once I have all the details of the two groups and I have managed to make it around the Parish Meetings. I would like to bring these two groups together to pool ideas and see where its need to and where it's possible make improvements. I wish you all a good weekend. Regards Paul Norris

**25<sup>th</sup> August 2017** Dear all , Can I start by thanking you for the responses to my last weekly briefing. I have been out and about on the area all week and am I slowly getting to know where the relevant Parishes are and the road systems within. It's been very hectic with my first Inspections being completed and more to finish next week. It is my intention to make some of the Parish meetings in September and will respond to the invitations I have received on the week beginning the 3rd of September.

It was great to meet with Graham Robinson the new Foot Path Officer for Ewyas Harold a good start to getting around and meeting with you all.

Have a great Bank Holiday. Regards Paul Norris

Police Report see Peterchurch Parish Council Website

12th September 2017 Invitation from The High Sheriff of Herefordshire The Reverend Lady Lisvane to The Bishop's Palace "Tackling Loneliness" 14th October 2017 for Parish Clerk and Parish Council Chairman (rsvp by 30th September 2017)

**Clerk to confirm Chairman's attendance**

West Midlands Ambulance Service NHS Foundation Trust  
Defibrillator Accreditation Scheme to be filled in by Parish Clerk on behalf of  
Peterchurch Parish Council (by hand from Councillor Mr R Gaze)

**15.0 Matters Relayed to the Clerk for Agenda of the next meeting**

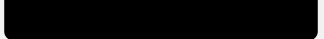
Enquiries reference:- Container cladding approval, BT hedge cutting – damaged signs  
Barn Cheshire Turn

**16.0 Confirmation of the Next Meeting Date, Time and Venue**

The next meeting will be the **Ordinary Parish Meeting** and is to be held on **Tuesday 17<sup>th</sup> October 2017** in the Peterchurch Village Hall and is to commence at 7.00pm

**NB** Next Finance Working Group Meeting to be held on Friday 13<sup>th</sup> October 2017 at 7.00pm in the Peterchurch Village Hall

Meeting declared closed at 9.25 pm

Signed..........

Parish Council Chairman Councillor Mr P J Clarke

Date Tuesday 17<sup>th</sup> October 2017