

PETERCHURCH PARISH COUNCIL

Minutes of the Parish Council Meeting PPC/HALC/003 held on Tuesday 21st November 2023 at 19.00 at Peterchurch Village Hall

Present

Councillors: David Morgan (in the Chair), Sandra Salter, Robert Metcalfe, Anna Coda and Chris Richardson.
Cllr Richard Gaze joined the table following his co-option.

In attendance

Clerk Helen Tinson – on behalf of HALC (Herefordshire Association of Local Councils); Ward Councillor Phillip Price; 4 members of the public (including Richard Gaze and Parish Footpaths Officers).

1. Consideration to access HALC Clerk Cover for the meeting:

It was RESOLVED: to access HALC's CiLCA qualified Clerk Cover for the meeting.

2. Apologies for absence: Cllr Isabelle Watkins.

3. Co-opt Councillors to fill current vacancies:

Members were informed that two residents wished to be co-opted on to the council, however one was not present.

It was RESOLVED: to co-opt Richard Gaze, who duly signed his Declaration of Acceptance of Office and joined the members at the council table. Cllr Gaze was asked to complete and submit his Declaration of Interests form to Herefordshire Council within 28 days.

It was RESOLVED: to defer the second co-option to the next meeting.

4. Declarations of interest & written dispensation requests: There were none.

5. Minutes:

5.1. Minutes of the Parish Council meeting held on 17th October 2023:

It was RESOLVED: to approve the minutes as a true and proper record of the meeting. The minutes were signed by the Chair.

6. Public Participation Open Session:

6.1.1. West Mercia Police – There was no police representative present and no report had been submitted. However, it was noted that the Local Policing Team have started a WhatsApp group for the farming community to share information about thefts, rogue reports etc.

6.2. Ward Councillors Report: The Ward Councillor gave a verbal report and will distribute a written report in due course:

6.2.1. The Planning Amendment for five houses at Crossways has been passed. A question was raised asking whether the correct conditions had been applied. Cllr Price will check and report back.

6.2.2. Cllr Price has seen the local petition to HC concerning the condition of the roads and understands that works are being programmed to be delivered before the end of the financial year.

6.2.3. Overgrown properties at Crossways have been reported to the Environmental Health Dept. HALC were asked to respond to the complainant.

- 6.2.4. £103million has been allocated to Herefordshire over the next 11 years for road maintenance.
- 6.2.5. BBLP have been granted a 2-year extension to their contract but need to improve public perception and communication with Parishes before a further contract is secured. Plans are being formed to move staff back to Herefordshire Council.
- 6.2.6. The Lengthsman Scheme has been 'red lined' (protected) in the revenue budget setting for the following year, though the revenue budget is proving difficult as is maintaining an adequate level of reserves.
- 6.2.7. Verge damage on the Dorstone Road has been dealt with by the Locality Steward and Local Police.
- 6.2.8. Cllr Price will be attending a meeting with Peterchurch Primary School but reported that a contractor is being procured.
- 6.2.9. Cllr Price answered the following questions:
- 6.2.9.1. Press reports concerning funding for surface dressing C and U roads - it was confirmed that the reports are accurate and that good surface dressing extends the life of the road surface by 8-10 years.
- 6.2.9.2. Checks on pothole repairs – it was confirmed that the Locality Steward regularly assesses the condition of potholes.

6.3. Representations from Members of the Public: There were none.

7. Footpaths:

A Footpaths Report had been circulated and was taken as read. Some minor replacement and maintenance of signage has been carried out, with some further minor works identified. A problem with the removal of signage and a stile on VO34 has been reported to the HC PROW Team in conjunction with the PFO for Vowchurch. However there has been no improvement at the time of the report. Materials for the gatepost on PR3 have been supplied to the landowner.

It was also reported that HC are reviewing their reporting process.

A query was raised concerning the condition of the unclassified road used as a footpath from Hinton Court to the Old Station. Cllr Price undertook to make enquiries.

8. Finance:

8.1. Bank Balances: Treasurers Account – no statement had been received at the time of the meeting. Instant Access Account £53,361.82. It was noted that £20,000 had been transferred from the Instant Access Account to the Treasurers Account to meet the payments issued at the last meeting and provide working capital.

Members were informed that the 'Peterchurch Show and Sports Committee' have donated £1300.00 to the Parish Council for the cost of the defibrillator. Members wished to minute their sincere thanks for the generous donation.

Members were also informed that the wayleave payment of £14.32 from National Grid has been received and banked.

8.2. Bank Signatories: Members were informed that Cllrs Anna Coda and Robert Metcalfe have been added as bank signatories with online access. The HALC Clerk explained the procedure for making online payments, but proposed that payments continue to be made by cheque until a new clerk has been recruited. Cllr Morgan reported that he does not have online access to the bank accounts.

It was RESOLVED: to continue making payments by cheques until a new clerk has been recruited.

It was RESOLVED: to change the bank mandate to allow online access for Cllr Morgan.

8.3. Draft Budget 2024/2025: Members were informed that the Finance Working Group have yet to prepare the draft budget but will present a draft to the December meeting.

8.4. Pay Award 2023/24: Members were informed that the annual pay increases have been agreed by the National Joint Council for Local Government Services for 2023/24 and, whilst not mandatory, the recommendation from NALC is that parish councils consider and implement the increase as soon as possible and backdate the award to 1st April 2023.

It was RESOLVED: to approve the increase and backdate the award for the ex-clerk from 1st April until his leaving date.

8.5. Payments: It was RESOLVED: to approve the following invoices for payment:

8.5.1. HALC, Clerk Cover 21.11.23, £277.39 including VAT

8.5.2. Peterchurch Village Hall, Meeting Room Hire October, £30.00

8.5.3. Countryside Grounds Maintenance, Inv 540183, £241.90 including VAT

8.5.4. Fran White, Playground Inspection, £62.50

8.5.5. Eyelid Productions Ltd, Annual Website Support, £100.00

9. Working Group Reports:

9.1. Facilities:

9.1.1. Defibrillator: Members were informed that the defibrillator training is booked for 24th November. 15 people have signed up so far. It was understood that a proposal to set up a WhatsApp group of trained users is to be raised and it was agreed that this is discussed further at the next meeting.

9.1.2. Memorial Bench: Members were informed that HALC have been unable to establish if a verge licence has been requested to site the new bench but they will continue to press for a response.

It was RESOLVED: that HALC would continue enquiries and progress accordingly.

9.1.3. Recreation Field Update/Adult Gym Equipment: Members considered an update circulated in advance of the meeting.

It was RESOLVED: to accept the principle of the outline proposal and agree the first priority is to move the fencing/gate.

It was RESOLVED: to seek a detailed quote for the fencing/gate work and indicative costs for all other proposals to inform further discussion. Cllr Chris Richardson offered to assist with the preparation of the tender specification.

9.1.4. Annual Playground Inspection: As the report had been circulated on the day of the meeting, this item was deferred to allow members time to consider it in detail. It was noted that there were no high priority actions identified.

9.1.5. Peterchurch Primary School: It was agreed that this was covered during the Ward Councillor's Report and there were no further discussions.

9.2. Traffic:

9.2.1. Safer Village Initiative: It was reported that members met with Herefordshire Council and BBLP and have responded to the proposals presented, appended as Appendix A. The response had been circulated ahead of the meeting and was taken as read. There was nothing further to report. There was discussion about a Zebra Crossing but it had been thought this would likely delay the Safer Village Initiative funding which must be spent before 31/3/24 and would, in any case, be addressed with the development of the school.

It was RESOLVED: that the Parish Council would be supportive of a crossing if the funding could be found.

9.2.2. Upper Crossways: Cllr Price confirmed that he had assessed the condition of the roads but did not consider them to be as poor as others. However, he would push for all roads in the parish in a poor condition to be prioritised.

9.2.3. 'Not Suitable for HGV' Notices: There was no progress to report but Cllr Price will take it forward.

9.2.4. 20mph Limits and Pontrilas Parkway: Cllr Price reported that he has agreed a recommendation that 20mph limits can be applied in front of schools and any public building (including GP surgeries) where there is a danger, but any other applications must come from Parish Councils having followed the TRO (Traffic Regulation Order) Procedure.

The Parish Council supported the Pontrilas Parkway and would like to see that it increases passenger numbers as well as moving them.

9.2.5. Deer Signs: Cllr Price undertook to take this forward and will report back.

9.3. Environment:

There was no report.

9.4. Drainage:

9.4.1. Lengthsman Report: It was reported that the Lengthsman has carried out routine maintenance on drains during the month.

9.4.2. Lengthsman Funding: There was no update from BBLP concerning the status of grant funding. HALC will continue to push for a response.

10. Admin, Recruitment, Training:

10.1. Recruitment: Members were informed that no formal applications have been received as yet.

It was RESOLVED: to place a printed advert on the noticeboards in the parish and in the Golden Valley News. Any applicants are to be directed to HALC.

10.2. Training:

Members considered the two remaining HALC Training courses available this quarter but did not consider them to be relevant to their current needs. An interest was expressed in attending future ‘Chairs Chat’ and ‘Leading Lights’ training courses.

10.3. Filing Cabinets:

Members considered a request to move two filing cabinets currently being stored at the Village Hall.

It was RESOLVED: to move the one empty cabinet into the PC Shipping Container in the Village Car Park. Cllr David Morgan will try to access the other cabinet to establish the contents.

11. Correspondence:

Members noted correspondence including HALC Information Corner, BBLP Weekly Briefings and the Golden Valley Safer Neighbourhood Team Newsletter.

12. Date of the Next Meeting:

12.1. Tuesday 12th December 2023, 7pm, Peterchurch Village Hall if available or at Peterchurch Hub if not.

13. Items for the next Agenda: Members raised the following items for the next agenda:

13.1. To co-opt a new councillor

13.2. To consider Working Group Reports:

13.2.1. Facilities:

13.2.1.1. To receive an update on defibrillator training and consider next steps

13.2.1.2. To receive an update on the siting of the Memorial Bench and consider next steps

13.2.1.3. To receive an update on the Adult Gym Equipment/Recreation Field and consider next steps

13.2.1.4. To consider the annual playground inspection report and next steps

13.2.2. Traffic:

13.2.2.1. To receive an update on the Safer Villages Initiative and consider next steps

13.2.2.2. To receive an update on ‘No HGV’ and ‘Deer’ notices and consider next steps

13.2.3. Environment

13.2.3.1. To ratify response to HC Consultation on Public Space Protection Orders

13.2.4. Drainage

13.3. To receive an update on Clerk Recruitment and consider next steps

13.4. To receive an update on filing cabinets and agree next steps

The meeting closed at 8.59pm.

SIGNED DATE

Peterchurch Parish Council – Village Road Proposals – Review & Recommendations

1. The Parish Council (PC) agrees with all proposed upgrades/amendments regarding signage and 30 MPH roundels and existing signage to remain.
2. The PC agrees that road markings renewal and/or realignment should be included.

Drawing No. P000874- DR- 010 – Section between cutlines 1 & 2

1. The PC asked for a new section of footway be installed across the front of "Briars Patch". This was apparently agreed between Amey & Herefordshire council in 2021 (see attached drawing 551402/P/006). This section could then include a dropped crossing with stick on tactiles opposite each other on the existing pavement over the carriageway.
2. The cost of the item in 1. may be offset by not needing the "Give Way to oncoming vehicles" signage and the creation of a pinch point and road markings.
3. There is a section of grass verge outside No. 10 Princes Orchard which should be a paved walkway. (See Photo)

Drawing No. P000874- DR- 011 – Section between cutlines 2 & 3

1. The section of footway on the western side of the carriageway outside "Willow House" & "Lerenya" up to the boundary of Casa Lupo all needs re-surfacing as it is in poor condition and sunken.
2. The PC do not agree that there should be a kerb and footway be built on the corner of Church Road outside the Post Office as it would present a significant hazard and obstruction, particularly at night. We would propose that the area marked on your drawing be a painted area with possibly cross hatching to restrict parking. The Roadway/Give way markings at the junction of Church Road could then be re-aligned to the new painted area to give a better view for vehicles turning out onto the high street. The dropped kerb and widening of the footway as shown should be incorporated.
3. The entire footway between Lower Bazely and the Primary School Entrance is in a dangerous condition and needs re-surfacing.
4. We agree that the footway outside the Primary School should be extended to achieve a 2mtr. width up to the existing bench and the existing guardrail be removed and replaced with "Visirail" as stated.
5. The footway and kerbstones along the entire eastern length between the school and the junction of Hawthorn Rise should be re-surfaced and the kerbstones replaced. (as shown on the drawing)
6. The verge on the western side of the footway between Closure Place and "The Old Cop shop" needs cutting back as it is narrowing the footway. (our Lengthsman?)
7. We agree that the existing dropped kerb on the junction of Hawthorn Rise be re-profiled to match the adjacent levels and the dropped crossing be installed further into the junction.

Drawing No. P000874- DR- 013

Crossings and High School footways need to be addressed and implemented as a matter of urgency.



LEWIS WAY

Briggs Patch

Reproduced from the Ordnance Survey Map with the permission of the Controller of H.M. Stationery Office. Crown Copyright reserved. Licence No. 100016513

Plot Number	Area of Land (sq.m. approx)	Colour	Owner	Occupier
2	44	Pink		

Rev	Revision details	Chkd	Appd	Date
1	Drawn	TL	Preliminary	✓
2	Design		For comment	
3	Check		For issue	
4	Appd		For construction	
5			As constructed	
6			Other	

DRAFT

Project Name
B4348 Peterchurch -
Nags Head Footway

Drawing Title
Land Plan Plot 2
(Briggs Patch)

Original Drawing Size : A4
Scale : As Shown Dimensions : -



Client
M. HARGRE
DIRECTOR of ENVIRONMENT
& CULTURE



Herefordshire Council

Drawing No
551402/P/006

Rev

These are places within the Parish of Peterchurch we believe the installation of new pavements is sort after for the safety of residents and visitors.



Location:

Junction of Princes orchard. (B4348)

Description:

In this location there is a pavement from the center of the village along this side of the B4348 and here it ceases to exist. I do believe there was a section of path here when the existing village hall was located here before the housing estate was erected and a path should have been replaced.

Request:

New pavemont with adequate flush kerbs are required at either end to allow access to all levels of mobility.