

## TEWIN PARISH COUNCIL

### **Minutes of the Parish Council meeting held on Monday 12<sup>th</sup> November 2007 in Tewin Memorial Hall at 7.45pm**

**PRESENT:** Cllrs K.Lawson (Chairman), K.St Pier, B. Evans, A.Hill, M.Howe, D.Lloyd and D.Howson.

In attendance: Mrs C.McFarlane (Clerk) and East Herts Cllr M.McMullen

**68. APOLOGIES FOR ABSENCE** were received from Cllr S.Stott and East Herts Cllr L.Haysey.

#### **PARISHIONERS' COMMENTS**

**Mr J Sheridan and Mrs L Crawford** attended representing Friends of Tewin in order to discuss the Christmas tree and the carols. In view of the public liability insurance cover they understood that the event must be publicised and minuted by the Parish Council as a Parish Council organised event with the Friends of Tewin as volunteers.

They advised that anticipated expenditure would be £230 (Band £100, Christmas Tree £80 & refreshments £50) and that anticipated income would be £230 (refreshment £150, raffle for Senior Citizens Lunch £80). The Parish Council agreed to undertake this event under minute item 75 (see below).

**Mr J Sheridan** as the Parish Plan Steering Committee Chairman advised that if the Parish Council accepts the draft action plan they would distribute the parish plan and the draft action plan to every household in the parish. They would then like to hold a Parish meeting in January in conjunction with the Parish Council. The Parish Council agreed to meet with the Steering Committee under minute item 79 (see below).

**Mrs S.Smallwood, EHC Housing Development Manager** came to discuss Affordable Housing Policy and how it may be applied to the proposed Seven Acres development in Tewin.

EHC policy is for affordable housing to be 'pepper potted' (ie scattered) over the site. Some of them will be rented and some part owned. The chosen housing association will be the landlord for the rented properties and will be responsible for their upkeep. It is possible to impose a Section 106 on the development so that the Housing Association will pay a maintenance charge as will owner-occupier of freehold residences.

The Parish Council advised Mrs Smallwood that the Parish's views were that: -

- That 'pepperpotting' the affordable housing serves only to make those individual properties stand out as housing associations find it difficult to maintain them adequately.
- That the affordable housing properties be grouped together at one location within the development, to enable the selected housing association to have a realistic chance of maintaining the buildings and surrounding grounds to a standard that will not be noticeably different to the standard of the privately owned homes.
- That great care is given to the selection of tenants, having regard to the very limited facilities in the village that, for example, will necessitate at least one car per household.
- Could the provision of affordable housing be weighted towards local applicants?
- In view of the high dependency on the car this rural locations requires can Planning allow more proper car parking spaces.

The Parish Council agreed to send a letter to Mrs Smallwood and EHC Development Control. Under minute item 72 (see below)

**Mrs E.Wilson** made the following comments on the planning application for 41a Upper Green Road. There had been no yellow notice displayed that she could find. Removal of the existing shed (a breeze block building) would result in removal of part of a wall facing her garden and the remainder of the wall could become unstable. There is a possibility that there might be asbestos on the roof of this shed. This area regularly floods in heavy downpours.

The marked access to the property across the garage forecourt is dangerous as the corner is blind.

**69. MINUTES OF THE PREVIOUS MEETING** held 1<sup>st</sup> October 2007 were agreed and signed by the Chairman.

## **70. MATTERS ARISING**

**Rural Parishes Conference** – This report was postponed to the next meeting.

**Increased Land for Allotments** – The landowner's land agent has visited the site and the Parish Council is awaiting a response.

## **71. FINANCE**

**Accounts for Payment** - In accordance with the Council's Financial Regulations the schedule of payments amounting to £6434.91 was approved by the Council.  
A VAT rebate of £3374.31 has been received.

**Telephone Bill** – The Clerk agreed to research other packages available.

**Financial Regulations** – These were accepted by the Council and duly signed by the Chairman and the Clerk. Copies will be circulated to all councillors.  
The Council will research introducing a Finance Risk Assessment to reflect the requirement for the Council to review the effectiveness of its internal control.

**Standing Orders** - Following SLCC advice a meeting must not be adjourned to ascertain if there is a conflict of interests. The discussion about interests is part of the meeting.  
The Standing Orders were accepted and signed by the Chairman and the Clerk and will be distributed to all Councillors.  
The Clerk provided all Councillors with information regarding how to ascertain if there is a prejudicial interest

**Code of Conduct**: - For clarification under Section 12(2) a Councillor with a prejudicial interest must leave the room when the Council discusses and votes on the issue, after making representations or asking questions on the topic at the start of the meeting.

EHC has arranged for a specialist consultant to provide interesting, relevant and useful training for all Parish Councillors and Clerks on the revised code. The cost of the training will be met by EHC and will take place in November and December.

**Donation To Royal British Legion** – The Parish Council agreed to make a donation of £50 towards the Remembrance wreath and thanked Cllr K St Pier for laying the wreath on behalf of the Council.

**Clerk's Pay Review** – The Council agreed to accept the National Joint Council's recommendation to increase the Clerk's hourly rate from £8.70 to £8.916 and agreed to backdate it to 1<sup>st</sup> April 2007.

In order to reflect the length of service and the increase in the Clerk's workload the Council agreed to increase the Clerk's hours from 11 hours to 12 hours per week and raise the Spinal Column Point from 19 (£8.916) to 20 (£9.24) as of 1<sup>st</sup> April 2008.

**Clerk's Pension/Gratuity Review** – The Council agreed to allocate £1000 from the budget towards a potential gratuity/pension for the Clerk. Cllr B.Evans and K St Pier agreed to research pension requirements on behalf of the Parish Council.

**Clerk's Contract Review** – The Council agreed to discuss this at the next meeting.

**Budget Items for This Financial Year** – The Parish Council agreed the following: -  
- £100 Senior Citizens Lunch.  
- £100 Xmas Tree.

- £30 PAT Test
- £100 Newsletter Delivery

**Budget Items for the Next Financial Year** – The Parish Council agreed the following: -

- £3000 Pavilion Refurbishment
- £1000 Parish Plan
- £2000 Contingency Fund
- £600 Benches
- £300 Electrical Testing on Pavilion
- £796 Increase in Clerks Salary
- £200 Increase in allotment rental
- £1000 Pension/Gratuity

**Precept** – Cllr B.Evans proposed and Cllr K St Pier seconded that the precept for the next financial year be increased by £1000 (7%) to £16,700. The proposal was approved unanimously.

This decision was based on the Estimate to the Year-end and the proposed budget for the next financial year, which includes several large amounts of expenditure as detailed above.

## **72.PLANNING**

### **Planning Applications Received**

**3/07/2022/LB/JS** – The Rose & Crown, Upper Green Rd, Tewin – Various internal alterations incl additional gents toilets – TPC No Objection to the proposal although felt a full disabled toilet would have been preferable. TPC would refer EHC to plan used in application 3/05/1255/LB/SD for the correct site boundary in particular in front of the Rose & Crown.

**3/07/2217/FP/NB** – The Old Police House, 13 School Lane, Tewin - Single storey side extension & first floor side extension - TPC No Obj

**3/07/2048/FP/HW** – Whitespar, Queen Hoo Lane, Tewin- Replacement of garden store following demolition of existing prefabricated garden store & greenhouse - TPC No Obj

**3/07/1952/FP/CD** – 41a Upper Green Road, Tewin – Part 2 storey, part single storey side extension & rear conservatory - TPC No objection to the actual extension proposal however were concerned about

- The blue line is incorrect as it includes Highways land alongside the road.
- The red line showing the driveway is artificial and runs across the garage forecourt with no indication of landscaping or consultation with Highways in terms of visibility splays or crossing Highways land.
- There has been no attempt to consult with EHC and the architect for the Sevenacres development with a view to integrating the site into the latter development.
- The Parish Council is of the view that this proposal is a precursor to applying for more houses on the site.
- Tewin Parish Council is concerned that the garage building, which occupies a prominent position within the village, is effectively going to be abandoned because of development problems. The Parish Council would appreciate an indication of what is going to happen.

### **Planning Decisions Received from EHC**

**3/07/1630/FP** – 22 Hertford Rd Tewin – Single storey rear extension & alterations to part of flat roof. Widening and relocation of vehicle access – TPC No obj to rear extension but objected to the degree of change for the driveway and loss of trees as the property is in the Conservation Area - EHC Granted with 14 conditions.

**3/07/1404/FP** – Quisty Birches, Tewin Close, Tewin – Demolition of existing dwelling & construction of a new 5 bed roomed detached residence – TPC No Obj – EHC Refused

**3/07/1812/FP/NB** – 33 Firs Walk, Tewin – Loft Conversion and porch extension – TPC No Obj – EHC Granted

**3/07/1921/FP/NB** – 120 Bramfield Rd, Datchworth – Remodelling of external north and east elevations. Change internal layout including hall, stairs, landing and ground floor WC and bathroom above – TPC No Obj but note two extensions to the existing footprint and cannot ascertain whether there has been an increase in the front gable roof height or the main roof height – EHC Granted

**3/07/1786/FP/JS** – 29 Upper Green Rd, Tewin – Loft Conversion with dormer windows – Cllr D.Lloyd proposed that the Council object to the proposal as it was out of character with the neighbouring properties and detrimental to the street scene – Withdrawn

**Affordable Housing at Seven Acres** – The Council agreed to send a letter to Mrs Smallwood and EHC Development Control to reiterate the Council's concerns on the development. Cllr D.Howson agreed to draft the letter.

## **73. HIGHWAYS & TRANSPORTATION**

**Ditch on Churchfield Rd, Birdsmouth Fencing at Grass Warren, Beware Children Signs, Ownership of Road outside Plume** – Nothing to report.

## **74. RISK ASSESSMENT WORKS**

**New benches for Lower Green** – The Council agreed to defer this item to the next meeting.

**Flashing Signs** – The Council agreed to defer discussion on this until the next meeting.

## **75. CHRISTMAS TREE AND CAROLS**

The Christmas tree is expected to be up for 22 days over the Christmas period and the carols on the Lower Green is at 5.30pm on 18<sup>th</sup> December 2007.

The Parish Council will be responsible for this event and it will be covered by the Parish Council's public liability insurance and the following was agreed: -

- Friends of Tewin (FOT) have volunteered to help the Parish Council organise the event.
- Cllr A.Hill and D.Lloyd will be Parish Council representatives in the Friends of Tewin.
- FOT will present reports to the Parish Council so that all decisions are made at a Parish Council meeting and minuted.
- All upfront costs will be paid by the Parish Council (tree, PAT Test, band and refreshments).
- To complete and record a daily inspection of the Xmas tree.
- To ask the Friends of Tewin to help with the sales of the festive refreshments
- To ask the Friends of Tewin to help organize a raffle at the event in aid of the Tewin Senior Citizens' Christmas Lunch. Tickets may only be sold on the night.
- To publicise the event in the Parish News
- To ensure that all reasonable care in ensuring that the electric cable for the xmas tree lights is not a trip hazard by laying rubber mats over the cable and putting fluorescent tape/paint on the rubber mats to make them visible in the dark. The Parish Council do plan to put underground ducting in but it is unlikely to be this year.

## **76. LOWER GREEN ELECTRICITY SUPPLY**

This is now completed and the Clerk and Cllr K St Pier each hold a key.

## **77. PLAYGROUND**

**Weekly Inspections** – The step has been mended and no problems have arisen in the inspections.

**Litter Bin for Playground** – This has been received and put up by Cllr B.Evans. It has also been included in the EHC litter-collecting rota.

**Planning Condition** –The Parish Council is required to plant an extra tree along the roadside in the gap between the existing group of trees and the existing single tree.

Margaret Knight, Tree Warden for Tewin has recommended a group of three *Betula Ermanii* (a birch tree with peeling white bark). The total cost would be £80.25 and her gardeners will plant them at no charge. The Parish Council agreed to this.

#### **78.PAVILION**

The Parish Council agreed to let Datchworth Veterans Football Club use the football pitch at Upper Green on Sundays in accordance with the agreements. The documents have been sent to their representative and a response is awaited.

#### **79.PARISH PLAN**

The Parish Council agreed to meet with the Steering Committee to finalise the Action Plan with a view to then arranging for its distribution to the parish and a village meeting in January.

### **80. CORRESPONDENCE**

#### **Correspondence Received:**

**May Pond Green** - Mrs Wilson asked if the Parish Council would consider pruning these trees as they are getting very large and taking light from 43 Upper Green Rd. Margaret Knight, Tree Warden for Tewin has looked at the trees and recommends cutting down two of the four Field Maples planted there, in order to give the remaining two more room to develop. Kirkham Contracting provided a quote of £250 to remove the trees and grind out the roots. The Parish Council accepted the quote.

**Village Shop Steering Committee** – They are making great progress and wish to hold an open session at the village hall on Monday 19th November 4-8pm in order to provide parishioners with information about The Tewin Stores Association Ltd, the Business Plan, product range and hopefully collect pledges.

The Steering Committee would be grateful if the Parish Council could cover the cost of the room hire for this event, which would be approximately £20. The Council agreed.

**Mr Hollingsworth re barrier at Upper Green** – The Parish Council agreed to research the cost of barriers and bollards.

**Stevenage Scouts Night Hike** – They wish to use Upper Green as the start point for their night hike. The Parish Council agreed.

**Swallow Hole on Lower Green** – This was reported to Highways.

### **81. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES**

**Tewin Charities Trustees** – Nothing to report.

**Tewin Memorial Hall** – Nothing to report

**Parish Paths Partnership** – Nothing to report

**Transport** – Nothing to report

**Tewin Society** – They are looking for volunteers to help run it as the Chairman and the Secretary are standing down.

**Tewin Website** – Nothing to report.

**Locality Policing** – Nothing to report

**Pavilion Refurbishment** – Nothing to report.

**82. DATE OF NEXT MEETING**

As there was no further business the meeting was closed at 10.56pm.

APPENDIX 1 – HIGHWAYS AND TRANSPORTATION MATTERS October 07

Fault line: 01438 737321

District Team: 01992 526900

Assistant District Manager: Raj Goutham

Assistant Engineer: Ian Bishop

Three Valleys Water 0845-7823333 (fault/leak reporting)

| Ref: | WORK IDENTIFIED AS NEEDING TO BE DONE AND REPORTED TO THE PARISH ENGINEER.  | ACTION                     |
|------|---|----------------------------|
| 1    | <b>Flooding at</b> junction of Margery Lane with Churchfield Rd.<br>Removal of kerb on Churchfield Rd and landowner to arrange a ditch in adjacent field similar to White Horse Lane and alongside top end of Margery Lane. |                            |
| 2    | <b>Grass Warren – Broken</b> birdsmouth fence – reported to EHC   | H/W looking into ownership |
| 3    | <b>Bridge Reflectors</b> in Churchfield Road – White lining & chevrons to be repainted & reflective discs/paint on bridge   | H/W Noted                  |
| 4    | <b>Kerbing</b> – Two loose kerb stones on drive opposite Tewin Stores   | H/W noted                  |
| 5    | <b>Signs Beware Children Sign</b> – H/W Ordering  |                            |
| 6    | <b>Line Markings</b> – Most done some missed such as School Lane  |                            |
| 7    | <b>Flooding</b> - outside 12/14 Hertford Road.  |                            |
| 8    | <b>Plume of Feathers</b> – Ownership of road around the green   | H/W looking into           |

Please be aware that Highways have a very limited budget and have to prioritise all work.