

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 15th May 2023 at Tewin Cowper School at 7.45pm.

PRESENT: Cllr K St Pier (Chairman), Cllr K. Lawson, Cllr D Lloyd, Cllr N.Moore & Cllr J.Sheridan.

In attendance: C. McFarlane (Clerk).

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

- a) Cllr K St Pier was elected as Chairman unanimously, proposed by Cllr J.Sheridan and seconded by Cllr K Lawson.
- b) Cllr A.Hill was elected as Vice Chairman unanimously, proposed by Cllr J Sheridan and seconded by Cllr D Lloyd.
- c) All Parish Councillors signed the Declaration of Acceptance of Office and all Councillors were asked to complete the Register of Members' Interests & Notice of Disclosable Pecuniary Interests as well as the Candidate Spending Return.

2. APOLOGIES FOR ABSENCE received from Cllr D. Howson, Cllr A.Hill, Cllr B.Evans, East Herts Councillor B. Deering and Herts County Councillor K. Crofton.

NO PARISHIONERS COMMENTS

3. CONFIRMATION OF REPRESENTATIVES TO OUTSIDE BODIES AND SPECIAL RESPONSIBILITIES

Tewin Charities Trustees - Cllr D.Howson a trustee until 16.2.24, Cllr J Sheridan a trustee until 11.9.24

Tewin Memorial Hall - Cllr K St Pier

Transport - Cllr K.Lawson

Tewin Website - Cllr D.Lloyd

Locality Policing - Cllr D.Lloyd

Tewin Pavilion CIC - Cllr B.Evans & Cllr D.Lloyd

Tewin Allotment Association - Cllr J.Sheridan

4. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING held 3rd April 2023, copies of which have been previously circulated to Councillors were amended and confirmed as a true record and signed by the Chairman. The minutes of the Annual Parish Meeting held on 3rd April 2023, copies of which have been previously circulated to Councillors were confirmed as a true record and signed by the Chairman.

5.NO DECLARATIONS OF INTEREST

6. PLANNING

Planning applications

3/23/0644/FUL - Gilpins 1 Cowpers Way, Tewin - Replacement single dwelling with installation of air-source heat pump. Replacement garage and erection of bike store – *TPC Request that permitted development rights removed*

3/23/0678/PNHH - 1 Desborough Drive, Tewin - Single storey rear extension with pitched roof: Depth: 8.00m; Maximum Height: 4.00m; Eaves Height: 2.8m – *TPC No Comment*

3/23/0905/FUL - Old Hay Barn Back Lane, Tewin - Separate existing dwelling to form two separate three bedroom dwellings. Insertion of two rear elevation small dormer windows. Replacement of side elevation door – *TPC No Comment*

3/23/0852/HH - 2 Tewin Close, Tewin - Alterations to side elevation flat roofs to dual pitched roofs. Conversion of garage to habitable space. Alterations to fenestration – *TPC No Comment*

3/23/0884/CLXU - The Cottage, Archers Green, Tewin - Use of existing garage/outbuilding as separate self-contained dwelling – *TPC No Comment*

Planning Decisions

3/23/0352/HH – 23 Bishops Road, Tewin - Demolition of detached garage, rear conservatory, external staircase and front dormer window Erection of a new part two storey/part single storey front extension – *TPC request removal of PD rights on this application. The Council are concerned at the knocking down of the garage as part of justifying the size of*

the main extension and securing permission and then putting in another application to replace it by an extension – EHC Granted

3/22/2405/FUL - Old Hay Barn Back Lane, Tewin - Separate existing dwelling to form two separate three bedroom dwellings. Insertion of two rear elevation roof light windows. Replacement of side elevation door – *TPC No comment – EHC Granted*

3/23/0182/LBC - 30 Lower Green, Tewin -Floor insulation – *TPC No Comment – EHC Granted*

Enforcement Issues

Planning Enforcement provided a quarterly update but not on specific cases.

Appeals

3/22/0212/AGPN - Muspatts Farm, Churchfield Road, Tewin - Erection of 1, agricultural building - Length: 24.0 metres, Eaves height 4.60 metres, Breadth 2280 metres, Ridge height 6.10 metres

3/21/2260/HH - 42 Lower Green, Tewin Ref: APP/J1915/D/21/3287520 - Enclosure of pergola with glazed panels and doors and clear polycarbonate flat roof - *TPC No Comment – EHC Refused*

7. FINANCE

Accounts for Payment - In accordance with the Council's Financial Regulations the schedule of payments approved by the Parish Council amounted to £6,151.85 comprising: Rob Cooper Trees £3330, Zurich Municipal Insurance £1322.44, Kirkham Contracting £144, C McFarlane £895.08, NEST £89.13, Triographics Printers £28, ETC Sports Surfaces Ltd £343.22 Friends of Tewin revised donation re insurance for Coronation picnic of £245.

Newsletter - The Parish Council confirmed their agreement to produce a newsletter as well as the associated printing & delivery costs of £50 to the Over 50's Club.

Precept - The first instalment of the precept of £17,500 has been received.

Insurance – The Parish Council agreed to pay the annual renewal invoice in accordance with the 5yr agreement and also agreed to add the tennis court resurfacing £113.22 to the insurance. The Parish Council agreed to ask the Tennis Club for a donation towards the tennis court surfacing insurance.

PAYE RTI – This has been completed.

Information Commissioner's Office (ICO) - The annual renewal of ICO has been paid.

Accounts for the Financial Year Ending 31.3.2023 – These were previously circulated to Councillors and in accordance with the Council's Financial Regulations the Council RESOLVED unanimously to accept the accounts. They were signed by the Chairman and the Clerk as the Responsible Financial Officer.

Annual Governance and Accountability Return Section 1 - Annual Governance Statement 2022/23 - The Parish Council RESOLVED unanimously to accept and approve Section 1 Annual Governance Statement for 2022/23 on the Annual Governance and Accountability Return 2022/23 Part 3. The Parish Council confirmed that it:

1. Put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.
2. Maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed it effectiveness.
3. Took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. Provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. Carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks including the introduction of internal controls and/or external insurance cover where required.
6. Maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. Took appropriate action on all matters raised in reports from internal and external audit.
8. Considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.

The Annual Governance Statement 2022/23 was signed by the Chairman and the Clerk as the Responsible Financial Officer.

Annual Return : Section 2 - Accounting Statements 2022/23 - The Parish Council RESOLVED unanimously to accept & approve Section 2 Accounting Statements for 2022/23 on the Annual Governance and Accountability Return 2022/23 Part 3. The Chairman and the Clerk as the Responsible Financial Officer signed the Accounting Statement 2022/23.

Inspection Period - In accordance with the Accounts and Audit Regulations 2015, the unaudited accounting records of the Parish Council for FYE 31.3.2023 are available for inspection from 5th June to the 14th July 2023 by appointment only with the Clerk.

Internal Audit – The accounts will be submitted to Helen McCash for auditing next week.

Tennis Court Resurfacing – This has been completed.

8. HIGHWAY MATTERS

Potholes – The Parish Council agreed to report the disintegration of the road on Churchfield Road bridge.

Tewin Boundary Signs – Nothing to report.

Orchard Road – The Parish Council agreed to ask Ken Crofton about when the resurfacing works to the top of Orchard Road would be done.

9. TREES

The Parish Council agreed to accept Rob Cooper's quote for £450 plus vat for the removal of two dead trees on Queen Hoo Lane and Bramfield Road.

10. PAVILION & UPPER GREEN

Weekly Playground Inspections - Nothing to report.

HMWT – The Parish agreed to allow HMWT the use of Upper Green car park for their Dawn Chorus walk.

Tennis court resurfacing – The works have been completed.

Football Posts on Upper Green – These have been installed and due to them being moved around on a daily basis the Parish Council agreed to pay for them to be anchored down properly at a cost of £45 plus chains and padlocks.

Countryside Management Service – The Parish Council agreed to ask them to audit 100 Year Wood.

Pavilion Drains Issue – Lanes were called out to clear a blockage and subsequently Thames Water called out to clear the blockage further down the line. Lanes have also been asked to provide a quote for removing the tree roots and relining the sewer.

Pavilion Flooding – Following the exceptional rainfall on Tuesday 9th May the Pavilion patio drain overflowed and some water entered the building through the double doors. The Parish Council agreed to ask John McGuckin for a quote to remove the paving at the side of the building and replace with gravel.

11. RISK ASSESSMENT

2023 Risk Assessment – This was completed on 27th April.

Lower Green

Well Cover - Missing tile- SW side, Posts - Monitor, Plaque needs cleaning or re lettering for QE2 Coronation

Litter bin - Bin by well cover loose - Monitor.

Oak - Ivy at base of tree - Removed

Cherry Tree - Monitor

Bus Shelter - Ivy on exterior and interior – Removed . Tile missing.

Tel Box - Rot in the corner - Repaired

Bench - Alf Shearman's bench – loose arm and lichen to be removed - Done

St Peters Green

Posts - Some posts knocked down – S.Kirkham to quote.

Green - Damaged by vehicle coming from nearby driveway

Holly - Part of holly overhanging and dead - Removed

Margery Lane

Pothole - Just before Seven Pines –Reported to Highways ref: 401003407939

Gulleys - Water not flowing down both gullies on road – Report to Highways

Water leak outside Seven Pines – Affinity Water aware - Fixed

Oak across from Hideaway - Check overhangs when leaves are on – Next Tree Survey

Big tree opp Halcyon – Not TPC but check overhanging branches – Next Tree Survey

Trees on both sides of road need checking – Next tree survey

Lousehole Bottom

Gulley silted up on inside of bend – Reported to Highways Ref: 401003407936 – Added to Annual Programme

Pothole on outside of bend towards Hertford - Reported to Highways ref: 401003407938 - Repaired

Loose branch overhanging road – Next tree survey

Various

Grass Warren - Access Road past 27 Grass Warren – Weeds in path – S Kirkham to Strim

Grass Warren – Litter Bin – Staples to be removed - Done

100 Yr Wood - Find photo of missing plaque – K. Lawson

Pavilion

Back Waste pipe – Connector needs repairing – Done

PAT test due - Clerk T&J

Tap sticking in Ladies toilets – Clerk

Water softener salt top up – Clerk

Electric Cupboard – No access as blocked – Clerk

Hanging Baskets/Troughs to be removed over winter – Cricket Club agreed

Fire Extinguisher to be returned back to Green shed – Cricket Club agreed

Remove BBQ – Report to Cricket club

French Drain - Needs Clearing out - Quote from John McGuckin

Remove Paving slabs at side of Pavilion to increase water flow – Quote from John McGuckin

Restore FP11 – Quote from John McGuckin

12. CORRESPONDENCE

Sevenacres Drains – The Residents Association raised the issue of the gulley at the entrance having water coming out of it in a fountain on Tuesday 9th May. The Parish Council advised that this has been reported many times and agree to report it to Highways and advise Ken Crofton.

13. REPORTS FROM REPRESENTIVES TO OUTSIDE BODIES AND SPECIAL RESPONSIBILITIES

Transport – The grant application for £6000 from National Lottery Awards 4 All by CDA for Herts was successful. The Parish Council agreed to thank Tim Hayward Smith, CDA.

Police – Monthly crime report has been received and circulated. An invitation for local PCSO's to attend a Parish Council meeting has been accepted and dates of meetings provided to them.

Allotments – The committee are currently dealing black berry bushes from neighbouring land overgrowing the allotments.

14. DATE OF NEXT MEETING

The next Parish Council will be at 7.45pm on Monday 5th June 2023 at Tewin Memorial Hall.

The meeting closed at 9.26pm.