

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 13th May 2024 at Tewin Memorial Hall at 7.45pm.

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

In attendance: C. McFarlane (Clerk), East Herts Councillor Bob Deering,

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

- a) Cllr K St Pier was elected as Chairman unanimously, proposed by Cllr B.Evans and seconded by Cllr J.Sheridan.
- b) Cllr A.Hill was elected as Vice Chairman unanimously, proposed by Cllr D.Lloyd and seconded by Cllr J.Sheridan.
- c) The Chairman signed the Declaration of Acceptance of Office. All Councillors were reminded to complete a new Register of Members' Interests & Notice of Disclosable Pecuniary Interests if anything had changed.

2. APOLOGIES FOR ABSENCE received from Cllr A.Hill, Cllr D Howson 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 13.5.2028 to be confirmed

Cllr J Sheridan a trustee until 13.5.2028

Tewin Memorial Hall - Cllr K St Pier

Transport - Cllr K.Lawson

Tewin Website - Cllr D.Lloyd

Locality Policing - Cllr D Howson – to be confirmed

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 8th April 2024, 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 8th April 2024, copies of which have been previously circulated to Councillors were confirmed as a true record and signed by the Chairman.

5. DECLARATIONS OF INTEREST

Cllr D. Lloyd declared an interest (related to owner) in the enforcement issues under reference E/22/0013/ENF.

6. PLANNING

Planning Applications

3/24/0778/CLPO - 2 Upper Green, Tewin - Proposed additional hardstanding area.

3/24/0777/HH - 2 Upper Green, Tewin - Erection of a timber car port – *TPC No Comment.*

3/24/0776/HH - 2 Upper Green, Tewin - Replacement of entrance gates. Renew tarmac cross-over using cobblestones - *TPC No Comment.*

3/24/0737/HH - 1 Desborough Drive, Tewin - Demolition of conservatory and erection of a single storey rear extension incorporating roof lantern and alterations to fenestration - *TPC No Comment.*

3/24/0712/HH - 30 Bishops Road, Tewin - Demolition of single storey rear extension and garage. Erection of a single storey side extension, part single, part two-storey extensions to front and rear, incorporating balcony and juliet balcony. Alterations to fenestration and external materials - *TPC No Comment.*

3/24/0670/HH - 12 Desborough Drive, Tewin - Demolition of detached garage; erection of single storey extensions; alterations to fenestration and openings; and alteration to main entrance way with covered porch - *TPC No Comment.*

3/24/0836/HH - 22 Firs Walk, Tewin - Demolition of garage, raised deck and chimney. Erection of single storey rear and side extensions and two storey front extension. Alterations to roof to accommodate loft conversion to habitable space, incorporating 2 front and 1 rear dormer windows, rooflight windows and 2 chimneys. Extension of rear patio. Alterations to fenestration – *TPC Object to the size, scale and cumulative effect of the proposed alterations and the loss of openness.*

Planning Decisions

3/24/0280/HH – 23 Firs Walk, Tewin - Demolition of side garage and rear extension. Erection of two storey side and single storey rear extensions. Construction of front porch and car port with bin store facilities. Raising of roof height. Alterations to fenestration. Extension of driveway - *TPC No Comment – EHC Refused*

3/24/0377/HH – 29 Bishops Road, Tewin – Erection of rear ground floor extension and first floor extension over existing ground floor area. Front extension to form double garage. Demolition of detached garage to form integral garage. Alterations to roof and installation of two rear dormer windows - *TPC No Comment – EHC Refused*

Appeals

3/23/0149/HH - 1 Desborough Drive, Tewin – Appeal Ref: 3323561 - Dismissed

Demolition of conservatory and erection of a single storey rear extension incorporating roof lantern and alterations to fenestration.

3/22/1180/FUL - Land To The Side Of 3 East Riding, Tewin - Appeal Ref: 3328900 In Progress

Erection of 1, 4 bed roomed dwelling with associated landscaping and parking – *TPC Comments submitted*

3/22/1555/OUT - Land East Of Upper Green Road, Upper Green Rd, Tewin – Appeal Ref: 3328566 In Progress.

Outline planning application for erection of 4 three bedroom detached bungalows together with creating two new vehicular accesses - all matters reserved except for access – *TPC Comments submitted*

Enforcement Issues

E/22/0013/ENF - Agricultural Land West of Orchard Road, Tewin - New Shed/Glamping Pod & Mobile Home - A letter regarding this has been sent to the current landowner.

E/22/0013/ENF - Agricultural land west of Orchard Road, Tewin - (3/19/2226/FUL) – Mobile home still in situ despite losing at appeal on 21.5.2021. A letter regarding this has been sent to the current landowner.

E/23/0218/ENF - Tewin Bury Farm Hotel Hertford Road Tewin – Lake huts - A planning application is being prepared for change of use of the land and siting of four Shepherd hut buildings for the diversification of the hotel business.

Village Hierarchy Study – Cllr K St Pier agreed to draft a response and circulate it to the Parish Council for comments.

7. FINANCE

Accounts for Payment - In accordance with the Council's Financial Regulations the schedule of payments approved by the Parish Council amounted £3007.92 comprising: Kirkham Contracting £1703.53, T&J Fire £154.06, Tewin Memorial Hall £81.00, Triographics £40.00, C McFarlane £933.92, NEST £94.80, Affinity Water approx £20.

Online Banking - Cllr D Howson is now setup for online banking

Newsletter - The Parish Council confirmed their agreement to produce a newsletter as well as the associated printing of £40 & delivery costs of £50 to the Over 50's Club.

Precept - The first instalment of the precept of £19,000 has been received.

Insurance – The Parish Council agreed to pay the annual renewal invoice in accordance with the 5yr agreement for £1392.22.

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 31.3.2024 – 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 2023/24 - The Parish Council RESOLVED unanimously to accept and approve Section 1 Annual Governance Statement for 2023/24 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 its 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 2023/24 was signed by the Chairman and the Clerk as the Responsible Financial Officer.

Annual Return : Section 2 - Accounting Statements 2023/24 - The Parish Council RESOLVED unanimously to accept & approve Section 2 Accounting Statements for 2023/24 on the Annual Governance and Accountability Return 2023/24 Part 3.

The Chairman and the Clerk as the Responsible Financial Officer signed the Accounting Statement 2023/24.

Inspection Period - In accordance with the Accounts and Audit Regulations 2015, the unaudited accounting records of the Parish Council for FYE 31.3.2024 are available for inspection from 3rd June to the 12th July 2024 by appointment only with the Clerk.

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

8. HIGHWAY MATTERS

Tewin Boundary Signs – Herts Highways are waiting for a quote for traffic management. Cllr K St Pier has queried the length of time this is taking with Cllr Ken Crofton but due process has to be followed and there is little else that can be done.

Fault Report Process – Cllr K St Pier raised the issue of the fault report process in particular when a fault is reported and not rectified. Herts Highways suggested applying for a Freedom of Information request on a reported Highway fault but this did not reveal anything.

Godfries Close Footpath Fault – Cllr Ken Crofton advised to continue reporting the footpath faults on the fault line.

Upper Green Road Pavement Reconstruction – This is due to take place in July.

9. PAVILION & UPPER GREEN

Weekly Playground Inspections - Nothing to report.

Pavilion Fire Alarm – The batteries have been replaced as they were over 4yrs old.

Upper Green Car Park Resurfacing – The Parish Council agreed to agree to accept a quote of £1385 from John McGuckin to restore the surface of the Upper Green car park.

Pavilion Door Key Safe – The Parish Council agreed that there was a security risk with a key safe and a potential insurance issue and they would not agree to it.

Pavilion Key Log –The Pavilion CIC are in the process of updating the Pavilion key log

Pavilion Window – A stray cricket ball damaged a window at Pavilion on 6th May 2024 and the Clerk is obtaining a quote for the repair.

Extra Cricket Matches – The Parish Council considered the request from Tewin Cricket Club for use of Upper Green for cricket matches on seven dates during the week by County age group teams ranging from Under 12's to Under 16's. The Cricket Club will receive a fee of £250 per match. The matches will be supervised by 3 cricket club members. The Parish Council agreed to allow the first match on 19th May to go ahead due to the short notice and that it was a weekend. There will be the usual stipulations for users of the Village Green.

The Parish Council did not agree to the remainder of the dates as the village green is open for the enjoyment of parishioners and not for hire to outside organisations.

Upper Green – The Parish Council confirmed its agreement that Tewin Cowper Primary School Year 6 can use Upper Green to celebrate the end of their SAT Assessments on 17th May from 12:15 until 3pm.

ROSPA Inspection - The Parish Council noted the agreement to be part of the East Herts Council's Annual Playground Safety Inspection.

Upper Green Football Goalposts - The Parish Council agreed to ask Roger Clarke to liaise with the Cricket Club

grounds man and move the football goalposts further away from the Cricket square.

Upper Green Car Park Sign – The Parish Council agreed to put a sign up at the car park entrance advising that the car park is intended for users of the village green.

11. LOWER GREEN

Todd's Green (VG59 adj to Rose & Crown) – The Parish Council agreed to accept a quote of £400 for the further clearance of scrub and filling in of holes.

Public Houses – The Rose & Crown has a new tenant. Asset of Community Value (ACV) forms have been received.

12. RISK ASSESSMENT

Churchfield Rd – Cut in on left hand side needs digging out – Cllr J Sheridan - Done

Hertford Rd – Road chippings piled up outside the shop – Completed Cllr J Sheridan - Done

Grass Warren – Pothole on access road alongside 27 Grass Warren – Sovereign - Clerk

Grass Warren – Weed kill pavement adjacent to 17 Grass Warren – Sovereign - Clerk

Margery Lane – Two cut ins cleared – Cllr J Sheridan - Done

School Lane – Moss on bench – Cllr J Sheridan - Done

Upper Green – Car park needs resurfacing – Quote accepted

Upper Green – Potholes at entrance – Quote accepted

Upper Green – Goal posts bolt missing – Cllr K St Pier - Done

Upper Green – Cricket nets wearing – Monitor

Upper Green – Bench needs anchoring - Monitor

Upper Green – Bench nearest road needs fixing – Tewin Tennis Club

Upper Green – Moss on awning needs clearing – Tewin Tennis Club

Todd's Green (VG59) – Vegetation needs clearing and holes filling in – Quote accepted

13. CORRESPONDENCE

Neighbourhood Policing Priorities April ~ August 2024 - The selected rural policing priority for the next three months will be to reduce anti-social off-road vehicle use, mainly in the Bramfield, Datchworth and Watton areas.

14. NO REPORTS FROM REPRESENTIVES TO OUTSIDE BODIES AND SPECIAL RESPONSIBILITIES

15. DATE OF NEXT MEETING

The next Parish Council meeting will be at 7.45pm on Monday 3rd June 2024 at Tewin Memorial Hall. The meeting closed at 9.42pm.