

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 1st September 2025 at Tewin Memorial Hall at 7.45pm.

PRESENT: Cllr K. St Pier (Chairman), Cllr A. Hill, Cllr B. Evans, Cllr D. Howson, Cllr K. Lawson, Cllr D. Lloyd and Cllr J Sheridan

In attendance: C. McFarlane (Clerk) and East Herts Councillor B. Deering

39. APOLOGIES FOR ABSENCE received from Cllr N. Moore and Herts County Councillor K. Crofton

40. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING held 7th July 2025, copies of which have been previously circulated to Councillors were confirmed as a true record and signed by the Chairman.

NO PARISHIONERS COMMENTS

41. NO DECLARATIONS OF INTEREST

42. PLANNING

Planning Applications

3/25/1072/VAR – Caverswall, Queen Hoo Lane, Tewin - Variation of Condition 2 (approved plans) to ref:

3/25/0053/HH for removal of the single storey rear projection with roof terrace above. Construction of single storey rear extension with roof terrace and balustrades above and incorporating rooflight windows. New first floor and ground floor front windows. Balustrades added to the existing flat roof.

3/25/1263/ARPN - Land West Of Back Lane, Upper Green, Tewin - Convert an existing barn and provide a rear extension on existing hardstanding to create 1 dwelling, provide two parking spaces, accessed via an existing entrance.

3/25/1164/HH - 49 Orchard Road, Tewin - Demolition of rear extension, chimney and shed. Construction of part single, part two storey rear extension, first floor side extension, bay windows to front elevation, porch, bat box. Roof alterations including raising of ridge, roof lights to front elevation, dormer and Juliet balcony to the rear. Patio and driveway extension and associated landscape works. Alterations to the fenestration – *TPC Object as it looks identical to application 3/25/1132/HH which was refused as inappropriate development in the Green Belt.*

3/25/1100/CLEO - Former Tewin Mill Fish Farm, Archers Green Lane, Tewin - Certificate of Lawfulness for existing use of the land and buildings on the application site for commercial and residential purposes in connection with the operation of the hotel at Tewin Bury.

3/25/1158/CLPO - The Gables, 22 Firs Walk, Tewin - Outbuilding for home office and recreational use (games room).

3/25/1342/HH - 4 Badgers Walk, Tewin - Erection of single storey rear extension and single storey front extension. Replacement of front porch and alterations to first floor windows. Installation of ground floor side window - *TPC No Comment*

3/25/1341/CLPO - 4 Badgers Walk, Tewin - Proposed single storey rear extension, insertion of skylight to existing flat roof, modification to first floor windows to be 6 pane sashes instead of 8 pane sashes, and insertion of 3 No windows to the ground floor southwest elevation.

3/25/1391/CLPO - 15 Sevenacres, Tewin - Conversion of the existing garage into ancillary accommodation for use as a home gym and bicycle storage, including the installation of a rooflight to the existing roof to provide natural light.

Planning Decisions

3/25/0896/LBC - The Rose And Crown, Upper Green Road, Tewin - Dismantling, rebuilding and alteration of single storey outbuilding to support its use as covered external space within pub garden, reusing existing materials where salvaged and new materials to match – *TPC No Comment - EHC Refused*

3/25/0660/FUL – 18a Hertford Road, Tewin - Installation of air-conditioning Unit (retrospective) – *TPC Support – EHC Granted.*

3/25/0775/HH – 15 Sevenacres, Tewin - Single storey side infill extension to create a utility area and block up existing window to ground floor north side elevation and insert flat roof light window – *TPC No Comment – EHC Granted*

3/25/0866/LBC - Apartment 6, Tewin Water House, Tewin Water, Tewin - Internal alterations to top floor hallway making an opening in an modern stud partition wall and closing off a corridor with a new partition wall - *TPC No Comment– EHC Granted.*

3/25/0984/ARPN - Land West Of Back Lane, Upper Green, Tewin - Convert an existing barn and provide a rear extension on existing hardstanding to create 1 dwelling, provide two parking spaces, accessed via an existing entrance.

- *EHC Refused*

3/25/1067/CLPO - 23 Bishops Road Tewin - Removal of single storey rear projection. Construction of single storey rear extension incorporating a flat roof and roof-light window, and construction of a two storey rear extension incorporating two roof light windows - *EHC Refused*

3/25/0944/HH - 7 The Walled Garden Tewin - Replacement rooflights, windows and doors from painted timber to UPVC including enlarging opening to suit bifold doors at rear – *TPC to request a condition to ensure that the replacement windows matched the other houses in line with a previous application 3/19/0269/HH - EHC Granted with conditions re replacement windows.*

Enforcement Issues

E/24/0256/ENF – Structure at Plotlands, B1000, Tewin Plotlands – Some red pegs on and around the footpath and a pile of wood have been reported to Planning Enforcement.

E/23/0218/ENF - Tewin Bury Farm Hotel, Hertford Road, Tewin – Lake huts - An update has been requested.

Appeals

3/25/0189/HH – 29 Bishops Road, Tewin – Appeal Ref 3365358 - Appeal Dismissed

Double storey side extension and storm porch – *TPC No Comment – EHC Refused – Planning Inspectorate Dismissed.*

3/24/1130/CLPO - 2 Churchfield Road, Tewin – Appeal Ref 3351343 In Progress - Not Yet Decided

Single storey outbuilding to form ancillary gym to the host dwelling – *TPC No comment – EHC Refused*

3/24/2125/HH & 3/24/2126/LBC - Theresa's Cottage, Marden Hill – Appeal Ref 3366883 In Progress - Not Yet Decided

Roof conversion incorporating 3 new conservation rooflight windows to North elevation and a replacement rooflight window to South elevation - *TPC No Comment- EHC Refused*

Local Nature Recovery Strategy meeting - Cllr K Lawson attended the meeting on 19th August 2025

43. FINANCE

Accounts for Payment - In accordance with the Council's Financial Regulations the schedule of payments approved by the Parish Council comprised: C McFarlane (Aug) £1021.01, NEST (Aug) £111.07. Xero(Aug) £39.60, Rob Cooper Trees £1980, HMRC PAYE £212.70, C McFarlane £953.47, NEST £101.52, Xero £39.60, Tewin Memorial Hall £81.00, T&J Fire - Smoke Alarms £262.65, T&J Fire - Fire Extinguisher service £66.74, T&J Fire- PAT Testing £30, T&J Fire- PAT Testing £212.12, Geosphere (Parish Online) £132, Kirkham Contracting HCC Grass £555.72, Kirkham Contracting TPC Grass £2160.82, M J McQuaid – Allotment Rent £357.50.

VAT Reclaim – The VAT reclaim of 211.34 was received on 18.7.25.

Internal Audit - The internal audit date was completed on 22nd July 2025 by Councillor Bryan Evans and everything was found to be satisfactory.

External Audit – PKF Littlejohn are in the process of completing the audit.

Clerk Pay Increase – The Local Government Service Pay Claim 2025/26 has been agreed and the Parish Council agreed to the pay increase for the Clerk and backdated it to 1.4.2025.

Donations – These have been received from Tewin Tennis Club towards the maintenance of the courts, Tewin Pavilion CIC towards the service of the fire alarm & extinguishers and the PAT testing, and from Tewin Allotments towards fencing works.

Parish Online – The Parish Council noted renewal of annual membership of Parish Online.

Allotment Rent – The six monthly invoice for the rent of the parish allotments has been sent to Tewin Allotment Association.

Lower Green Cubicle Electricity Supply – A backdated invoice £688.74 for the period 28.2.2022 ~ 31.5.2025 has been received. A payment plan of £57 per month for 12 months has been agreed and will be added to the monthly direct debit of £18.65. EON has provided a credit note for £40 in lieu of compensation. The Parish Council agreed to raise this again with EON re energy back billing rules.

Allotment Tenancy – The Parish Council noted that this expires on 4.4.2026 and the Parish Council agreed to contact the landowners concerning the way forward.

44. HIGHWAYS

Broken Gates – The Parish Council agreed to accept a quote from Kirkham Contracting to tidy up and repair fencing

around various gates. Mr I Williams also advised that he would be repairing the 2 sets of swing gates and posts on his land.

School Lane – Affinity Water have completed remedial works on the sinking road outside 2 School Lane however the new works are also sinking and the Clerk was asked to report this.

Tewin Hill Fencing – Highways have installed the new post and rail fence.

Gulleys – Highways have cleared some of the gulleys in Upper Green Road. The gulley opposite Godfries Close is now working. The gulley outside Sevenacres is likely to need further remedial works.

FP18 Missing Bollard – The Clerk will report it to the Rights of Way unit.

45. PAVILION & UPPER GREEN

Weekly Playground Inspections - Nothing to report.

Pavilion Fire Alarm Service – The remedial works were completed on 22nd July 2025.

Pavilion Fire Extinguisher Service – These were completed on 22nd July 2025

Pavilion PAT testing – This was completed on 22nd July 2025 and one kettle failed and has been removed.

Tennis Court Hedging – The Parish Council agreed to accept two parts of Kirkham Contracting's quote for hedge cutting around the tennis courts.

Sovereign Network Group – A works order has been raised for the hanging trellis and leaning fence to be made safe interim. They have also requested a quote for trimming the trees overhanging the tennis courts at Upper Green.

Use of Upper Green – The Parish Council agreed that DH Dance Academy to use Upper Green on Sunday 14th Sept 2025 subject to the usual village green stipulations

46. LOWER GREEN

Telephone Box - Replacement windows for the telephone box have been ordered.

Rose & Crown – A concern was raised by the bus passengers that tables and chairs outside the pub no longer leave enough room for the bus to pull over and allow its passengers to disembark. Cllr D Howson agreed to speak to the landlord.

47. RISK ASSESSMENT

Pavilion – Barge Boards – some flaking – CIC to consider including in their refurbishment.

Pavilion – Cladding – Painting – CIC to consider including in their refurbishment.

Pavilion Patio – Weed spraying - Cllr D Lloyd agreed to ask R.Toms.

Pavilion Car Park – Weed spraying - Cllr D Lloyd agreed to ask R.Toms

Pavilion – Ladies Toilets tap – CIC to replace during their works.

Pavilion Cupboard – No Access to Hot Water Tank - CIC aware.

Pavilion Lounge – Crack repair – CIC aware and will be undertaken as part of interior decoration.

Pavilion Showers – Door damaged – CIC aware and will be undertaken as part of interior decoration.

Away Changing Room – Door damaged - CIC aware and will be undertaken as part of interior decoration.

Sovereign – Agreed to repair overhanging trellis, leaning fence and overhanging tree branches over FP15

Lower Green – School parking on the bend – Clerk to raise with the Police.

Grass Warren – Weeds on Pavement – Reported to Sovereign. Clerk to chase

Grass Warren – Broken Birdsmouth fencing – Reported to Sovereign. Clerk to chase

Grass Warren – Overgrown hedge outside 8 Grass Warren – Reported to Sovereign 30.5.25. Cllr D Lloyd to check.

St Peters- Reinstate 2 posts – The Parish Council agreed to look into this further.

Tewin Hill – Roadside fence still down – Highways have completed the works.

Todds Green – Removing 5 x tree stumps and flail mowing area – The Clerk to chase.

Tree Risk Assessment – Following the survey of the Area 3 Bramfield Road and Queen Hoo Lane on 9th July, a quote of £4,704 excl vat has been obtained from Rob Cooper. The Parish Council agreed to arrange to get another quote.

48. CORRESPONDENCE

Annual Meeting of Hertfordshire Parish, Town & Community Councils and Hertfordshire County Council –

This will take place on Friday 12 September, 1pm ~ 4:30pm at the Fielder Centre, Hatfield or online

Upper Green Posts and Goal Posts – The Parish Council noted the comments.

Tewin Organisations Working together - The Parish Council agreed that Tewin organisations are already cooperating when and where they can.

Land West of Back Lane – A query was raised by a parishioner's about the planning appeal for Land West of Back Lane and a response provided with the details

New Waste Collection – East Herts Council advised that some parts of Tewin are on a different waste collection rota. Routing was developed using specialist software for operational efficiency.

Hertfordshire Care Directory - The Parish Council agreed to obtain some copies to put in the village.

49. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND SPECIAL RESPONSIBILITIES

Transport – The Saturday bus continues to run and has recently been awarded a £500 grant from Herts Community Foundation and further sources of funding are being explored and a possible extension of the service to Burnham Green being researched.

Police – Cllr D Howson attended a meeting about priority setting and advised that the new priorities are fly tipping and hare coursing.

50. DATE OF NEXT MEETING

The next Parish Council meeting will be on **Monday 6th October 2025 at 7.45pm** at Tewin Memorial Hall.

The meeting closed at 9.29pm.