

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 13th April 2026 at Tewin Memorial Hall at 7.45pm.

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

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

113. APOLOGIES FOR ABSENCE received from Herts County Councillor K. Crofton.

PARISHIONERS COMMENTS

David Rixson attended to advise the Parish Council on the launch of the Mimram Valley Local Landscape Designation proposal. He has support from eleven Parish Councils and a formal proposal has been submitted to Welwyn Hatfield Council for it to be included in the Local Plan

114. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING held 2nd March 2026, copies of which have been previously circulated to Councillors were amended and confirmed as a true record and signed by the Chairman.

115. NO DECLARATIONS OF INTEREST

116. CO-OPTION

Simon Newton was unanimously co-opted on to the Parish Council. Cllr Simon Newton signed the Declaration of Acceptance of Office and has been supplied with the Register of Interests to complete.

117. PLANNING

Planning Applications

3/26/0289/HH - 51 Bishops Road Tewin - Proposed first floor side extension, two storey rear extension, insertion of rooflight, alterations to fenestration, bay window alteration – *TPC No Comment*

3/26/0321/HH - 12 East Riding Tewin - Demolition of existing conservatory and removal of existing roof, erection of rear extension, loft conversion with dormer windows, roof lights, raised roof and parapets and alterations to fenestration - *TPC No Comment*

Planning Decisions

3/25/1889/FUL - Seven Pines, Margery Lane, Tewin - Demolition of bungalow and construction of two dwellings – *TPC Object - EHC Refused*

3/25/1982/HH - Gallaway Tewin Close Tewin - Construction of a glazed link between the main dwelling and the adjacent outbuilding – *TPC No Comment - Refused*

3/25/1905/CLPO - 1A Desborough Drive, Tewin - Part double storey, part single storey rear extension, loft conversion with rear dormer, erection of outbuilding and A permitted development application - *EHC Granted*

3/26/0162/CLPO – Hideaway, Margery Lane, Tewin - Single storey rear extension – *EHC Granted.*

No Appeals

118. FINANCE

Accounts for Payment - In accordance with the Council's Financial Regulations the schedule of payments approved by the Parish Council comprised: EON £15.88, Npower £22.66, C McFarlane £939.70, Xero £44.40, NEST £101.52, Kirkham Contracting £36.00, Kirkham Contracting £180, Kirkham contracting £586.80.

HMRC PAYE RTI – The end of year process has been completed.

Newsletter - The Parish Council agreed to produce a newsletter as well as the associated printing costs & delivery donation to the Over 50's Club.

Information Commissioner's Office (ICO) - The Parish Council agreed to pay the annual renewal of ICO of £52.

Accounts for the Financial Year Ending 31.3.2026 – 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 2025/26 - The Parish Council RESOLVED unanimously to accept and approve Section 1 Annual Governance Statement for 2025/26 on the Annual Governance and Accountability Return 2025/26 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.
9. Put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

The Annual Governance Statement 2025/26 was signed by the Chairman and the Clerk as the Responsible Financial Officer.

Annual Return : Section 2 - Accounting Statements 2025/26 - The Parish Council RESOLVED unanimously to accept & approve Section 2 Accounting Statements for 2025/26 on the Annual Governance and Accountability Return 2025/26 Part 3. The Chairman and the Clerk as the Responsible Financial Officer signed the Accounting Statement 2025/26.

Inspection Period - In accordance with the Accounts and Audit Regulations 2015, the unaudited accounting records of the Parish Council for FYE 31.3.2026 are available for inspection from **3rd June 2026 to the 14th July 2026** by appointment only with the Clerk.

Internal Audit – The accounts will be submitted to Helen McCash for auditing in due course.

Website and Emails – The Parish Council agreed to research having a gov.uk website and email addresses for all Councillors.

119. HIGHWAYS, RIGHTS OF WAY & TRANSPORT MATTERS

Potholes – The Parish Council agreed to write to Cllr Ken Crofton thanking him for filling the passing space on Churchfield Road with Type 1.

Road signs – The Clerk was asked to report to Ken about putting the Give Way sign and the HGV sign back up at the junction of Churchfield Road and B1000.

Litter Bins – These are being emptied sporadically.

120. PAVILION & UPPER GREEN

Weekly Playground Inspections - Nothing to report.

Pavilion Exterior Painting – The works should be starting in mid to late May. The Clerk has provided details of the stain used previously.

Weed Spraying – The Parish Council agreed to ask Kirkham Contracting if he provides weed spraying services with the associated risk assessments and insurances.

121. LOWER GREEN

Allotment Tenancy agreement – The signed allotment tenancy has been received.

122. RISK ASSESSMENT

Risk Assessment: The risk assessment for 2026 will take place on Wednesday 22nd and Thursday 23rd of April at 9.30am.

123. CORRESPONDENCE

Nature Summit – The Clerk has circulated the recording of this meeting.

Mimram Valley Local Landscape Designation- This has been submitted to Welwyn Hatfield Council.

Datchworth Parish Council – The Datchworth Parish Council advised that they have written to the relevant householder after receiving complaints about driving over a public footpath and across land owned by Hertfordshire County Council and leased by Datchworth Parish Council.

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

125. DATE OF NEXT MEETING

The next meeting will be the Annual Parish Council meeting on **Monday 11th May 2026 at 7.45pm** at Tewin Memorial Hall. The meeting closed at 8.50 pm.