

TEWIN PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Monday 13th May 2013 in Tewin Memorial Hall at 7.45pm.

PRESENT: Cllrs K. Lawson (Chairman until Item 1), K. St Pier (Chairman after Item 1), B.Evans, A. Hill, D. Howson, D. Lloyd, N.Moore and J. Sheridan.

In attendance: Mrs C.McFarlane (Clerk), East Herts District Cllr M.McMullen and four members of the public.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

a). Cllr K St Pier was elected as Chairman unanimously, proposed by Cllr A.Hill and seconded by Cllr B.Evans.

b). Cllr A.Hill was elected as Vice Chairman unanimously, proposed by Cllr K St Pier and seconded by Cllr B.Evans.

c). The Chairman and Vice Chairman signed the Declaration of Acceptance of Office and all Councillors were asked to review their Register of Members' Interests and Notice of Disclosable Pecuniary Interests.

The Parish Council thanked Cllr Kristina Lawson for 11 years of excellent Chairmanship of the Parish Council during which time many interesting and worthwhile projects for the benefit of the parish have been achieved.

2. APOLOGIES FOR ABSENCE were received from East Herts District Cllr L.Haysey.

PARISHIONERS COMMENTS

Mr Lockwood outlined the details of the revised planning application submitted for 2 Bishops Road. The new proposal is narrower in width and lower in height than previous proposals and is 18% less than the permitted development allowance. The tree officer has confirmed that proposed works have been approved and the neighbours have no objections.

Mr & Mrs Marshall enquired about the progress of the Tewin garage site and their concerns over the narrowness of the road and the high level concrete manhole cover on the bend by the garage. Cllr K St Pier outlined the planning history and acknowledged their concerns.

Mrs Al-Humaidhi provided details of the planning application for the proposed vehicle and pedestrian gates for 48 Firs Walk which are over 1.8m high and 5m away from the road. There will be no lamps and no comment has been received from the neighbours.

3. CONFIRMATION OF REPRESENTATIVES TO OUTSIDE BODIES AND SPECIAL RESPONSIBILITIES

Tewin Charities Trustees	- Cllr D.Howson a trustee until 2016 Mr R.Temple a trustee until 2013- Renewal to be confirmed.
Tewin Memorial Hall	- Cllr K St Pier
Transport	- Cllr K.Lawson
Tewin Website	- Cllr D.Lloyd
Locality Policing	- Cllr D.Lloyd

4. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING held 8th April 2013, copies of which have been previously circulated to Councillors, were amended to incorporate the following under Item 139 Correspondence:

"Email Procedure – The Parish Council agreed to take more care and consideration into who to forward emails on to."

The Parish Council confirmed the amended minutes as a true record and they were signed by the Chairman. The minutes of the Annual Parish Meeting held on 8th April 2013 were agreed and signed by the Chairman.

5. DECLARATIONS OF INTEREST

Cllr J.Sheridan declared an interest but no disclosable pecuniary interest in Item 11 concerning Tewin Stores as he is acting on behalf of Tewin Stores.

Cllr K.Lawson declared an interest in the Rose & Crown planning application as it is close to her property.

6. NO MATTERS ARISING FROM THE MINUTES

7. FINANCE

Accounts for Payment - In accordance with the Council's Financial Regulations the schedule of payments amounting to £3824.12 from the Current Account were approved by the Parish Council.

Accounts for the Financial Year Ending 31.3.2013 – Cllr J.Sheridan proposed that the Accounts for the financial year ending 31.3.2013 be accepted. Cllr D.Lloyd seconded the proposal and in accordance with the Council's Financial Regulations the Council RESOLVED unanimously to accept the accounts and they were signed by the Chairman and the Clerk as the Responsible Financial Officer.

Annual Return Section 1

Cllr K.Lawson proposed that Section 1 of the Annual Return for the financial year ended 31.3.2013 be accepted and approved. Cllr B.Evans seconded the proposal and the Parish Council unanimously RESOLVED to accept and approve Section 1 Statement of Accounts on the Annual Return for the financial year ending 31.3.2013. The Annual Return was signed by the Chairman and the Clerk as the Responsible Financial Officer.

Annual Return Section 2

Cllr J.Sheridan proposed that Section 2 of the Annual Return for the financial year ended 31.3.2013 be accepted and approved. Cllr B.Evans seconded the proposal and the Parish Council unanimously RESOLVED to accept and approve Section 2 Annual Governance Statement on the Annual Return for the financial year ended 31.3.2013. The Parish Council confirmed that it:

1. Approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit regulations and proper practices.
2. Maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. Taken all reasonable steps to assure ourselves that there are no matters of actual or potential non compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or 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 the Council 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 council 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 the council and, where appropriate have included them in the accounting statements.

The Annual Return was signed by the Chairman and the Clerk as the Responsible Financial Officer.

BDO Audit Form – This has been completed and will be submitted to the internal auditor before being sent off by 5th June 2013.

Newsletter and associated costs – The Parish Council noted that the newsletter comprising the Chairman's Annual report was sent to the entire Parish as agreed at the last meeting and the cost of the associated photocopying was £111.60 and delivery costs were £50.

Precept - The first precept instalment of £14,455.26 has been received. This comprises £13,500 precept and £955.26 grant allocation from the Council Tax Support scheme.

Insurance – A renewal quote of £2006.41 has been received and is in accordance with the 5 year quote the Parish Council accepted on 11th June 2012. The premium is discounted because of the long term agreement but increases each year by approx 3% each year to reflect the increased premium on the index linking of the property sum insured.

New Homes Bonus – The Parish Council has been advised that they will receive a New Homes Bonus of £2,944 for 2013/14 from East Herts Council. This bonus is based on the additional council tax raised for new homes, extended homes that change bands and empty properties brought back into use in the parish. It is payable over 6 years and an extra bonus is paid on any affordable housing built. The Parish Council is holding these funds in a separate account.

PAYE RTI – The Clerk has installed the new software and completed the PAYE RTI submission to HMRC.

Budget – The Parish Council agreed to decide and minute which budget and account each payment will be allocated from,

8. PLANNING

Planning Decisions

3/13/0169/FP – 21 Bishops Road, Tewin – Conversion of garage to playroom – *TPC No Comment – EHC Granted.*

3/13/0170/FP – 21 Bishops Road, Tewin – First floor rear extension- *TPC No Comment – EHC Refused.*

3/13/0171/FP – 21 Bishops Road, Tewin – Rear Conservatory – *TPC No Comment – EHC Refused.*

3/13/0245/FP – Tewin Water House – To restore rooflight – *TPC No comment – EHC Granted.*

Planning Applications Received

3/13/0515/FP - 11, Upper Green Road - Remove garage door, brick up and insert new window – *TPC No Comment*

3/13/0538/FP - 2, Bishops Road - Demolition of existing dwelling and erection of replacement dwelling – *TPC No Comment*

3/13/0543/FP - 122, Bramfield Road - Part front ground floor extension and front canopy – *TPC No Comment*

3/13/0550/FP - 41A, Upper Green Road - Erection of 1no 4 bedroomed house with associated parking and access – *TPC agreed to send a letter confirming support for proposal including footpath and assuming the boundary on the plans is correct.*

3/13/0572/FP - Lynsted, 48, Firs Walk - Erection of 1.8m high wrought iron gates, pedestrian gate and post box - *TPC No Comment*

3/13/0623/FP - 27, Harwood Close - Conversion of garage to habitable room with bay windows and roof canopy to front elevation – *TPC No Comment*

3/13/0696/FP - Rose & Crown - Construction of 1 no. detached dwelling for Greenways Properties Ltd *TPC No Comment*

Certificates of Lawfulness

3/13/0344/CL - 8 Godfries Close - Velux roof lights and windows to flank elevations to facilitate a loft conversion – *TPC No Comment.*

Enforcement Issues - Nothing to report

Seven Acres Development Update

Currently 10 units are in the process of being built. The shared ownership units are built up to the wall plate and the roof is due at the end of the week.

Maypond Green – In due course Taylor Wimpey will be raising the earth levels where the old drive was and agreed to bank up the edges to deter parking. They will then seed the site and cordon it off.

Footpath – The Highways would like the tarmaced footpath to finish in line with the boundary between village green and Highways verge which would result in a narrow point just before the entrance to the Upper Green car park. As this would look strange and possibly present a trip hazard the Parish Council agreed to seek permission from HCC Rural Estate Manager to extend the footpath so that it has a proper square edge with special markers sunk into the tarmac denoting the boundary.

Brick Wall - The original Sevenacres boundary brick wall has two horizontal cracks running along it and it is slightly bowing. The Parish Council agreed to write to TW advising them that it is cracked and bowing and the Parish Council would not want it to fall on anyone.

Welcome Information – The Parish Council agreed to arrange for the Annual Report and the Tewin Magazine to be provided for new residents of Sevenacres welcoming them to the village.

Gulleys - The gulleys outside the site are still blocked and both the Herts County Councillor Bryan Hammond and Highways representative have been chased. The Parish Council agreed to take this up with the new County Councillor Ken Crofton.

Management Company - This has been formed and the Parish Council has asked that they be kept informed and provided with a contact.

Donation – The Parish Council agreed that the £6000 donation from TW would be put towards providing disabled car parking spaces in the Upper Green car park. TW agreed that Cllr K St Pier will accept the cheque at Upper Green car park.

Garage site to the rear of 17-28 Grass Warren

Riversmead hope to start the development in June and will leaflet residents beforehand.

9. HIGHWAYS & TRANSPORTATION MATTERS

Roadworks – All repairs have been completed satisfactorily.

Gulley & Ditches – Herts County Councillor Bryan Hammond has been chasing Highways but Raj Goutam is away until 13th May 2013 so he has passed all details on to the new Herts County Councillor Ken Crofton.

Footpath from Godfries Close to Upper Green – No update has been received from Highways to date.

Hertford Road Flooding – The ditch on common land CL138 has now been cleared and the Parish Council is waiting for Highways to clear the gully and the pipe under the road.

Tewin Shop Sign – Cllr J Sheridan advised that Tewin Stores have had their request for a shop sign turned down twice. The Parish Council agreed that this could be raised with the new Herts County Councillor Ken Crofton.

10. UPPER GREEN AND PLAYGROUND

Disabled Parking Bays – Following the last meeting three quotes were obtained and circulated to Councillors for:

a. Two disabled car parking spaces in tarmac with appropriate markings to be installed at Upper Green car park with tarmac access to the beginning of the footpath leading to the Pavilion and a removable bollard to prevent access to Upper Green.

b. A paved footpath from the entrance to the car park across the grass to the top of the existing footpath to the Pavilion.

The Parish Council agreed to accept the quote from Morris Gordon Engineering for £3734. They also agreed that an extra strip of tarmac with hatching be requested and agreed a maximum price for the project of £4100.

The Parish Council unanimously agreed that this project be financed by the £6000 donation from Taylor Wimpey.

Upper Green Fencing – Mr P Loughrey would like to replace the dilapidated chestnut fencing and boarding at the back of Upper Green with 3ft high chestnut paling wherever it needs doing and in the process trim back the brambles and dead wood. The Parish Council had no objection to this.

Debris: Mr P.Loughrey offered to clear the debris behind the green shed and level off the ground. He also offered to remove the dead tree. The Parish Council had no objection.

Planting: Mr P.Loughrey proposes to plant a new hawthorn hedge on his side of the fence. The Parish Council had no objection.

Upper Green Gate: Mr P Loughrey will be installing a pedestrian gate in his fence between his land to the rear of Upper Green and Upper Green for use at the Classic Car show. The gate will provide safe pedestrian access from the car parking area on Seven Acres onto Upper Green.

Upper Green Access Track: Mr P.Loughrey has levelled out the track which was banking up as it was creating an uneven driving and walking surface.

The Parish Council agreed to notify parishioners living around Upper Green that these works will be going ahead in due course.

Football Goalposts – The Parish Council requested that the Saturday Football club organisers remove their portable goalposts from Upper Green as they are damaged beyond repair and could cause a hazard.

Upper Green Bench – Cllr J Sheridan asked that S.Kirkham be reminded about fitting the bench anchors.

Pavilion Showers- The Parish Council agreed to arrange for the manufacturer to be called out.

Pavilion Keys – The four new keys for the Pavilion have been received and passed onto Tewin Pavilion CIC. Cllr J Sheridan advised that a revised list of key holders will be submitted in due course.

Classic Car Show – The Parish Council formally agreed to give Friends of Tewin permission to hold the Classic Car Show on Upper Green on 18th August 2013 from 12midday until 5pm.

Pavilion Storage Cupboard – A meeting has been arranged on 14th May 2013 with the architect from the Pavilion refurbishment to discuss an extension on the Pavilion to provide increased storage facilities.

Tennis Courts Floodlighting – An electrician's report has been requested but nothing received to date.

Playground Inspection – Nothing to report.

11. LOWER GREEN

Sponsored Walk & Band on Lower Green –The Parish Council gave permission for a sponsored walk from Lower Green and East Herts Council Licensing Department advised that as the main purpose of the event was the sponsored walk and the music was incidental a music licence was not needed.

Permanent Christmas tree on Lower Green – Cllr A.Hill carried out a door to door survey of parishioners who overlook the Green to ascertain local opinion on a permanent Christmas tree on Lower Green. Out of a total of 28 houses Cllr Hill managed to contact 22 of which 21 fully supported the idea and one house with two residents where one was for the proposal and one was against. Five emails have been received objecting to the proposal and one email supporting the proposal. The Parish Council agreed to ask Friends of Tewin and the Memorial Hall Committee for their views and agreed to assess the impact of a permanent Christmas tree on the fete and review the situation afterwards.

Tewin Stores – The Parish Council agreed to write to Tewin Stores and offer to meet with them at an appropriate time to discuss future options.

12. RISK ASSESSMENT

2012~2013 Annual Risk Assessment - This was signed off by the Parish Council as all works identified had been completed or carried over to the current year.

2013~2014 Annual Risk Assessment - The risk assessment was carried out on 25th March 2013 by Cllrs J. Sheridan, K.St Pier, B.Evans and the Clerk. A further risk assessment was carried out on 23rd April 2013 by Cllrs D.Lloyd, A.Hill, D.Howson, J.Sheridan and the Clerk.

The Parish Council agreed to advise the organisations responsible of the following issues:

Tewin Tennis Club – A bench overlooking the tennis courts to be repaired.

Tewin Cricket Club – Picket fence outside Pavilion to be repaired.

Tewin Pavilion CIC – Toilet roll holder to be repaired.

Tewin Pavilion CIC – PAT test on electrical equipment to be completed.

Highways - Grass Warren kerbing to be repaired.

Highways - Grass Warren salt bin to be refilled.

The Parish Council agreed and noted the following:

Flagpole – To request Mr Tyler to ensure cable is tied up tightly so that it doesn't rattle.

Well Cover – Cllr K St Pier has put wood preserver on the timber legs of the well cover.

Replacement tiles for the Bus Shelter and Well Cover – A quote of £30 from Kirkham Contracting was accepted by the Parish Council.

Deep Water Sign for Pond at Upper Green – In line with advice from the SLCC National Advisor the Parish Council agreed that the pond is an obvious danger, not a hidden one and therefore it was not necessary to warn people about it.

Upper Green – A dead branch overhanging the bench at the back of Upper Green has been removed by Cllr A. Hill.

Maypond Green – Taylor Wimpey has agreed to bank up the edges to prevent parking on the Village Green.

Plume of Feathers Green – A quote of £45 from Kirkham Contracting to replace a post has been accepted.

Bulls Green and Bramfield Road Village Green Tree Survey – The Parish Council agreed to ask HMWT if they would conduct a tree survey as part of their botanical survey see item 14 below. Cllr K St Pier and A.Hill agreed to have another look at the condition of the trees now that they are in leaf

Tewin Hill – Cllr A. Hill is in the process of checking the gully under the road.

Pavilion Gutter Dripping – Cllr K St Pier agreed to look into this.
Pavilion Heater Replacement – The Clerk was asked to arrange this.

13. PARISH PATHS PARTNERSHIP

Grant - A grant of £1000 has been awarded by P3 towards the resurfacing of FP11 at the back of Upper Green.

P3 Agreement - The Parish Council agreed to sign the P3 agreement.

Further Funds – The Parish Council agreed to ask the Rights of Way Officer if any further funds were available to make up the funding shortfall of £137.

Resurfacing Quote – The Parish Council agreed to accept the quote from Greenhall Environment to resurface FP11 for £1137.

14. CORRESPONDENCE

HMWT – The Parish Council agreed to give permission for Wildlife Site surveyors from HMWT to carry out a botanical survey at Bulls Green.

Classic Car Day - EHC view the craft market at the Classic Car Day as a car boot sale and the appropriate application form has been forwarded to FOT.

An application form for car boot sales/markets has been received from East Herts Council and forwarded to Friends of Tewin.

Bryan Hammond – The Parish Council agreed to send him a card thanking him for all his efforts during his time as Herts County Councillor.

HGV Sign on Churchfield Road – The Parish Council agreed to raise the issue of modifying the HGV signs, at the junction of Churchfield Road with B1000, to say “Access Only” with Herts County Councillor Ken Crofton.

Jubilee Stone – The Jubilee Committee propose to install a commemorative stone on the village green near to the flagpole with an inscription to commemorate the Queen’s Jubilee. The Parish Council agreed that they look forward to seeing plans soon.

HCC Councillor Kenneth Crofton has been elected to represent Hertford Rural at Herts County Council.

Bowls Club Banner – A parishioner has raised the issue of the large plastic advertisement banner attached to hedging at the Bowls Club entrance which has remained in situ for some time. Cllr K St.Pier agreed to ask the Bowls Club to remove it.

15. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES

Tewin Charities Trustees – Nothing to report

Transport – Cllr K Lawson agreed to contact HCC Passenger Transport Unit about non receipt of revised pocket timetables for the 388 bus.

Tewin Website – Nothing to report.

Tewin Memorial Hall – The accounts are in circulation.

Policing – Nothing to report.

Election Procedure - A discussion about the election procedure took place.

16. DATE OF NEXT MEETING

The next meeting will be at 7.45pm on Monday 3rd June 2013 at Tewin Memorial Hall.

As there was no further business the meeting was closed at 10.40pm.

HIGHWAYS AND TRANSPORTATION MATTERS April 2013

Fault line: 0300 123 40 47

Affinity Water 0845-7823333 (fault/leak reporting)

Ref:	PROBLEM.	DATE RAISED	COMMENTS
1	Reinstatement of Kerbing along northern edge of Lower Green	2013	Highway Locality Budget
2	Bridge Reflectors in Churchfield Road (nr B1000) – White lining & chevrons to be repainted & reflective discs/paint on bridge	2012	Reported on highway fault website
3	Line Markings – Missing on School Lane	2012	Reported on highway fault website
4	Upper Green Road – Ditch outside 33 – 39 blocked	2012	Reported on highway fault website
5	Hertford Road – Standing water near the shop as gullies blocked	2013	Reported on highway fault website
6	Hertford Road – Lousehole Bottom culvert under the road is not working and gulley blocked	2013	Reported on highway fault website
7	Upper Green/Upper Green Road/Orchard Road – Gullies blocked	2013	Reported on highway fault website
8	Churchfield Road – Triangle Bend sign no longer attached to post	2013	Reported on highway fault website
9	Hollybushes- Directional Tewin sign broken	2013	Reported on highway fault website