

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 8th April 2013 at Tewin Memorial Hall at 7.45pm.

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

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

128. APOLOGIES FOR ABSENCE were received from East Herts District Councillor L.Haysey.

PARISHIONERS COMMENTS

Mr Cummings of 12 Hertford Road attended to outline his planning application proposal.

129. MINUTES OF THE PREVIOUS MEETINGS held 4th March 2013 were agreed and signed by the Chairman.

130. DECLARATIONS OF INTEREST

Cllr J.Sheridan declared an interest in the proposal for a new cupboard at the Pavilion as he is a Director of the Tewin Pavilion CIC.

131. NO MATTERS ARISING FROM THE MINUTES

132. FINANCE

Accounts for Payment - In accordance with the Council's Financial Regulations the schedule of payments amounting to £980.39 from the Current Account were approved by the Parish Council.

Audit Dates - The notice of appointment of the date for the exercise of Electors rights for the year end 31.3.2013 accounts will be displayed from 22nd April 2013 until 5th May 2013. The accounts will be available on reasonable notice from 9.30am until 12.30pm Monday to Fridays from 7th May 2013 until 4th June 2013.

The accounts and the audit form need to be signed off at the Parish Council meeting on 13th May 2013 and then audited by the Internal Auditor before 5th June 2013 when the annual return must be sent to BDO LLP.

Internal Audit – This was completed by Cllr B. Evans and Cllr D. Lloyd on 11th March 2013. Everything was found to be satisfactory.

Review of Effectiveness of Internal Audit – This was completed by Cllr B.Evans and Cllr D.Lloyd on 11th March 2013 and was satisfactory.

Scope of Internal Audit – The Parish Council's financial regulations were adopted in 2012 and will be reviewed by the Parish Council during 2016. Internal auditor will complete a review form. Invoices, cheques, paying in book, minutes and computer records are cross referenced and randomly checked on a quarterly basis by two Councillors.

Independence – The Internal auditor is paid by the Parish Council to undertake the audit and has no other connection to the Parish Council. They complete the internal audit review form and the questions on the external audit form.

Competence – The Internal auditor is a qualified accountant practising in Watton at Stone. She is also a Parish Councillor for Watton at Stone Parish Council in charge of Finance and Budget. She is recommended by and audits accounts for Benington and Datchworth Parish Council.

Relationships – The Internal Auditor goes through the audit with the Clerk and makes recommendations. The Parish Council is aware of its duties. Training is offered to all Councillors and Clerks and to be taken up where a need has been identified.

Audit Planning & Reproving – Parish Council follow the guideline in the 2008 Practitioners guide and external auditor's recommendations. The audit takes place once the year end accounts have been completed. The Financial Risk Assessment is completed at the same time as this review.

Review of Financial Risk Assessment – This was completed on 19th March 2013 and the following points were raised:

Fidelity Guarantee: The Parish Council agreed to annually review the level of Fidelity Guarantee against the highest level of total balances during the year.

Gratuity: In the event of the Clerk's pay rise the annual allocation should be increased and agreed by the Parish Council.

Invoices/Cheques: The Parish Council agreed to ensure invoices relating to cheques are viewed by a Councillor prior to the Parish Council meeting.

Annual Precept: – The Parish Council agreed to remind Councillors to consider budget strategy and forward planning and submit suggestions for any budget items for the next year at the October meeting.

Reserves: – The Parish Council agreed to continue to annually review levels of reserves when setting the budget in November.

133. PLANNING

Planning Decisions

3/13/0194/FP – 32 Cannons Meadow, Tewin – Conversion and extension of detached garage to form ancillary residential annexe – TPC No objection in principle but have concern over distance from main house and likelihood of it becoming a separate occupation even as an annex. TPC also have concerns over parking and note the boundary issue from a parishioner which might affect the Certificate of Declaration A.
- *EHC Refused*

3/13/0017/FP – 5 The Walled Garden, Tewin Water - Single storey rear extension – *TPC No Comment* – *EHC Granted*

Planning Applications received

3/13/0421/FP – 12 Hertford Road, Tewin – Two storey front extension, conservation style roof lights and front dormers – TPC No Comment

Certificates of Lawfulness – Nothing to report.

Seven Acres Development Update - Two properties have now been sold, one resident has moved in and the other completes in May. The boundary fence will commence shortly along the walkway to the back of the development and then the foundations will follow.

Tewin Garage – Nothing to report

Enforcement Issues - Nothing to report

134. HIGHWAYS & TRANSPORTATION MATTERS

Roadworks: - The complete resurfacing of the full length of Orchard Road and Upper Green Road between Back Lane and Desborough Drive is in progress and will be completed in early April.

There has been some extensive damage to the verges and posts at Upper Green and to the verge opposite Tewin Close and Highways has agreed to do all the repairs when all the resurfacing is finished. Once the road resurfacing is finished the gulleys will be jetted.

Footpath from Godfries Close to Upper Green – Following an Officer meeting Highways has advised that they support the footpath improvement scheme in Tewin and have included it in their programme for feasibility work over the coming financial year. They will undertake an initial technical assessment of the proposals to ascertain if it is possible and to assess the likely costs. The Parish Council noted the various quotes that have been obtained for both section of the footpath.

FP11 at the back of Upper Green – A quote of £1200 has been obtained to install 70m of surfacing on FP11 (northern tip of Hundred Year Wood) to take it northwards beyond where the mud starts. A P3 grant application form has been submitted for £1200 for works on FP11.

Hertford Road Flooding – On 12th March Cllr K St Pier, Cllr A.Hill and the Clerk met the landowners either side of Hertford Road at Lousehole Bottom to discuss flooding on Hertford Road. Mr Tucker has since cleared his ditch and provided the Parish Council with a quote for clearing the ditch on common land CL138 at the start of BR4. The Parish Council agreed to accept the quote to clear the ditch. Both the blocked gully on the road and the pipe under the road have been reported to Highways for clearing.

135. UPPER GREEN AND PLAYGROUND

Upper Green Repairs – The Parish Council agreed to remind Ted Kavanagh to repair Upper Green where it has been worn away whilst using the practice nets.

Upper Green – A hirer of the Pavilion has requested permission for a bouncy castle on Upper Green. The Parish Council agreed to this providing the hirer was advised that it is “at the hirers own risk”, is not covered by the Parish Council’s insurance, adequate care is taken over the cable ensuring it is not a trip hazard and driving on Upper Green is not permitted. The Parish Council agreed to write to the Pavilion CIC advising them of this decision

Playground Inspection – Nothing to report on the weekly inspections.

Access on to Upper Green - The Parish Council agreed to obtain quotes for two posts and a lockable chain to prevent access from the car park onto Upper Green.

Disabled Parking Bays – Cllr D.Howson proposed that the Parish Council agree to install:

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

The total agreed budget for the project would be a maximum of £3000 to be financed by the New Homes Bonus of £2366 and the remainder from the Pavilion account. This proposal was seconded by Cllr B.Evans and the Parish Council unanimously agreed.

136. PAVILION

Graffiti – The Parish Council agreed to accept a maximum quote from Roger Clarke of Godfries Close of £220 to remove the graffiti on the Pavilion.

Pavilion Keys – The Parish Council noted the list of key holders for the Pavilion. The Parish Council agreed to provide 4 new keys to Tewin Pavilion CIC and requested that they submit a list of key holders to Tewin Parish Council on an annual basis.

New Shed – The Parish Council agreed to be responsible for the new shed until the next renewal of the Tewin Pavilion CIC lease.

Storage Cupboard – The Parish Council agreed to set up a working party to research an extension on the Pavilion to provide increased storage facilities.

137. LOWER GREEN

Permanent Christmas tree on Lower Green – Cllr A.Hill circulated a report detailing type, height, cost, maintenance and location of the proposed Christmas tree. Cllr A.Hill agreed to carry out a door to door survey of parishioners that overlook the Green to ascertain opinion on a permanent Christmas tree on Lower Green and put an article in Tewin Magazine.

Lower Green Parking – Tewin Cowper School has reminded all parents of their travel plan and advised them of the offer of the use of the car park at the Rose & Crown.

138. RISK ASSESSMENT

The risk assessment was only partially carried out on 25th March 2013 due to adverse weather. Another date will be set before the next meeting. The Parish Council agreed to obtain quotes for replacing tiles on the bus shelter and the well cover. No decision was made about a “Deep Water Sign” at the Upper Green pond. Cllr A.Hill agreed to remove the dead branch behind the bench at the back of Upper Green.

139. CORRESPONDENCE

Broadband Upgrade – The Parish Council agreed to advertise “Support Faster Broadband” by adding an article to the Parish Council newsletter.

May Pond Green – A request for a site for a commemorative tree has been received and May Pond Green has been suggested.

Herts County Council – The election for a new Councillor will take place on 2nd May 2013.

New Posts on Upper Green – Mrs Woodward suggested that the posts to the north of Upper Green should be renewed. The Parish Council agreed that Highways will reinstate the posts that they knocked over and the verges.

NHS 111 – Cllr D.Howson attended a meeting about NHS111 which is fully active in Hertfordshire and the Parish Council agreed to put details in the Tewin Magazine and the Parish newsletter.

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

140. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES

Tewin Charities Trustees – Nothing to report

Transport – The Parish Council noted that pocket timetables for the 388 bus have not been received.

Tewin Website – The next meeting is on Wednesday 8th April 2013.

Tewin Memorial Hall – The accounts have been received and will be circulated.

Policing – Nothing to report.

141. DATE OF NEXT MEETING

The next meeting will be the Annual Parish Council Meeting at 7.45pm on Monday 13th May 2013 at Tewin Memorial Hall. As there was no further business the meeting was closed at 10.25pm.

HIGHWAYS AND TRANSPORTATION MATTERS March 2013

Fault line: 0300 123 40 47

Affinity Water 0845-7823333 (fault/leak reporting)

Ref:	PROBLEM.	DATE RAISED	COMMENTS
1	Patching Works from Upper Green to 31 Orchard Road	2009	In progress
2	Reinstatement of Kerbing along northern edge of Lower Green	2013	Highway Locality Budget
3	Bridge Reflectors in Churchfield Road (nr B1000) – White lining & chevrons to be repainted & reflective discs/paint on bridge	2012	Reported on highway fault website
4	Line Markings – Missing on School Lane	2012	Reported on highway fault website
5	Potholes – Outside Rose & Crown	2012	Reported on highway fault website
6	Upper Green Road – Ditch outside 33 – 39 blocked	2012	Reported on highway fault website
7	Hertford Road – Standing water near the shop as gullies blocked	2013	Reported on highway fault website
8	Hertford Road – Lousehole Bottom culvert under the road is not working and gulley blocked	2013	Reported on highway fault website
9	Upper Green/Upper Green Road – Gullies blocked	2013	Reported on highway fault website
10	Orchard Road – Outside 108 gully blocked	2013	Reported on highway fault website