

# TEWIN PARISH COUNCIL

## Minutes of the Annual Parish Council meeting held on Monday 12<sup>th</sup> May 2014 in Tewin Memorial Hall at 7.45pm.

**PRESENT:** Cllrs K. St Pier (Chairman), A Hill (Vice Chairman), D. Howson, K. Lawson, D. Lloyd and J. Sheridan.

In attendance: Mrs C.McFarlane (Clerk), East Herts District Cllr M.McMullen, East Herts Councillor Linda Haysey and one member of the public.

### 1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

a). Cllr K St Pier was elected as Chairman unanimously, proposed by Cllr J. Sheridan and seconded by Cllr K.Lawson.

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

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.

**2. APOLOGIES FOR ABSENCE** were received from Cllr B. Evans and Cllr N.Moore.

### PARISHIONERS COMMENTS

Mr Vullo attended to outline the reasons for his planning application for 31 Bishops Road.

### 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 2017

Tewin Memorial Hall - Cllr K St Pier

Transport - Cllr K.Lawson

Tewin Website - Cllr D.Lloyd

Locality Policing - Cllr D.Lloyd

Tewin Pavilion CIC - Cllr B.Evans

- Cllr D.Lloyd

- Cllr J.Sheridan standing down in November

**4. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING** held 14<sup>th</sup> April 2014, copies of which have been previously circulated to Councillors. The Parish Council confirmed the minutes as a true record and they were signed by the Chairman.

The minutes of the Annual Parish Meeting held on 14<sup>th</sup> April 2014 were amended, agreed and signed by the Chairman.

### 5. NO DECLARATIONS OF INTEREST

### 6. PLANNING

#### Planning Applications Received

**3/14/0490/FP** – 31 Bishops Road, Tewin – Erection of single storey rear and first floor side extension. Replacement of existing windows and doors – *TPC No Comment*

**3/14/0652/FP** – 9 Firs Walk, Tewin - Removal of existing gate and erection of new automated entrance gates – *TPC Agreed to support parishioner's comments*

**3/14/0683/FP** – 4 Desborough Drive, Tewin – Single storey rear extension – *TPC No Comment*

**3/14/0810/PR** – Agricultural building & land rear of Upper Green, Tewin – Conversion of building into 1 no 5 bedroomed dwelling – *To be discussed at the next Parish Council meeting.*

**3/14/0753/CL** - Club Cottage Caravan Site, Burnham Green Road – The use of the land cross hatched on the application plan ref 1 – *TPC No Comment.*

**3/14/0796/CL** - Catbells, 40 Firs Walk – Side, rear & front extensions - *TPC No Comment*

### **Planning Decisions**

**3/14/0436/FP** - Woodlands, 126, Bramfield Road - Raising part of the roof to accommodate new bedroom and bathroom – *TPC No Comment – EHC Granted.*

**3/14/0233/FP** - Tall Timbers, Tewin Close, Tewin - Proposed extension & conversion of existing garage to form 1 bedroom annexe – *TPC No Comment – EHC Granted*

**3/13/2056/FO** – Tewin Bury Farm – Removal of Onerous Condition – Variation of Condition 1 of planning approval ref 3/11/1225/FP to extend the period of time allowed for use of a former cattle barn as a temporary function room with associated toilets provided in the adjacent pole barn, including a replacement roof covering the main barn and installation of photo voltaic panels on the south facing slope – *TPC No Comment – EHC Granted.*

**Enforcement Issues** – Nothing to report.

### **Seven Acres Development Update**

**Flooding:** – Further details of flooding arising from the Taylor Wimpey site have occurred at 37 Upper Green Road and a meeting with Andrew Stevenson has been arranged.

**Wall:** - Taylor Wimpey has advised the Parish Council that they will be repairing the wall using Helifix Crack stitching. The Parish Council has passed these details to Lisa Page, East Herts Council Planning Officer for confirmation that this is a satisfactory solution.

**Trees:** - Lisa Page, East Herts Council Planning Officer advised the Parish Council that Taylor Wimpey were requested to submit replacement planting proposals to East Herts Council and the 14 day deadline before enforcement has now passed. Linda Haysey, East Herts District Councillor agreed to liaise with the Planning Officer about the way forward.

### **Riversmead Development Update**

The development is proceeding well. A query has been raised about the height of the new houses behind 27 and 28 Grass Warren and the requirement for a higher boundary wall/fence. Linda Haysey, East Herts District Councillor agreed to liaise with East Herts Council Planning Department.

Riversmead Housing Association has been taken over by Network Housing Association whose Head Office is in Wembley.

**District Plan 2014 Response** – The Parish Council welcomed the proposal to grade Tewin as a Group 2 Village and agreed to make a few amendments to their response and circulate it to Councillors by email for final approval before the submitting it prior to the consultation end date of 22<sup>nd</sup> May 2014.

**Wall to Rear of Tennis Courts** – The Parish Council and the Tewin Tennis Club agreed to review a planting scheme in due course.

## **7. FINANCE**

**Accounts for Payment** - In accordance with the Council's Financial Regulations the schedule of payments amounting to £3151.47 from the Current Account and payments amounting to £1175.00 from the Pavilion Account were approved by the Parish Council.

**Accounts for the Financial Year Ending 31.3.2014** – 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**

The Parish Council RESOLVED unanimously to accept and approve Section 1 Statement of Accounts on the Annual Return for the financial year ending 31.3.2014. The Annual Return was signed by the Chairman and the Clerk as the Responsible Financial Officer.

### **Annual Return Section 2**

The Parish Council RESOLVED unanimously to accept and approve Section 2 Annual Governance Statement on the Annual Return for the financial year ended 31.3.2014. 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 it 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 was completed and signed and will be submitted to the internal auditor before being sent off by 4<sup>th</sup> June 2014.

**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 £73.75 and delivery costs were £50.

**Precept and Council Support Grant** - The first precept instalment of £14,477.63 has been received. This comprises £14,000 precept and £477.63 grant allocation from the Council Tax Support scheme. A second instalment of the same amount will be received in September 2014.

**Insurance** – A renewal quote of £2006.62 has been received and is in accordance with the 5 year quote the Parish Council accepted on 11<sup>th</sup> June 2012.

**PAYE RTI** – The end of year PAYE has been submitted to HMRC.

**Unallocated Reserves** – The Parish Council agreed that until the footpath from Upper Green down to Godfries Close is confirmed as going ahead by Highways other projects will not be started.

**Computer for Clerk** - In view of the cessation of Microsoft's support for Windows XP and the age of the Clerk's computer the Parish Council unanimously agreed to purchase a new computer for the Clerk at a cost of £440 plus vat.

## **8. HIGHWAYS & TRANSPORTATION MATTERS**

### **Highways Section 106 Funded Footpaths**

**a. From Godfries Close to Upper Green** – Nothing to report.

**b. New kerbing and a footpath along the northern edge of Lower Green** – Nothing to report.

**Gulleys** – A map of both the sewer and gulley system for Upper Green has been received and the Parish Council agreed to have a meeting with Andrew Stevenson to discuss various solutions that he has proposed.

## **9. PAVILION AND UPPER GREEN**

**Pavilion Storage Cupboard** – This has been completed. The Parish Council agreed to accept a quote for installing a new light and a new electrical socket.

**Renewal of Pavilion CIC licence to Occupy** - A report from Cllr J Sheridan was circulated and the Parish Council agreed in principle to renew the Licence to Occupy with the additional new clause making the Pavilion CIC liable for internal decoration. The final draft for signing will be put on the agenda for the next meeting. There are currently three Parish Councillors on the board as Directors and Cllr J. Sheridan will be resigning in November 2014.

**Playground Inspection** – The new spring has been installed and new nets put up.

## **10. RISK ASSESSMENT**

**Church Green Posts** - The Parish Council agreed to accept a quote of £470 for replacing/repairing the existing posts at St Peter's Church Green and a further £30 to remove the dead branch overhanging the bench.

**Church Green Bench** – The Parish Council agreed to enquire whether the PCC had any objections to the removal of the bench on Church Green.

**Trees** - Ashley Trees has a deadline of 24<sup>th</sup> May for completion of works on Bulls Green and the village green on Bramfield Road.

**Dead Lane** – A concern was raised about the depth of the drainage ditches along this track. Cllr D Howson agreed to have a look and advise.

## **11. PARISH PATHS**

**Back Lane** – Confirmation of a grant from the Parish Paths Partnership for works on Back Lane is awaited.

**Lower Green** – The Parish Council agreed to get a quote to remove the lower branches on the tree outside 19 Lower Green.

## **12. CORRESPONDENCE**

**Herts County Council Electoral Review** – The Parish Council agreed not to comment.

**EON Fixed Price Electricity Plan Renewal** – The Parish Council agreed to try and negotiate a lower standing charge.

**Bowls Club Signage** – A complaint was received about the length of time this sign was up for and the Bowls Club have been contacted.

**Sevenoaks Town Council** – Support has been requested for the proposal for a percentage of business rates to be paid direct to Parish and Town Councils. The Parish Council agreed not to comment.

## **13. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES**

**Transport 388 bus** – A complaint will be made about a change in the presentation of the timetables and the inadequate amount of information it provides. The Parish Council also agreed to see if the 388 bus timetable could be included in the Tewin Magazine.

**Allotments Association** – Allotments are fully let and there are three on the waiting list.

**Policing** – In view of the spate of burglaries in the village the Parish Council agreed to ask PC Andy Woodward to divert patrols through the Tewin.

## **14. DATE OF NEXT MEETING**

The next Parish Council meeting will be at 7.45pm on Monday 2<sup>nd</sup> June 2014 at Tewin Memorial Hall. As there was no further business the meeting was closed at 10.30pm.

**HIGHWAYS AND TRANSPORTATION MATTERS April 2014**

**Fault line: 0300 123 40 47**

**Affinity Water 0845-7823333 (fault/leak reporting)**

| <b>Ref:</b> | <b>PROBLEM.</b>   | <b>DATE<br/>RAISED</b> | <b>COMMENTS</b>                   |
|-------------|---|------------------------|-----------------------------------|
| 1           | <b>Reinstatement of Kerbing along northern edge of Lower Green</b>  | 2013                   | Highways/Section 106              |
| 2           | <b>Bridge Reflectors</b> in Churchfield Road (nr B1000) – White lining & chevrons to be repainted & reflective discs/paint on bridge                                      | 2012                   | Reported on highway fault website |
| 3           | <b>Line Markings</b> – Missing on School Lane   | 2012                   | Reported on Highway fault website |
| 4           | <b>Hertford Road</b> – Standing water near the shop as gullies blocked  | 2013                   | Reported on Highway fault website |
| 5           | <b>Hertford Road</b> – Lousehole Bottom gulley blocked  | 2013                   | Reported on Highway fault website |
| 6           | <b>Upper Green/Upper Green Road/Orchard Road</b> – Gullies blocked  | 2013                   | Reported on Highway fault website |
| 7           | <b>Signs - Hollybushes-</b> Directional Tewin sign missing<br>- <b>Hertford Road</b> - 30mph Repeater missing<br>- <b>Lower Green</b> – Directions on finger post missing | 2013                   | Reported on Highway fault website |