

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 14th April 2014 in Tewin Memorial Hall at 7.55pm.

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

In attendance: Mrs C.McFarlane (Clerk).

136. APOLOGIES FOR ABSENCE were received from East Herts District Councillor Linda Haysey and East Herts District Cllr M. McMullen.

137. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING held 3rd March 2014, copies of which have been previously circulated to Councillors, were agreed as a true record by the Parish Council and signed by the Chairman.

138. NO DECLARATIONS OF INTEREST FROM COUNCILLORS ON ITEMS ON THE AGENDA

139. PLANNING

Planning Applications Received

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

3/14/0501/AD & 3/14/0502/AD & LB - The Rose & Crown Pub, Upper Green Road - New signage - 3no. fascia sign, 1no. door plaque, 1 no. car park sign, 1 no. hanging sign and 4no. amenity sign – *TPC No Comment.*

3/14/0560/FP - Muspatts Farm, Churchfield Road - Construction of new agricultural building within the existing farm yard – *TPC No Comment.*

Non Material Amendments

3/14/0439/MA - 2A, Purcell Close, Tewin - Non-material amendments to 3/13/2119/FP: raising of ridge height of approved first floor extension (above new approved garage space) to be in line with existing building's ridge height and flushing of face brickwork to match existing building – *EHC Refused.*

3/14/0440/MA - Little Coppice, 10, Cowpers Way, Tewin - Non-material amendment to 3/13/1144/FP Installation of Velux window to pitch roof – *EHC Granted.*

3/14/0592/MA - Land adj to 30, Lower Green - Non-material amendments to 3/13/0951/FP: revisions to plans, elevations & access – *TPC No Comment.*

Planning Decisions

3/14/0134/FP - 6, The Hazels, Tewin - Single storey side extension – *TPC No Comment – EHC Granted.*

3/14/0196/FO - Rear of 2, Hertford Road, Tewin - Modification of condition 5 (vehicle turning space) - 3/13/0747/FP – *TPC No Comment – EHC Granted.*

3/14/0227/FP - Tall Timbers, Tewin Close, Tewin - Single storey rear and front extensions, internal and external alterations included – *TPC No Comment- EHC Granted.*

3/13/2248/FP - 30 Lower Green, Tewin - Glass conservatory extension to existing summer house and garage – *TPC No Comment – Withdrawn.*

3/14/0124/FO - Club Cottage Caravan Site, Burnham Green Road - To increase the number of residential caravans limited by condition 3/68/0594 – *TPC Objected due to the lack of planning application for 4 new dwellings, loss of amenity space, invasion of privacy as new dwellings are very close to neighbouring properties, inadequate car parking and inadequate access for emergency services etc – EHC Refused.*

Appeal Decisions

3/13/1526/FP – 4 Desborough Drive, Tewin – Two storey rear extension – *TPC No Comment – EHC Refused – Planning Inspectorate Appeal Dismissed.*

Enforcement Issues – Nothing to report.

Seven Acres Development Update

Flooding: – A new tank has been installed underground to hold water to the rear of the back garden at 43 Upper Green.

Wall: - There has been no information on the future plans for the wall.

Trees: - Lisa Page, Planning Officer advised the Parish Council that Taylor Wimpey were requested to replace the dead conifer trees and submit replacement planting proposals to EHC Planning within the next four weeks. The Parish Council agreed to contact EHC Planning to see what progress had been made.

Riversmead Development Update

The Site Manager has confirmed that a replacement grit bin will be purchased and acknowledged that they would inform all drivers to enter and exit the village via Churchfield Road.

District Plan 2014 Presentation – East Herts Council held a presentation for the parishes of Tewin, Hertingfordbury, Stapleford and Bramfield at Tewin Memorial Hall on 7th April 2014.

140. FINANCE

Accounts for Payment - In accordance with the Council's Financial Regulations the schedule of payments amounting to £1350.42 from the Current Account and £211.88 from the Pavilion Refurbishment 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 31.3.2014 accounts will be displayed from 21st April 2013 until 4th May 2014. The accounts will be available upon reasonable notice from 9.00am until 13.00pm Monday to Fridays from 6th May 2014 until 3rd June 2014.

The accounts and the audit form need to be signed off at the Parish Council meeting on 12th May 2014 and then audited by the Internal Auditor before 4th June 2014 when the annual return must be sent to BDO LLP.

Review of Effectiveness of Internal Audit

This was completed by Cllr B.Evans and Cllr D.Lloyd on 14th March 2014 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 by Cllr B Evans and Cllr D. Lloyd on 14th March 2014 and the following points were raised:

Fidelity Guarantee: The current cover is £50,000 and balances reached £40,000 in 2013.

Loss of data: The Clerk's current computer is 6yrs old and has Windows XP on it. As of 8th April 2014 Microsoft stopped supporting Windows XP so there will be no more security updates issued and consequently safety is compromised. The Parish Council considered several options including purchase of a new computer and two different ways of updating the existing computer and agreed that in view of the age of the existing computer a new computer was the most viable option. The Parish Council decided to put

this on the agenda for agreement at the next meeting. It is currently not known whether Quicken will be operable on Windows 7.

Gratuity: As a result of the Clerk's pay rise in September 2012 the annual gratuity allocation based on 3/80th of the Clerk's annual salary needs to be increased from £216.22pa to £337.83pa.

Pavilion: The Parish Council agreed that the current insurance valuation of the Pavilion was acceptable.

Information Commissioner's Office – Registration as per the Data Protection act has been renewed.

141. HIGHWAYS & TRANSPORTATION MATTERS

Highways Section 106 Funded Footpaths

a. From Godfries Close to Upper Green – Highways has advised that the public consultation has now closed and the comments received have been collated. A draft Consultation Report has been submitted to the Herts County Council project sponsor. Further investigations are underway and then the report will be given to the County Councillor. The report is expected to be finalised in mid May but this could change.

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

Sewer Leaks – An excessive number of sewage leaks has occurred over the last 8 weeks up and down Upper Green Road. A map of the sewer pipe and some leaflets for distribution to households has been requested from Thames Water. An article has been put in Tewin Magazine explaining what can and can't go into the sewers.

Lower Green Hole – Raj Goutam, District Service Agent for Herts Highways has agreed to arrange for a CCTV survey to be undertaken on the drainage system to establish if there is a break in the line. A timescale cannot be given but he will endeavour to have the location visited at the earliest opportunity.

Highways Locality Meeting – Cllr K St Pier and K Lawson attended this meeting on 1st April 2014.

Ash Tree in Cannons Meadow – This was reported to Herts Highways on 5th March and they advised that they have made it safe and it will be included for consideration for further work in planned repairs in the future.

Speed Awareness Signs – The Parish Council currently has four volunteers interested in the Community Drive Safe project being run by the police and agreed to consider the flashing speed awareness signs at the next meeting.

142. PAVILION AND UPPER GREEN

Pavilion Storage Cupboard – The new storage cupboard is currently in the process of being built.

Classic Car Show – The Parish Council agreed to give Friends of Tewin permission to use Upper Green for the Classic Car Show on 17th August 2014.

Apple Day – The Parish Council agreed to allow the use of Upper Green for Apple Day on 6th October 2014 providing they inform local residents.

Hertford Northend Football Club (Adults) – Tewin Parish Council agreed to not allow this club to use Upper Green on Saturdays.

Playground Inspection – Nothing to report.

143. LOWER GREEN

Sport Relief Climbing Wall – Tewin Parish Council confirmed that they gave Tewin Cowper School permission to use Lower Green on 21st March 2014 for a climbing wall in aid of Sport Relief.

Maypole Dancing – Tewin Parish Council agreed to give Friends of Tewin permission to use Lower Green for Maypole Dancing on 9th May 2014.

144. SUPERFAST BROADBAND

Herts County Council has received formal confirmation that they have been successful in their funding bid to upgrade the Bulls Green exchange which covers Tewin Wood and Datchworth. More information on timescales is expected in May.

145. RISK ASSESSMENT

The risk assessment was completed on Thursday 10th April 2014 by Cllrs K.St Pier, D.Howson, D.Lloyd and the Clerk. The following works have been identified to be passed on to another organisation:

- Tewin Tennis Club - Weed killing in Upper Green car park
- Tewin Cricket Club - Repair lead up to practice run on Upper Green

- Highways - Grass Warren kerbing to be repaired when development finished.
- Bugler Developments - Grass Warren salt bin to be replaced.
- Plume of Feathers – Replacement of three posts on triangle.

The Parish Council agreed to remind Kirkham Contracting to replace missing roof tiles on both the bus shelter and the well cover.

The Parish Council agreed to get a quote for removing the dead branch overhanging the bench from St Peter's Church Green as well as replacing the missing posts on the green.

The Parish Council agreed to give Ashley trees a deadline for completion of works on Bulls Green and the village green on Bramfield Road.

Parish Councillors agreed to complete the following works:

- Lower Green - footpath patching
- Lower Green – Prune small leaning tree on green adjacent to Rose & Crown Pub (*Cllr K St Pier*)
- Upper Green – Replace spring on playground gate (*Cllr K St Pier*)
- Upper Green – Replace playground nets (*Cllr A Hill*)

146. RIGHTS OF WAY

Back Lane – Quotes for resurfacing some of the footpath section of Back Lane and adding road planings to the section from the road past the Rose & Crown pub have been received and an application submitted for a grant from the Parish Paths Partnership. The result of the application is expected at the end of April.

Godfries Close Access Road- The Senior Technical Surveyor from Riversmead Housing Association visited the site on the 4th March 2014 and a temporary fill in has now been completed. The Parish Council agreed to thank Riversmead.

FP30 - A complaint has been received about the water on the footpath and this has been forwarded onto Tom Goldsmith, Countryside Access Officer.

147. CORRESPONDENCE

Tewin Cricket Club – A request for a sign has been received and the Parish Council agreed to advise them that subject to agreement of wording and liaising with the Tennis Club a new finger could be put on the existing Tewin Pavilion sign post. It was also agreed to send the Cricket Club details of how to apply to Highways for permission for a sign to go on the B1000.

Upper Green Verge – A parishioner has requested permission to sow wild flowers and grass seed on the earth bank. The Parish Council had no objection.

Tewin Conservation Area – East Herts Council is currently reviewing the Tewin Conservation Area which includes carrying out a character appraisal and suggesting enhancements through a management plan. Once the document is in draft form there will be a public consultation to discuss the document with local residents and the Parish Council.

Wall Behind Tennis Courts – The Parish Council agreed to ascertain the tennis clubs views about planting to soften the look of the new brick wall.

Tewin Stores Post Office – It is hoped that a temporary replacement of the Post Master can be found so that the provision of Post Office services from Tewin Stores can continue.

Margery Lane - A complaint was received about the filling in of a pothole in the verge with road planings.

148. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES

Transport 388 bus – The Passenger Transport Unit confirmed that they cannot extend the “hail and ride” system on Upper Green Road between Harwood Close and Godfries Close as it is not safe due to the bendy road and lack of visibility for both oncoming traffic and traffic behind the bus. A report of bad behaviour on the afternoon school bus has been reported as well as the lack of replacement bus on one occasion and the non stopping of a bus at a designated bus stop. There has also been a change in the presentation of the timetables and the inadequate amount of information it provides so a further complaint will be made.

Website – Next meeting on 6th May 2014.

Tewin Pavilion CIC – The licence is due to expire at the end of the year and Cllr J Sheridan agreed to provide a report on the way forward for the next Parish Council meeting.

149. DATE OF NEXT MEETING

The next meeting will be the Annual Parish Council Meeting at 7.45pm on Monday 12th May 2014 at Tewin Memorial Hall. As there was no further business the meeting was closed at 10.10pm.

HIGHWAYS AND TRANSPORTATION MATTERS March 2014

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	Highways/Section 106
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	Hertford Road – Standing water near the shop as gullies blocked	2013	Reported on Highway fault website
5	Hertford Road – Lousehole Bottom gulley blocked	2013	Reported on Highway fault website
6	Upper Green/Upper Green Road/Orchard Road – Gullies blocked	2013	Reported on Highway fault website
7	Signs - Hollybushes- Directional Tewin sign missing - Hertford Road - 30mph Repeater missing - Lower Green – Directions on finger post missing	2013	Reported on Highway fault website