

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 13th April 2015 in Tewin Memorial Hall at 7.45pm.

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

In attendance: Mrs C. McFarlane (Clerk), East Herts District Cllr L. Haysey, Herts County Councillor Ken Crofton and Cllr Mark Hughes, Benington Parish Council.

112. APOLOGIES FOR ABSENCE were received from Cllr D. Lloyd and East Herts District Cllr M. McMullen.

NO PARISHIONERS COMMENTS.

113. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING held 2nd March 2015, copies of which have been previously circulated to Councillors were agreed and signed by the Chairman.

114. DECLARATIONS OF INTEREST FROM COUNCILLORS ON ITEMS ON THE AGENDA

Cllr D Howson declared a disclosable pecuniary interest in the planning application under Item 114 as he is the house owner.

115. PLANNING

Planning Applications Received

3/15/0326/HH - 17 Orchard Road, Tewin - Two storey front and rear extensions - *TPC noted the neighbours objection to the glass and assume East Herts Council will take this into consideration.*

3/15/0396/FUL - Land West of 64 Orchard Road, Tewin - Erection of a new agricultural building on agricultural land - *TPC No Comment*

Cllr D. Howson left the room whilst the next item was discussed.

3/15/0432/HH- 18 Lower Green, Tewin - Single storey rear extension - *TPC No Comment*

Planning Decisions

3/15/0068/FP - Timbertops 34 Firs Walk, Tewin Wood - Demolition of existing front projection and erection of two storey extension with associated changes to the roof, walls and windows - *TPC No Comment - EHC Refused*

3/15/0158/FP - 37 Orchard Road, Tewin - Single storey rear extension - *TPC No Comment - EHC Refused*

X/15/0117/CND - Sevenacres, Tewin - Hornbeam Hedge - A query has been raised that the hornbeam hedge on the northern boundary with the tennis courts has not been planted.

Sevenacres - Remedial works on the new gulley installed by Taylor Wimpey which resulted in water flooding out onto the road have not been completed yet.

Riversmead Development Update - Remedial works on the corner of Grass Warren are due to be started by Bugler this week.

Rivergate Homes - A query was raised with Rivergate Homes about the use of standard concrete kerbstone and whether in view of the Conservation Area they would consider the use of conservation grade kerbstones like those outside the listed Vine Cottage and 32 Lower Green. Rivergate Homes agreed to look into the issue.

Tewin Conservation Area - East Herts Council has proposed a minor extension to the eastern boundary of the Conservation Area and the Parish Council had no objections to this.

116. FINANCE

Accounts for Payment - In accordance with the Council's Financial Regulations the schedule of payments amounting to £1367.13 from the Current Account were approved by the Parish Council.

In accordance with the Council's Financial Regulations the schedule of payments amounting to £424.14 from the Tewin Pavilion account were approved by the Parish Council

Payments Received - Both Herts County Council and Riversmead grass cutting reimbursements have been received. The following payments have also been received: HMRC VAT Reclaim of £1726.53, Tewin Allotments Association Rent of £189 and Barclays Banks interest of £0.62p.

Review of Effectiveness of Internal Audit

This was completed by Cllr B. Evans and Cllr D. Lloyd on 23rd March 2015 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 23rd March 2015 and the following points were raised:

Fidelity Guarantee: The current cover is £50,000 and balances reached a maximum of £43,000 during 2014. To be reviewed next year.

Accounts Package: The accounts package is very old, is only workable in "XP" mode, difficult to backup and there are no further updates available. A new accounts package must be considered.

Backup - To consider cloud backup as there is currently no offsite backup

Gratuity/Pension - The Pensions Regulator advises that the "staging date for Tewin Parish Council" is 17th Feb 2017 - Every employer with at least one member of staff must automatically enrol those who are eligible into a workplace pension scheme and contribute towards it.

Audit Dates

The notice of appointment of the date for the exercise of Electors rights for the year end 31.3.2015 accounts will be displayed from 20th April 2015 until 3rd May 2015. The accounts will be available upon reasonable notice between 9am until 1pm Monday to Fridays from 5th May until 2nd June 2015.

The accounts and the audit form need to be signed off by the Parish Council meeting on 1st June 2015 and audited by the Internal Auditor before 2nd June 2015 when the annual return must be sent to the auditors BDO LLP.

Information Commissioner's Office - The Parish Council agreed to renew their registration as a data controller under the Data Protection act at a cost of £35pa.

117. HIGHWAYS & TRANSPORTATION MATTERS

Manhole Cover on May Pond Green - Quotes are being sought for a new manhole cover.

30mph Sign Hertford Road - Herts County Councillor Ken Crofton has visited the site and raised the issue with Ringway who advised that they will not re site the sign as there is not enough room where it used to be. They will remove the stump but it will be a "low priority". It was suggested the hedge could be trimmed so the sign becomes more visible in its current position.

East Herts Highways Liaison meeting - Cllr K Lawson attended this meeting on 9th April 2015. The handouts will be circulated by email to the Council.

Broken Gully under Lower Green - Ken Crofton, Herts County Councillor advised that the works will be carried out during the first half of this financial year. The Parish Council agreed that Cllr K St Pier should purchase replacement protective netting to return to Tewin Memorial Hall who lent the Parish Council the netting originally.

HCC Bus Consultation

Meeting With Sir Oliver Heald QC MP - Cllr K Lawson met with Sir Oliver Heald QC MP on 21st March 2015 to outline the Parish Council's concerns over the HCC Bus Consultation. Sir Oliver Heald QC MP has since written to Herts County Council and supplied them with a summary of the main issues outlined by Tewin Parish Council.

HCC Bus Consultation Meeting on 12th March 2015 - Cllrs K St Pier and K Lawson attended this meeting.

Petition - The online petition "Stop the 388 bus service cuts" has 236 signatures and has now closed. A similar number has been collected on the paper petitions in the shop, on the bus and in the Memorial Hall so that in total the petition has in excess of 500 signatures.

Tewin Parish Council's Response to HCC's Bus Consultation - This was submitted Herts County Council on Friday 10th April 2015. The Parish Council agreed that copies should be sent to both East Herts Councillors Linda Haysey and Michael McMullen and also to Herts County Councillor Ken Crofton. The Parish Council continues to investigate the real level of funding per passenger journey particularly in view certain discrepancies in the passenger numbers.

388 Bus Day - A second 388 Bus Day has been organised by the local bus users for 18th April 2015.

Press Release - The Parish Council agreed that another press release with photographs should be sent to the local papers.

118. PAVILION AND UPPER GREEN

Playground Inspection – Nothing to report.

Repair Works to Upper Green car park - Works have been completed.

Tennis Court Fencing - Taylor Wimpey has supplied Tewin Tennis Club some privacy screening but the existing fence posts are old and not strong enough to hold the screening. Tewin Tennis Club has obtained a quote for replacement fencing on both the southern and eastern sides of the court totalling £6278 plus vat. The Parish Council agreed to obtain some more quotes, confirm that no planning permission is required and investigate other funding sources.

Classic Car & Craft Show- The Parish Council agreed to give Friends of Tewin permission to use Upper Green on 23rd August 2015. The East Herts Council Charity Car Boot Licence application form has been forwarded to Friends of Tewin.

Scarecrow Weekend - The Parish Council agreed to give Friends of Tewin permission to use Upper Green on the weekend of 12/13th September 2015.

119. LOWER GREEN

Maypole Dancing - The Parish Council agreed to give Friends of Tewin permission to use Lower Green on Friday 1st May 2015.

Carols on the Green - The Parish Council agreed to hold the Carols on the Green event on Thursday 17th December 2015.

Cobbling on Lower Green - These works will commence this week.

Parking Outside The Hazels - The Parish Council agreed to continue to monitor the situation .

120. RISK ASSESSMENT

The date for the risk assessment will be set by email.

121. CORRESPONDENCE

Renaming of Welwyn North Station - Welwyn Parish Council have invited Tewin Parish Council to support their wish for Welwyn North station to be renamed as Digswell station. The Parish Council agreed not to comment.

Ratings Appeal - Tewin Tennis Club advised that they are attending the Ratings Appeal on 27th April 2015.

Tewin Cowper School - Tewin Cowper School are holding a Circus event on October 11th at 2pm and concern has been raised with the school about the parking arrangements. The school has advised that a travel plan is being put together and they will let us know when it has been finalised.

Harwood Close Trees - Herts County Councillor Ken Crofton agreed to look into the problem of a couple of dead and diseased trees outside 22 and 23 Harwood Close.

Songs of Praise at St Peter's Church - The Parish Council has been invited to choose a hymn for this occasion.

122. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES

Parish Paths Partnership scheme (P3)- A quote for resurfacing works on BR8 where it starts from Upper Green past Piggott's and FP26 where it leaves Upper Green Road has been received totalling £1200 and a P3 grant application form has been submitted.

123. DATE OF NEXT MEETING

The next Parish Council meeting will be the Annual Parish Council Meeting at 7.45pm on Monday 11th May 2015 at Tewin Memorial Hall. As there was no further business the meeting was closed at 9.40pm.

HIGHWAYS AND TRANSPORTATION MATTERS March 2015

Fault line: 0300 1234047 Affinity Water 0845-7823333 (fault/leak reporting) Thames Water Sewage Leaks - 0845 9200 800

| 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. Hole on Lower Green caused by broken pipe (Highways gulley pipe) . | 2013 | H/W Camera Inspection completed - Broken pipe detected. Works due in next financial year 2015~2016. |
| 5 | Signs - Hollybushes - Directional Tewin sign missing - Lower Green - Directional finger post missing | 2013 | Reported on Highway fault website |