

## TEWIN PARISH COUNCIL

**Minutes of the Annual Parish Council meeting held on Monday 11<sup>th</sup> May 2015 in Tewin Memorial Hall at 7.45pm.**

**PRESENT:** Cllrs K. St Pier (Chairman), A Hill (Vice Chairman), K. Lawson, D. Lloyd, N. Moore 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 A. Hill.

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

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 D. Howson.

### NO PARISHIONERS COMMENTS

### 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 A. Hill

Tewin Allotment Association - Cllr J. Sheridan

**4. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING** held 13<sup>th</sup> April 2015, 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 13<sup>th</sup> April 2015 were agreed and signed by the Chairman.

### 5. NO DECLARATIONS OF INTEREST

### 6. PLANNING

#### **Planning Applications Received**

3/15/0770/HH- Robins, Tewin Close - Retrospective application for a detached garage not constructed in accordance with approved drawings (ref 3/14/1819/FP) - *TPC No Comment*

3/15/0729/HH - 24 Cannons Meadow, Tewin - Single storey rear extension - *TPC No Comment*

3/15/0716/HH - 7 Churchfield Road, Tewin - Extension to detached garage and conversion into residential annex - *TPC No Comment*

#### **Certificates of Lawfulness**

3/15/0724/CLP - 32 Bishops Road, Tewin - Swimming pool in back garden

3/15/0663/CLP - 40 Orchard Road, Tewin - Two storey rear extension, conversion of garages to habitable rooms and alterations to fenestration - *TPC agreed to query whether planning permission required in view of front fenestration alterations.*

3/15/0664/CLP - 40 Orchard Road, Tewin - Proposed outbuilding to form utility/store and WC.

#### **Planning Decisions**

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- EHC Granted.*

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

#### **Other**

**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 - Nothing to report.

**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 have been completed by Bugler. The repair works to the sunken manhole cover caused by a water leak require further works as the manhole cover is rocking, the tarmac surface is very undulating and the edges have not been finished off properly. Riversmead have agreed to do a site visit.

**Rivergate Homes** - The Parish Council are in the process of arranging a meeting with Rivergate Homes about co-ordinating with them over the works to reinstate the kerbing and the green.

## **7. FINANCE**

**Accounts for Payment** - In accordance with the Council's Financial Regulations the schedule of payments amounting to £7,732.55 from the Current Account were approved by the Parish Council.

In accordance with the Council's Financial Regulations the schedule of payments amounting to £37.94 from the Tewin Pavilion account were approved by the Parish Council

**Accounts for the Financial Year Ending 31.3.2015** – 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 31.3.2015. 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 31.3.2015. 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 was completed and signed by the Chairman and the Clerk.

**Annual Internal Audit** – This has been completed by McCash and Hay Accountants who confirmed that they found all the records to be in good order and have not had to qualify the report in any way. Section 4 of the BDO Audit Form was completed and signed by the auditor.

**Newsletter and associated costs** – The Parish Council agreed to send a newsletter to the parish comprising the Chairman's Annual report and informing parishioners about the proposed new tennis court fencing and screening. They also agreed to the associated photocopying and delivery costs.

**Precept and Council Support Grant** - The first precept instalment of £14,250 has been received. A second instalment of the same amount will be received in September 2015.

**Insurance** – A renewal quote of £2014.56 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.

## 8. HIGHWAYS & TRANSPORTATION MATTERS

**Churchfield Road, Tewin** - Surface dressing along is due to take place between 13th and 16th May 2015.

**Gully Cleansing Schedule** - This is due to take place between 26th May and 29th May 2015.

**Manhole Cover on May Pond Green** - Two quotes have been received and the Parish Council agreed to accept Freerange Building Solutions quote of £290 for a new heavy duty manhole cover.

## 9. BUS CONSULTATION

Cllr Kristina Lawson will be presenting the petition to the Herts Highways and Waste Management Cabinet Panel on Friday 15th May 2015 at 10.15am and making a three minute speech.

**388 Bus Day** - A third 388 Bus Day has taken place and photos and videos are on the Tewin Village website.

**Press Release** - The Welwyn Hatfield Times printed an article about saving the 388 bus last week.

## 10. PAVILION AND UPPER GREEN

**Playground Inspection** – The annual playground inspection by ROSPA has been organised by East Herts Council and will take place in June 2015.

**Tennis Court Fencing** - The Parish Council has obtained a further quote of £5056 plus vat from Steelway for replacement fencing on both the southern and eastern sides of the court. The Parish Council agreed to outline the proposal for replacement fencing and screening in the newsletter being sent to the parish imminently and agreed to get another quote. East Herts Council has confirmed in writing that no planning permission is required. The Parish Council asked Tewin Tennis Club to ascertain whether they would be making a contribution to the replacement fencing.

**Shed** - A new shed has been installed behind the Pavilion.

**Request to use Upper Green** - Welwyn St Mary's Football Club requested use of the football pitch on Upper Green. The Parish Council agreed that they were unable to offer them the pitch.

## 11. LOWER GREEN

**Cobbling on Lower Green** - These works have been completed but the pointing has failed and the contractor has been advised.

## 12. RISK ASSESSMENT

The risk assessment for year ending 31.3.2015 was signed off by Cllr K St Pier, D.Lloyd and the Clerk.

The risk assessment was completed on 28th April 2015 by Cllrs K St Pier, A. Hill, D.Lloyd and the Clerk. The following works have been identified:

- Lousehole Bottom - Ditches need clearing - *Guy Tucker*
- Tewin Cowper School - Blocked gully - *Herts Highways ref:201006984864 27/4/15 and part of gully cleansing programme in Tewin between 26th and 29th May 2015*
- Tewin Hill - Drain blocked - *part of gully cleansing programme in Tewin between 26th and 29th May 2015*
- Grass Warren - Sunken manhole cover rocking and repair undulating - *Bugler/Riversmead*
- Hertford Road - New earth bank needs grass seed - *Kirkham Contracting £25 incl Lower Green below*
- Lower Green - Grass seed needed by cobbling - *Kirkham*
- Lower Green - Cobbling breaking up - *Contractors emailed*
- Plume of Feathers Green - Two posts to be fixed & post base exposed by erosion - *(Greene King)*
- Upper Green - Replacement of bench at Tennis courts *(TTC aware)*
- Upper Green - Clear rubbish from behind Pavilion *(TCC aware)*
- Upper Green - Weed killing of car park *(Roger Toms completed).*
  
- Lower Green - Bus Shelter - Roof tiles need replacing - *Cllr K St Pier*
- Lower Green - Well Cover - Roof tiles need replacing - *Cllr K St Pier*
- Lower Green - Xmas Tree - Needs watering - *Cllr K St Pier/Bert- Done*
- Lower Green - Electricity Box Door rotting - Replace - *Clerk to get quote*
- Upper Green - Sign cracked replacement needed - *Clerk to get quote*
- Upper Green - 5 posts knocked over - *To consider options*
- Bus Shelter - Desborough Drive Bus Shelter - Seat need replacing- *Clerk to get quote*
- May Pond Green - Broken manhole cover needs replacing - *Quote accepted*

#### Litter Bins and Benches

- Lower Green - Litter bin opp Rose & Crown - Replace - *Quote accepted*
- Cannons Meadow - Litter bin at end of Cannons Meadow - Replace - *Quote accepted*
- Upper Green - Both benches need replacing - *Quote accepted*

### 13. CORRESPONDENCE

**Drive Safe** - The Drive Safe volunteers have completed one successful session in the village. They plan to do regular sessions and use some of the other approved locations.

**Mobile Library Petition** - The Parish Council agreed to sign the online petition set up by Little Hadham Parish Council but due to the late notice and the closing date being 15th May there has not been time to advertise the petition in the Parish.

**Grass Warren Litter Bin** - The Parish Council agreed to a request for a litter bin in Grass Warren subject to East Herts Council agreement.

### 14. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES

**Parish Paths Partnership scheme (P3)**- The P3 grant application form has been successful and a £1000 grant towards resurfacing works on BR8 where it starts from Upper Green past Piggott's and FP26 where it leaves Upper Green Road has been agreed. The remaining £200 will be met by Tom Goldsmith, Countryside Access Officer, Rights of Way Service.

**Tewin Cricket Club Benches** - A request has been made to allow two benches to be fixed under the trees adjacent to the Pavilion. The Parish Council advised that benches should not be fixed permanently under trees.

**Pavilion Extension Proposal** - The Parish Council agreed to consider Tewin Cricket Club's proposals to extend the changing room at the Pavilion.

### 15. DATE OF NEXT MEETING

The next Parish Council meeting will be the at 7.45pm on Monday 1st June 2015 at Tewin Memorial Hall. As there was no further business the meeting was closed at 9.45pm.

### HIGHWAYS AND TRANSPORTATION MATTERS May 2015

Herts Highways Fault line: 0300 1234047

Ref:	PROBLEM.	DATE RAISED	COMMENTS
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. Hole on Lower Green caused by broken pipe (Highways gulley pipe) .	2013	H/W Camera Inspection completed - Broken pipe detected. Works due in first half of next financial year 2015~2016.
5	<b>Signs - Hollybushes</b> - Directional Tewin sign missing - <b>Lower Green</b> - Directional finger post missing	2013	Reported on Highway fault website

