

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 7th March 2016 in Tewin Memorial Hall at 7.45pm.

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

In attendance: Mrs C.McFarlane (Clerk), East Herts District Councillor Michael McMullen and two parishioners.

105. APOLOGIES FOR ABSENCE were received from Cllr D.Howson, Cllr N. Moore and East Herts Councillor Linda Haysey.

PARISHIONERS COMMENTS

The householder attended to answer any questions about the planning application for Four Winds, 18 Desborough Drive, Tewin. A resident of The Hazels, Tewin attended to raise concerns about driving and parking across the pavement outside The Hazels and parking in the entrance to the Hazels. The Parish Council agreed to write to the residents.

106. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING held 1st February 2016, copies of which have been previously circulated to Councillors. The Parish Council amended and agreed the minutes as a true record and they were signed by the Chairman.

107. NO DECLARATIONS OF INTEREST

108. PLANNING

Planning Applications Received

3/16/0164/HH - 10 Firs Walk, Tewin - Replacement of existing rear balcony - *TPC No Comment.*

3/16/0297/HH - Pine Lodge, 108 Bramfield Road, Bulls Green - Ground, first floor front and rear extensions and alterations. Alterations to fenestration - *TPC No Comment.*

3/16/0402/HH - Four Winds, 18 Desborough Drive, Tewin - Demolition of existing part kitchen and part bedroom one. Erection of two storey front extension with entrance porch. Replacement of existing windows and doors including alterations to opening. Replacement of existing roof tiles and incorporation of roof windows - *TPC No Comment.*

3/16/0413/PNHH - 32 Bishops Road, Tewin - Proposed single storey rear conservatory with pitched roof - Depth 4.1 m. Max height 3.5m. Eaves height 2.5m - *TPC No Comment.*

Certificates of Lawfulness - None

Planning Decisions

3/16/0090/HH - 31 Orchard Road, Tewin - Single storey rear infill extension - *TPC No Comment- EHC Granted.*

3/16/0063/HH - 40 Orchard Road, Tewin - Proposed entrance gates - *TPC No Comment - EHC Granted.*

Certificates of Lawfulness Decisions - None

Appeals Submitted

3/15/2279/CLP - 11 Bishops Road, Tewin - Erection of outbuilding - *TPC are aware that the neighbour has concerns about this as the original permission has restrictions on the numbers of buildings on the plot - EHC Refused.*

3/15/1563/FUL - 16 Harwood Close, Tewin - New detached dwelling - *TPC Objects as the dwelling is not compatible with the surrounding area, does not complement the existing development pattern and does not respect the character or visual quality of the surrounding area. There are also numerous parking issues and implications. The proposal does not respect the amenity of neighbours and is detrimental to the amenities of neighbours particularly in relation to on-street car parking, being overlooked, loss of outlook and construction traffic. TPC would ask Planning to ensure that there is sufficient distance between the edge of the path and the flank wall of number 16 to accommodate the proposed development together with the required clearance on each side (which we notice is not specified on the plans). TPC note comments about the increased difficulty of access for emergency vehicles and the suggestion of obtaining the comments of a fire officer. TPC note the low quality of the application, with a number of mistakes, omissions and lack of detail - EHC Refused.*

Other

Riversmead Development Update - Peter Dixon, Riversmead Neighbourhood Officer has advised that he will arrange for the dandelions to be sprayed with weed killer and the tarmac footpath to be repaired. The deterioration of the access road adjacent to 27 Grass Warren will be passed to the Riversmead surveyor for inspection with a view to the work being carried out in the new financial year.

Mimram Drive Boundary Fence - After further investigation the Parish Council agreed not to raise the issue of the position of the boundary fence.

Sevenacres - The Sevenacres Residents Association has been formed and Cllr K St Pier and the Clerk attended a site survey on 3rd March 2016 with representatives from the Sevenacres Residents Association, the management company and the Riversmead Neighbourhood Officer.

SLAA Report - Round 4 - A consultation in the spring of 2016 is expected.

109. FINANCE

Accounts for Payment - In accordance with the Council's Financial Regulations the schedule of payments approved by the Parish Council from the Current Account since 1st February 2016 amounted to £ 2,562.04.

Internal Audit - This was completed on 3rd March 2016 by Cllr B.Evans and D.Lloyd and everything was found to be satisfactory.

Review of Effectiveness of Internal Audit

This was completed on 3rd March 2016 by Cllr B.Evans and Cllr D.Lloyd and was found to be 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 3rd March 2016 by Cllr B Evans and Cllr D. Lloyd and the following points were raised:

Insurance Fidelity Guarantee – During 2015 total balances reached a high of £52,053 which exceeds the Fidelity guarantee limit of £50,000 so the limit was raised to £100,000 on 3.3.16 at no extra cost.

Insurance Pavilion – To Note :- If the Pavilion is extended the insurance company will need to be advised.

Insurance Tennis Court Fences – A quote of £519 pa has been obtained to add tennis court fencing to the insurance. The Parish Council agreed not to add the tennis court fencing onto the insurance schedule.

Data/Accounting Package – The Parish Council agreed to keep 1 copy offsite or on cloud backup as there is currently no offsite backup.

Reserves – To Note: To consider making a repayment of the PWLB loan if reserves are considered too high upon review.

External Audit – To Note: Audit requirements are changing over the next 12 months

Auto Enrolment – 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. The Parish Council will need to review whether there is a pension requirement for the Clerk.

Allotment Rental - The invoice for the rental amount of £315 for the six months from 29.9.15 until 6.4.16 has been paid.

The invoice for the rental amount of £189 for the six months from 29th September 2014 until 6th April 2015 has been sent to the Tewin Allotment Association .

Defibrillator Cabinet - A cheque for £984 has been sent to The Community Heartbeat Trust for the defibrillator cabinet to house the defibrillator which is to be located outside the Pavilion.

Friends of Tewin - A donation of £820 has been gratefully received towards the defibrillator cabinet.

110. HIGHWAYS

Footpath Works - Oak bollards are due to be installed on May Pond Green to deter parking on the footpath crossover. Taylor Wimpey are due to complete their section across the front of the garage site in the next 4-6 weeks although this seems to have been delayed due to problems with the services on the site.

Gulley Dig Out Programme - A parishioner enquired about the digging out of the ditch on Upper Green Road and the Parish Council explained that if Highways dig out the ditch there is no guarantee that they won't dump the silt on the verge and they won't clear the pipes out under the drives.

Crossover - 17 Cannons Meadow has had permission granted by Herts Highways for a crossover.

111. PAVILION AND UPPER GREEN

Playground - No incidents to report.

Tennis Court Fencing - The Tewin Tennis Club are reviewing two quotes and hope to make a decision over the next week.

Pavilion Extension Proposal - Tewin Parish Council agreed to apply for planning permission and the associated costs to extend the Pavilion to provide larger changing rooms and a larger lounge area.

Footpath 15 - The Parish Council agreed to apply for a P3 grant to improve the surfacing of an 80m stretch of FP15 behind the new Sevenacres houses. A meeting with Countryside Access Officer has been arranged to discuss the specification required for the works.

Footpath 26 - A meeting has been arranged with the landowner, the Parish Council and the Countryside Access Officer to discuss a proposal to improve the entrance to this footpath from Upper Green Road.

Classic Car Show - The Parish Council agreed to allow the Classic Car and Craft Show on Upper Green on 21st August 2016 and the 20th August 2017.

Upper Green Car Park - A further quote of £400 plus vat was obtained to fell the poplar tree at the entrance to the car park. The Parish Council agreed to accept the quote of £375 plus vat from Kirkham Contracting.

112. LOWER GREEN & SURROUNDING AREAS

Lower Green Kerbing - The kerbing works are due to start on 4th April 2016. The Parish Council agreed to advise the immediate residents and put notices nearby, in the shop and in the Tewin Magazine,

Christmas Tree - The Parish Council agreed to a service call out by Majestic Trees to assess the condition of the tree and give it a feed.

Road Signage - East Herts Council are looking into the request for new signage where Cannons Meadow ends and Grass Warren starts as it is very confusing.

May Pole Dancing - The Parish Council agreed to allow May Pole dancing on Lower Green on 29th April 2016.

B1000 Lay-by - The Parish Council agreed to arrange for the snack wagon sign to be removed.

113. CORRESPONDENCE

Tewin Cowper School Fire Hydrant - The Parish Council advised Tewin Cowper School that they have no responsibility for maintaining public or private fire hydrants. In addition, the Deputy Chief Fire Officer advised that the public fire hydrant outside 27 Cannons Meadow is sufficient for both school and the surrounding community.

Traffic on Public Rights of Way - A complaint has been received about the speed of traffic on some public rights of way on 28th February 2016. The Parish Council agreed to forward the complaint on to the Countryside Access Officer.

Hertfordshire Minerals Local Plan: Call for Sites 2016 - The call for sites starts on 29.2.16 and runs until 10.4.16.

Herts Amphibian & Reptile Group - The Parish Council has agreed to allow a wildlife site survey of Upper Green, Tewin.

Hertford & Ware Beekeepers have wild flower seeds available for use by local authorities to seed area of land and road side verges to encourage local insect, butterfly and bee life. The Parish Council agreed to decline the offer.

114. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

Tewin Allotment Association - Plots are still available.

Drivesafe - This is continuing to operate and they hope to be out checking traffic speeds more regularly during the summer months.

115. DATE OF NEXT MEETING

The next Parish Council meeting will be preceded by the Annual Parish Meeting at 7.30pm on Monday 4th April 2016 at Tewin Memorial Hall. As there was no further business the meeting was closed at 9.45pm.

HIGHWAYS AND TRANSPORTATION MATTERS February 2016

Ref:	PROBLEM.	DATE RAISED	COMMENTS
1	Reinstatement of Kerbing along northern edge of Lower Green	2013	Highways
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	Line Markings - Missing at junction opposite Rose & Crown	2015	Reported to Highways
5	Signs - Hollybushes - Directional Tewin sign missing - Lower Green - Directional finger post missing	2013	Reported on Highway fault website

