

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 9th May 2016 in Tewin Memorial Hall at 7.45pm.

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

In attendance: Mrs C.McFarlane (Clerk) and two parishioners.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

a) Cllr K St Pier was elected as Chairman unanimously, proposed by Cllr A. Hill and seconded by Cllr B.Evans.

b) Cllr A.Hill was elected as Vice Chairman unanimously, proposed by Cllr K.Lawson and seconded by Cllr B.Evans.

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 N.Moore, Cllr J.Sheridan, East Herts Councillor Michael McMullen and East Herts Councillor Linda Haysey.

PARISHIONERS COMMENTS

Two parishioners attended to outline their objections to the planning application for The Studio, Churchfield Road.

3. CONFIRMATION OF REPRESENTATIVES TO OUTSIDE BODIES AND SPECIAL RESPONSIBILITIES

Tewin Charities Trustees - Cllr D.Howson a trustee until 2020.

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 4th April 2016, copies of which have been previously circulated to Councillors were confirmed as a true record and signed by the Chairman.

The minutes of the Annual Parish Meeting held on 4th April 2016, copies of which have been previously circulated to Councillors were confirmed as a true record and signed by the Chairman.

5. NO DECLARATIONS OF INTEREST

6. PLANNING

Planning Applications Received

3/14/1506/FP - The Studio, Churchfield Road, Tewin - Change of use from ancillary building r/o Farce to permanent dwelling.

Revised plans received April 2016 providing details of parking and building interior and elevations - *TPC object as this creates the dangerous precedent that by simply dividing off the ancillary building in its own plot, it can be converted into a permanent residence, inaccurate land ownership plans and inadequate sewer system. TPC fully supports Herts Highways comments on the inadequate access driveway for increased usage. TPC maintains the comments in its letter of 2/12/2014:-*

TPC object to the proposal as plans seem to have been sketched inaccurately without close reference to the actual building. It is not a two storey building as shown, the ground floor is below ground level and it is not clear that it is of acceptable height or fit for habitation (given the nature of the building) . The habitable floor area is therefore only half that shown.

The Planning Statement quotes several inappropriate Planning Policies in support of the application : GBC1, GBC9 and SD1. The building is an annex and ENV8 states permission would be unlikely to be granted for later sub-division to two separate units, unless the proposal meets the planning criteria which would be applied to new proposals for a separate dwelling. Considered as a separate dwelling, the Studio does not qualify as appropriate development within the Green Belt as defined by GBC1.

To get the parking space as shown on the plans requires the removal of a hedge, yet the application form states in answer to question 15 that there are no trees or hedges on the site.

If the change of use is granted, then the poor quality of the building will mean that any future sale is likely to be followed by an application to demolish and rebuild (as has happened to various sub-standard dwellings in Tewin Wood).

3/16/1022/HH - 3 Upper Green Road, Tewin - Insertion of UPVC double glazed window width 1.4m x height 1m into the side of the garage wall. Garage is attached to a detached house - *TPC No Comment.*

3/16/0957/FUL - Tewin Sports Pavilion, Upper Green, Tewin - Single storey front extension of existing lounge and changing rooms to single storey sports and community pavilion. Insertion of single external door to rear and conversion of cupboard to toilet and new window in kitchen to front - *TPC No Comment*.

Certificates of Lawfulness

3/16/0964/CLP - Four Winds, 18 Desborough Drive, Tewin - Part demolition of existing two storey rear extension and erection of single storey side and two storey rear extension.

3/16/0963/CLP - Four Winds, 18 Desborough Drive, Tewin - Demolition of existing garage and erection of outbuilding including garage store and home office.

3/16/1003/CLP - Woodbury, 6 East Riding, Tewin - Erection of outbuilding incorporating games room, gym, changing room, jacuzzi and steam room. The outbuilding will be positioned below the existing patio area.

Planning Decisions

3/16/0586/FUL - Tewin Bury Farm, Tewin - Proposed Biomass boiler and associated infrastructure to provide renewable heat and hot water - *TPC No Comment- EHC Granted*.

3/15/2575/HH - 4 Churchfield Road, Tewin - Amended Drawings - Single storey rear porch extension to house. Detached outbuilding to rear garden - *TPC concerned about the potential loss of the well established tree and hedgerow, the scale and bulk of building, cumulative increase in footprint of the original dwelling, detrimental impact on the rural nature of the surrounding area and the rural character of the area. The height of the proposed building with the multiple gable ends will cause over shadowing, block out light and result in an intrusion of internal and external lighting on a currently dark area. The velux windows are not in keeping with surrounding cottage architecture and the shower/toilet probably with fan extraction will be close to and directed towards neighbouring property. It will be out of keeping with and detrimental to the character and appearance of the surrounding properties.* - *EHC Granted*.

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 - EHC Refused*.

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 - EHC Granted*.

Certificates of Lawfulness Decisions - None

Appeals Submitted - None

Seven Acres and Mimram Drive

The Parish Council wrote to David McMillan, Head of Taylor Wimpey Customer Services about outstanding works and he advised that he would look into our queries and revert back shortly.

Village Policy - Cllr K St Pier attended a EHAPTC meeting at East Herts Council to present an alternative approach to the current development strategy by removing the village hierarchy study as it is not in line with the National Planning Policy Framework. Instead they propose to use a set of criteria to decide planning applications within and adjacent to the built up areas of villages. A final decision will be made by the District Planning Executive Panel in July/August 2016. This has greater impact on villages set outside the green belt than Tewin which is inset from the green belt. There was no suggestion that they would be altering the green belt boundaries. The new District Plan is expected to go out to consultation in September 2016.

7. 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 5th April 2016 amounted to £3959.37.

In accordance with the Council's Financial Regulations the schedule of payments amounting to £8.50 from the Tewin Pavilion account were approved by the Parish Council for salt for the water softener.

Newsletter and associated costs – The Parish Council agreed to send a newsletter to the parish comprising the Chairman's Annual report and agreed to the associated photocopying costs of £19.50 and delivery costs of £50.

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 £2121.59 (last year £2014.56) has been received and is in accordance with the 5 year quote the Parish Council accepted on 11th June 2012.

PAYE RTI – The end of year PAYE is due to be submitted to HMRC.

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 Annual Governance Statement on the Annual Return for the year ended 31.3.2016. The Parish Council confirmed that it:

1. Put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.
2. Maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed it effectiveness.
3. Took all reasonable steps to assure ourselves that there are no matters of actual or potential non compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on 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 this smaller authority 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 this smaller authority 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.

Annual Return Section 2

The Parish Council RESOLVED unanimously to accept and approve Section 2 Accounting Statements for 2015/2016 on the Annual Return for the year ended 31.3.2016. The Annual Return was signed by the Chairman and the Clerk as the Responsible Financial Officer.

8. HIGHWAYS

Gulley Dig Out Programme - James Vine, District Service Agent is awaiting a programme date for the CCTV works and will share with Tewin Parish Council the results of the CCTV investigation.

Tewin Hill Potholes - This has been reported on the Highways fault line and referred to Herts County Councillor Ken Crofton as the road had become impassable to all traffic. The road has been repaired under a Category 1 defect and a category 2 defect will be raised to investigate the flooding issue. This work will be placed into Highways planned programme of maintenance, subject to network priorities. The Parish Council agreed to request to be included by Highways on the consultation on the potential solutions to the issue.

Road works on Churchfield Road - Road works due on Churchfield Road on 25th April have now been postponed until 10th May as they clashed with a road closure on Harmer Green Lane which is the main alternative diversion route used by parishioners.

9. PAVILION AND UPPER GREEN

Playground - No incidents to report.

Tennis Court Fencing - A competitive like for like quote of £8252.85 from Colour Court Sport Surfaces has been received to replace the remainder of the tennis court fencing. The Parish Council unanimously agreed to accept the quote.

HCC Response to Pavilion Extension Proposal - Matt Roberts, HCC Rural Estates Manager who agrees that in principle to the proposed extension. He will ask the Parish Council to sign a landlord's licence drawn up by Herts County Council's solicitors agreeing to construct the building in accordance with building regulations.

Pavilion Extension Proposal - The planning application has been submitted at a cost of £192.50 and a response received by the 20th June 2016.

P3 Grant - A grant of £1000 has been granted to Tewin Parish Council to improve the surface of FP30.

Classic Car Show - The Parish Council unanimously agreed to arrange car marshalling for the Classic Car and Craft Show on Upper Green on 21st August 2016 and unanimously agreed to accept the quote of £475 plus vat for two men operating 2 x way stop & go signs, chapter 8 signage and cones.

Pavilion Fire Extinguisher Works - The annual fire extinguisher service was completed and an expired 6 litre water extinguisher was replaced with a new lighter weight one which includes a 5yr guarantee.

As a result of recommendations at the annual extinguisher service the Parish Council unanimously agreed to accept the quote of £170.78 plus vat for a 6 kilo powder extinguisher be installed in the green shed and a fire blanket be installed in the Pavilion kitchen.

May Pond Green - Following reports of parking on the edge of May Pond Green the Parish Council agreed to monitor the situation and obtain quotes for a grassed earth bund to be place on the verge in order to deter parking.

10. LOWER GREEN & SURROUNDING AREAS

Lower Green Kerbing - The kerbing works are currently scheduled to start on 6th June 2016. The Parish Council agreed check this as the works are not listed on the Herts Highways website.

Parking at the Hazels - Following a notice sent to the residents of The Hazels the parking seems to have improved. The Parish Council agreed to monitor the situation.

11. RISK ASSESSMENT

The annual risk assessment was completed on Tuesday 19th April 2016 by Cllrs K.St Pier, D.Howson, D.Lloyd and the Clerk. The following works have been identified:

Grass Warren - Potholes on access road, dandelions in pavement, improvements to The Hazels path - *Riversmead advised*

Lousehole Bottom - Cut ins need clearing - *Clerk to obtain quote*

Lower Green Kerbing - *In hand*

Lower Green Footpaths - *Monitor for any deterioration*

Lower Green Well Cover - 1 & a half roof tiles need replacing - *Cllr K St Pier*

Tewin Hill Potholes - *Reported to Herts Highways*

May Pond Green Brick Wall - *Monitor for any movement*

Plume of Feathers Green Posts - 7 posts need reinstating/ replacing , 1 metal post base exposed by erosion - *Next Meeting*

St Peters Green Posts - 1 post needs replacing - *Clerk to arrange quote*

Upper Green (north) Posts - 2 posts knocked over - *Next meeting*

Upper Green Weed Killing - *Roger Toms*

Upper Green Replacement of bench at Tennis courts - *In hand*

Upper Green Tennis Court Fencing Replacement - *In hand*

Upper Green Notice Board need new angle brackets - *Cllr K St Pier Done*

Upper Green Manhole behind Pavilion - Need to be screwed down - *Cllr K St Pier*

Upper Green Dead tree at Car Park entrance - *Stuart Kirkham To Do*

Upper Green Car park entrance erosion - *Next Meeting*

Upper Green Replace ties on nets - *Cllr K St Pier Done*

Bramfield Road Remove ivy from trees - *Clerk to Obtain quote*

Pavilion PAT Test due 2016 - *Clerk to Obtain Quote*

Common Land 149 - The Parish Council agreed to send a letter to a nearby resident of CL149 advising them that CL149 is in the custody of Tewin Parish Council and to please remove the shrubs as they are an incursion onto this land.

12. CORRESPONDENCE

Hot Air Balloon Launch from Upper Green - A request for permission has been received from a parishioner to occasionally launch a hot air balloon from Upper Green. The Parish Council are unable to give permission as driving is not permitted on the village green.

13. NO REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

14. DATE OF NEXT MEETING

The next Parish Council meeting will be on Monday 6th June 2016 at Tewin Memorial Hall. As there was no further business the meeting was closed at 10pm.

HIGHWAYS AND TRANSPORTATION MATTERS April 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