

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 6th March 2017 in Tewin Memorial Hall at 7.45pm.

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

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

114. APOLOGIES FOR ABSENCE from East Herts Councillor Linda Haysey and Herts County Councillor Ken Crofton.

NO PARISHIONERS COMMENTS.

115. NO DECLARATIONS OF INTEREST.

116. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING held 6th February 2017, copies of which have been previously circulated to Councillors were confirmed as a true record and signed by the Chairman.

117. PLANNING

Planning Applications Received

3/17/0279/HH & 0280/LBC - Cowper Hall, 10a Lower Green, Tewin - Alteration to existing frontage and new single storey extension - *TPC No Comment.*

3/17/0328/ HH & 0329/LBC - 18 Hertford Road, Tewin - Replace existing flat roof over existing flat roof over existing kitchen, installing 2 flat roof lights - *TPC No Comment.*

3/17/0456/HH - 22 Lower Green, Tewin - Single storey rear extension with a single storey side porch extension - *TPC No Comment*

Planning Decisions

3/17/0116/PNHH - 20 Bishops Road, Tewin - Single storey rear extension - *TPC No Comment – EHC Advised Prior Approval Not Required.*

3/16/2759/HH - 9 Bishops Road, Tewin - Two and single storey side and rear extensions, alterations to front elevation and new fences, gates and post to front of property - *TPC is pleased to see the revision of front boundary treatment but note that drawing 3253/01 still shows it as a fence. TPC would request that if planning permission is given one of the conditions will be submission of the hedging species for approval – EHC Refused.*

Certificates of Lawfulness

3/17/0404/PNHH - Catbells, 40 Firs Walk, Tewin - Single storey rear extension.

3/17/0386/PNHH - Four Winds 18 Desborough Drive, Tewin - Single storey rear extension.

3/17/0373/CLP - Four Winds 18 Desborough Drive, Tewin - Single storey side and rear extension. Entrance porch. Alterations to openings and replacement windows.

3/17/0459/CLP - Oakdene, 43 Orchard Road, Tewin - Demolition of conservatory and single storey rear extension.

3/17/0484/CLP - 29 Orchard Road, Tewin - Ground and first floor extensions to rear of existing house .

3/17/0365/CLP - 10A School Lane, Tewin - Flat roof single storey rear extension.

3/17/0319/CLP - 4 Desborough Drive, Tewin - Building to cover outdoor swimming pool.

3/17/0537/CLP - 4 Desborough Drive - 2no. rear dormer windows, raise flank wall and alter existing roof to form hip to gable, 2 front velux style roof lights.

3/17/0226/CLP - South Lodge, Tewin - Single storey side and rear extension.

118. 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 6th February 2017 amounted to £2,291.27.

Review of Effectiveness of Internal Audit

This was completed on 16th February 2017 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 2017. 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 16th February 2017 by Cllr B Evans and Cllr D. Lloyd and the following points were raised:

Insurance Fidelity Guarantee – During 2016 total balances reached a high of £72,024 which is within the Fidelity guarantee limit of £100,000.

Insurance Tennis Courts – To ascertain whether the Tewin Tennis Club insure the tennis courts and obtain a quote .

Auto Enrolment – The Pensions Regulator advises that the staging date for Tewin Parish Council is 17th Feb 2017 and declaration of compliance date is 30th June 2017. See below.

Pavilion - Loss of Management Committee - Cllrs would supervise temporarily until new committee appointed.

Tennis Club - Loss of Management Committee - Cllrs would supervise temporarily until new committee appointed.

Cricket Club - Loss of Management Committee - Cllrs would supervise temporarily until new committee appointed

VAT Refund - A refund of £1194.40 has been received.

P3 Grant - The resurfacing works on FP30 have been completed by Tom Goldsmith, Rights of Way Officer, Herts County Council and the invoice for £1000 paid using the 2016 P3 grant of £1000. The Parish Council agreed to get a quote for repairs to the steps into the woods on FP22.

Allotment Rental - The invoice for the rental amount of £315 for the six months from 29.9.16 until 6.4.17 has been paid.

A payment of £189 has been received from Tewin Allotment Association for the six months from 29.9.16 until 6.4.17 along with the accounts for the financial year ending 31.12.16.

Grass cutting tender - Quotes have been requested from four contractors and received from two contractors. The Parish Council unanimously agreed to accept the three year grass cutting quote supplied by Kirkham Contracting.

Automatic Enrolment - A report was circulated outlining the legal requirement for employers to automatically enrol their eligible workers into a pension scheme and pay money into the scheme. Tewin Parish Council's staging date is 1st February 2017 and the declaration of compliance deadline is 30th June 2017. The Parish Council unanimously agreed to:

- a) set up a pension scheme with NEST which will replace the council's obligation to pay a gratuity,
- b) transfer the Clerk's gratuity accrued up to 31.3.2017 to the NEST pension scheme,
- c) contribute a monthly equivalent amount to the NEST pension scheme as the council were paying into the gratuity i.e. 3.75% of the clerks full salary.

Clerks Pay Review Effective 31.3.2017 - As per the Parish Council meeting on 6th June 2016 the Parish Council unanimously agreed to the pay award for 2017-2018.

119. Highways Matters

Drivesafe - The grant application which was submitted to the Herts Police & Crime Commissioner for a fixed flashing solar powered speed indication device on 23rd December 2016 has passed the initial sifting. A final response is expected in early April 2017. The Parish Council agreed to mention the need for volunteers in the Annual Report next month which will be circulated to every house in the parish.

Tewin Hill and Upper Green Road Ditch Works - These have been completed and Highways decided to keep the grill on the southernmost end of the ditch, the pipe under Tewin Hill has been cleared as has the gulley outside 45 Orchard Road and the Parish Council we are awaiting a report on the video evidence of the non functioning gulley at the entrance to Sevenacres.

May Pond Green Replacement Tree - Herts Highways have confirmed that the dead tree is due to be removed and a replacement tree planted.

Lower Green Road Works - The Parish Council agreed to ascertain when the resurfacing works will be taking place.

120. PAVILION AND UPPER GREEN

Weekly Playground Inspections - Nothing to report.

Green Shed Roof - A temporary roof sheet has been received and Ted Kavanagh has agreed to fit it.

Pavilion Extension - The full building regulations application has been submitted to East Herts Council and a response will be received within six weeks after which the Parish Council agreed to go out to tender.

Football Club - A request has been received to use Upper Green and the Pavilion for football courses to be held on selected days during the Easter holiday from 9am until 3pm for 30 children aged 4 to 11. The Parish Council agreed that the impact on traffic through the village and associated parking issues would be too great and decided not to give permission.

121. Lower Green

Lower Green Parking - Tewin Cowper School apologised for parking issues around Lower Green and agreed to send out another letter reminding parents of their responsibility to have respect for the local people and the environment as well as the health and safety issues. She has also agreed to ensure that the travel plan map is clearly accessible on the website and to raise the issues at the next Governor's meeting to see if more can be done.

Parking at The Hazels - Complaints have been received about the parking on the verge restricting visibility on the bend. The Parish Council have put notices on the car parked there and agreed ascertain which house was involved and failing that to send a flyer to all residents of The Hazels, contact the PCSO and consider barriers to prevent parking.

122. CORRESPONDENCE

Tewin Community Bus - A report on the Saturday minibus pilot was received from the Tewin Community Bus Steering Group and circulated to the Parish Council. A Questionnaire was completed by 52 people and showed widespread support for the bus. The Steering Committee have agreed to run the bus until current funds allow which is expected to be until 17th June 2017, to possibly run two Saturday morning runs there and back to Welwyn Garden City and Hertford, to levy a fare by way of a 'contribution' to running costs of £4 return or £2 one way and to look at one off trips to other locations e.g. Stevenage on Wednesdays when the Minibus is available. There is still currently £2040 of East Herts Council match funding available and further sources of funding are being investigated. The Parish Council agreed to monitor the usage of the service.

Sevenacres Landscape Planting - This has commenced although the planting adjacent to the tennis courts has not been agreed yet.

Sevenacres Drains - Some of the drains on Sevenacres have not been adopted by Thames Water and due to recent flooding the Sevenacres Residents association are investigating this issue with Taylor Wimpey and the management company.

123. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES

Tewin Allotment Association - A complaint has been received from the landowner about people using the adjacent field for walking. Tewin Allotment Association advised that the stock proof fence was intact and in good condition and no one as gaining access from the allotments.

Transport - The Parish Council agreed to forward a complaint about the Centrebus 378 Stevenage to Hertford via Tewin on 20th February 2017 at 11.35am when the ticket machine was not working whilst the bus was in Tewin but did work when in Hertford and on the return journey.

124. DATE OF NEXT MEETING

The next meeting will be the Annual Parish Meeting at 7.30pm on Monday 3rd April 2017 at Tewin Memorial Hall followed by the usual Parish Council meeting.

As there was no further business the meeting was closed at 10.00pm.

HIGHWAYS AND TRANSPORTATION MATTERS February 2017

Ref:	PROBLEM.	DATE RAISED	COMMENTS
1	Bridge Reflectors in Churchfield Road (nr B1000) – White lining & chevrons to be repainted & reflective discs/paint on bridge	2012	Reported on highway fault website
2	Line Markings – Missing on School Lane	2012	Reported on Highway fault website
3	Signs - Hollybushes - Directional Tewin sign missing and Hertford sign broken - Lower Green - Directional finger post missing	2013	Reported on Highway fault website