

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 8th May 2017 in Tewin Memorial Hall at 7.45pm.

PRESENT: Cllrs K.St Pier (Chairman), Cllr A.Hill (Vice Chairman), 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 and 17 parishioners.

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 D.Howson.
- b) Cllr A.Hill was elected as Vice Chairman unanimously, proposed by Cllr K.St Pier and seconded by Cllr J.Sheridan.
- c) The Chairman and Vice Chairman signed the Declaration of Acceptance of Office and all Councillors confirmed that there were no changes to their Register of Members' Interests and Notice of Disclosable Pecuniary Interests.

2. APOLOGIES FOR ABSENCE received from Cllr B.Evans and East Herts Councillor Linda Haysey.

PARISHIONERS COMMENTS.

Gordon Roughan, Netherdown Ltd, attended to outline the details of their new planning application to the rear of 16a Hertford Road following consultation with the East Herts Council Conservation Officer. Significant changes being from one house to two smaller houses, the materials to be used, revised access, change in orientation of the 2 properties, smaller plot to footprint ratio and increased hedge depth bordering 2a Hertford Road.

Fourteen parishioners attended about the planning application for construction of 9no dwellings consisting of 4no 3 bedroom and 5no 2 bedrooms with two new vehicular accesses at land east of Upper Green Road, Tewin. Mr Barker objected to the proposal as it would set a precedent building on the Green Belt, it would be building outside the village boundary and the field is currently a green field not a brown field site. Several parishioners supported the proposal as it would provide affordable smaller houses for families to buy in the village. Other points raised were that the number of houses proposed was one dwelling below the threshold for affordable/social housing and that the number of houses built recently in Tewin have met demand for smaller houses. The houses would be sold at market price.

3. CONFIRMATION OF REPRESENTATIVES TO OUTSIDE BODIES AND SPECIAL RESPONSIBILITIES

Tewin Charities Trustees - Cllr D.Howson a trustee until 2020, Mr R.Temple confirmed for a further 4 yrs until 2021.

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 3rd April 2017, 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 3rd April 2017, copies of which have been previously circulated to Councillors were confirmed as a true record and signed by the Chairman.

5. DECLARATIONS OF INTEREST

Cllr John Sheridan declared an interest in planning application 3/17/0746/FUL Land to the rear of 16a Hertford Road as he is a neighbour.

6. PLANNING

Planning Applications Received

3/17/0746/FUL - Land Rear of 16a Hertford Rd, Tewin - Erection of two 3no bedroom dwellings and two detached garages with associated access and parking - *TPC No Comment.*

3/17/0722/OUT - Land East of Upper Green Road, Tewin - Construction of 9no dwellings consisting of 4no 3 bedroom and 5no 2 bedrooms with two new vehicular accesses - *TPC Object to the proposal as the applicant has not justified building on Green Belt land, the proposals are incompatible with the submitted District Plan and therefore not a sustainable development and it would create a precedent for other developers with land around the village. TPC also supported parishioners comments against the proposed application.*

3/17/0836/VAR - 74 Upper Green Road, Tewin - Variation of conditions 2 (approved plans) and 6 (landscaping) of planning application 3/15/1018/VAR - Erection of 1no dwelling - amendment to design reducing overall scale and to achieve Passivhaus energy and comfort standard. Rewording of condition 2 to show drawings 3353.10 Rev C and 3353.11 Rev A. Rewording of condition 6 to show drawing 3353.11 Rev A - *TPC No Comment*

3/17/0769/HH - 3 Upper Green Road, Tewin - To construct a lean to against the side of the house. It will be made of tongue and groove wood panelling with a clay tile sloped roof similar to the one in situ on the roof of the house. The wood would be painted in a similar colour to the current exterior oak doors on the house - *TPC No Comment*

3/17/0914/HH & 3/170915/LBC - Cowper Hall 10a Lower Green - Alterations to existing frontage and erection of single storey side extension (amendment to previous approval 3/17/0279/HH) - *TPC No Comment*

3/17/0874/PNHH - Catbells 40 Firs Walk, Tewin - Single storey rear extension - *TPC No Comment*

Planning: Tewin Parish Council agreed to write to Kevin Steptoe, Head of Development Control, East Herts Planning about the current extended permitted development rights which is resulting in multiple un aesthetic single storey extensions rather than aesthetic extensions which compliment the property and are in keeping with the surrounding area.

Planning Decisions

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 - EHC Granted.*

Certificates of Lawfulness

3/17/0901/CLP - Four Winds, 18 Desborough Drive, Tewin - Erection of single storey side and rear extensions, entrance porch, alterations to openings and replacement windows.

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 4th April 2017 amounted to £1044.90.

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 £48.00 and delivery costs of £50 to be donated to the Over 50's Club .

Precept - The first instalment of this year's precept of £14,750 has been received. A second instalment of the same amount will be received in September 2017.

Insurance - Three quotes have been obtained based on our existing schedule and the Parish Council unanimously agreed to accept the 5yr long term contract with Zurich for £819.66 (last year £2121.59). The Parish Council unanimously agreed not to insure the tennis courts but to include the defibrillator and cabinet.

PAYE RTI - The end of year PAYE has been submitted to HMRC and a P60 issued to the Clerk.

Accounts for the Financial Year Ending 31.3.2017 – These were previously circulated to Councillors and 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 - Annual Governance Statement 2016/17 - The Parish Council RESOLVED unanimously to accept and approve Section 1 Annual Governance Statement for 2016/2017 on the Annual Return for the year ended 31.3.2017. 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 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 - Accounting Statements 2016/17 - The Parish Council RESOLVED unanimously to accept and approve Section 2 Accounting Statements for 2016/2017 on the Annual Return for the year ended 31.3.2017. The Annual Return was signed by the Chairman and the Clerk as the Responsible Financial Officer.

Inspection Period - The accounting records of the Parish Council for FYE 31.3.2017 are available for inspection from 5th June until 14th July by appointment with the Clerk only.

8. HIGHWAY MATTERS

Gully outside Tewin Cowper School - Herts Highways are investigating the ownership of the gully. The Parish Council have supplied a Highways map showing the position of the gully outside the school gates and highlighted in grey along with the road and pavements of Cannons Meadow which usually indicates some form of public ownership.

May Pond Green Trees - Another tree has died and this has been reported to Highways who will be conducting soil tests. A query has been raised with Highways and East Herts Council Arboricultural Officer about the species of the replacement tree planted earlier in the year which should have been a Wild Service Tree not a Service tree.

9. PAVILION AND UPPER GREEN

Weekly Playground Inspections - Nothing to report.

ROSPA Annual Playground Inspection – This is being organised by East Herts Council and will take place in June 2017. The Parish Council agreed to accept their quote of £42.54 plus vat.

Sevenacres Hedge Cutting - A complaint has been received from a parishioner about the lack of hedge cutting on Sevenacres bordering their land. Broadlands have advised that their gardeners will be looking into it when next on site.

Pavilion Extension - The Parish Council are awaiting approval of the full building regulations application.

10. LOWER GREEN

Christmas Tree - Cllr B Evans is awaiting confirmation from Majestic Trees about the watering regime for the tree.

Godfries Close Access Road - The road surface at the entrance to the access road is deteriorating again and it has been reported to Riversmead Housing Association who completed the remedial work in 2014.

Untaxed Cars on Lower Green - These were reported to the Police, DVLA and to East Herts Council on 21st April and the Parish Council agreed to chase this up and advise East Herts Councillor Linda Haysey.

11. PARISH PATHS PARTNERSHIP (P3) GRANT

P3 Grant Application - A quote of £35 has been received to replace a post on the bridge on FP23 and a further £99 to put a second handrail up. A quote of £1000 was also obtained to deal with the excessive surface water on BR4 at Lousehole Bottom which makes the bridleway impassable in wet weather. The Parish Council agreed to apply for the P3 grant.

12. PARISH RISK ASSESSMENT

2016 Risk Assessment - This was signed off by the Parish Council.

2017 Risk Assessment - This took place on 25th April 2017 and the following issues have been identified :

Dandelions in tarmac and fencing on ground - Report to Riversmead.

Bus Stop Tiles missing - Cllr K St Pier to replace.

Xmas Tree Electricity Wiring - Cllr K St Pier to investigate.

Lower Green Litter Bins - Next agenda for replacement.

Clear Cut ins at Lousehole Bottom, Hertford Road - Obtain Quote .

Pavilion Shed Roof Repair - Ted Kavanagh aware.

Dead Tree Behind Upper Green - Write to landowner.

Flytipping Hertford Road - Report again and advise Cllr L Haysey.

Extra string of barbed wire needed on Allotment's southern border - Allotment Assoc Done.

13. CORRESPONDENCE

Dog Training Classes - The Parish Council agreed not to agree to allow this.

Tennis Club Benches - The Parish Council unanimously agreed to purchase two new benches and anchors for outside the Pavilion at a cost of £780.

East Herts Community Transport Conference on 19th May at 14.00 at Datchworth Village Hall.

14. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES

Transport - HCC have acknowledged that the new timetables for the 204 service have the incorrect date on them although the times are correct and will be replacing them shortly.

15. DATE OF NEXT MEETING

The next Parish Council meeting will be at 7.45pm on Monday 5th June 2017 at Tewin Memorial Hall .

As there was no further business the meeting was closed at 9.45pm.

HIGHWAYS AND TRANSPORTATION MATTERS April 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