

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 9th April 2018 in Tewin Memorial Hall at 7.50pm.

PRESENT: Cllrs K.St Pier (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, Herts County Cllr Ken Crofton and 3 members of the public.

121. APOLOGIES FOR ABSENCE received from Cllr A. Hill and East Herts Councillor Linda Haysey.

PARISHIONERS COMMENTS

Two parishioners attended about very large delivery lorries attending the building site on Hertford Road and causing damage to a water meter and significant erosion to the verges not only outside the site but also further down the road outside 4 Lower Green as the vehicles are using Cannons Meadow to turn around in. They also reported damage to a car by a delivery lorry. The Parish Council agreed to write to Netherdown (Herts) Ltd outlining the issues and asking that delivery drivers are told to enter the village from the B1000 via Churchfield Road despite the "No HGV" Sign and to use smaller vehicles if possible.

One parishioner attended to outline their concerns about the planning application for 13 Harwood Close, Tewin.

122. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING held 5th March 2018, copies of which have been previously circulated to Councillors, were amended and confirmed as a true record and signed by the Chairman.

123. NO DECLARATIONS OF INTEREST

124. PLANNING

Planning Applications Received

3/18/0475/FUL- Highcroft, Tewin Close, Tewin - Demolition of dwelling, garaging and outbuildings. Erection of detached dwelling house with garage with an additional highway access - *TPC concerned that this was not in keeping with the street scene and was on a prominent elevation on the main road into the village.*

3/18/0440/HH- Fernwood, 37 Bishops Road, Tewin - Proposed two storey and single storey rear extension, incorporating a roof conversion with 2 front velux windows, 4 rear velux windows and 1 rear velux sun tunnel. New first floor side and rear window openings. Alterations to fenestration - *TPC No Comment.*

3/18/0405/HH - 13 Bishops Road, Tewin - Rebuilding of existing defunct single block garage and the addition of a playroom and spare bedroom above - *TPC No Comment.*

3/18/0500/HH - 4 Desborough Drive, Tewin - Demolish rear ground floor and first floor bay windows. Proposed first floor front extension - *TPC No Comment.*

3/18/0616/HH - 13 Harwood Close, Tewin - Part double storey and part single storey rear extension - *TPC appreciate neighbours concerns about the height of the extension.*

Planning Decisions

3/17/2832/LBC - Apartment 4, Tewin Water House, Tewin Water - Application to regularise the installation of a replacement timber staircase - *TPC No Comment - EHC Granted*

3/18/0174/HH - Timbers, 5 East Riding, Tewin - Proposed single storey rear and side extension. erection of a canopy and fencing and alterations to fenestration - *TPC No Comment - EHC Granted.*

Enforcement Issues - Nothing to report.

Certificates of Lawfulness

3/18/0441/CLP - 25 Harwood Close, Tewin - Construction of outbuilding linked to dwelling.

Local District Plan Main Modifications Consultation

Cllr K St Pier attended the EHAPTC meeting with East Herts Council on 20th March at 2pm at Wallfields and the following comments from Tewin Parish Council have been submitted:

1. Reference MM/10/15 - Policy VILL2 Group 2 Villages

IV. Prior to a Parish Council preparing a Neighbourhood Plan, development in the villages listed above will be limited to the built up area as defined on the Policies Map. (Renumbered) Paragraph 10.3.9 specifically states that Group 2 villages in the Rural Area Beyond the Green Belt can use a Neighbourhood Plan to include development on the periphery of the built up area. By inference, this means that Group 2 villages either washed over or inset from the Green Belt cannot use a Neighbourhood Plan to include development on the periphery of the built up area.

Clause IV of VILL2 does not make this distinction clear, and a better wording would be “In Group 2 villages in the Rural Area beyond the Green Belt, development on the periphery of the main built up area of the village, as identified in an adopted Neighbourhood Plan, will be permitted. Otherwise development in the villages listed above will be limited to the built up area as defined on the Policies Map.”

2. Reference MM/10/18 - Renumbered 10.4.2

Group 2 Villages located within (washed over by) the Green Belt will not be permitted to amend their village development boundary through the Neighbourhood Planning process.

(Renumbered) Paragraph 10.3.9 specifically states that Group 2 villages in the Rural Area Beyond the Green Belt can use a Neighbourhood Plan to include development on the periphery of the built up area. By inference, this means that Group 2 villages either washed over or inset from the Green Belt cannot use a Neighbourhood Plan to include development on the periphery of the built up area. To be consistent with 10.3.9, it would be useful if the final sentence of 10.4.2 was written “Group 2 Villages located within (washed over by or inset from) the Green Belt will not be permitted to amend their village development boundary through the Neighbourhood Planning process.”

125. 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 March 2018 amounted to £963.42.

Information Commissioner’s Office - The Parish Council agreed to renew their registration as a data controller under the Data Protection act at a cost of £35pa.

GDPR - A report on implications and changes will be submitted at the next parish council meeting.

Public Works Loan Board - The balance outstanding as at 31st March 2018 is £57,045.90.

Internal Audit - This was completed on 28th March 2018 by Cllr B.Evans and Cllr D.Lloyd and everything was found to be satisfactory.

Audit Form - The Annual Return for financial year end 31.3.2018 has been received from new auditors PK Littlejohn.

Tewin Pavilion CIC - A donation of £130 was received from Tewin Pavilion CIC towards tap and loo seat replacement.

Review of Effectiveness of Internal Audit

This was completed on 28th March 2018 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 2018. 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 28th March 2018 by Cllr B Evans and Cllr D. Lloyd and the following points were raised:

Insurance Fidelity Guarantee – During 2017 total balances reached a high of £70,508 which is within the Fidelity guarantee limit of £100,000.

Insurance Tennis Court Fencing – To ascertain whether the TPC would like to insure the fencing. *TPC agreed not to.*

Defibrillators - Obtain quote to include 2 further defibrillators onto insurance - *TPC agreed.*

Pavilion Extension Works - N&A Veasey have confirmed that their insurance will cover the works and any damage done by them to the rest of the building.

Internal Audit Requirements - To remind Cllrs that they can put themselves forward for audit role at May meeting.

126. RISK ASSESSMENT

The Parish Council agreed the date of Tuesday 24th April 2018 at 10am at Upper Green car park.

127. HIGHWAYS MATTERS:

May Pond Green - The Wild Service Tree will arrive at Majestic Trees this week and a date for planting will be arranged in due course. The Parish Council agreed to find someone who would water the tree during the summer months.

Gulley Cleansing - This is scheduled in June 2018. The Parish Council agreed to send the list of priority gulleys to James Vine, Highways District Service Agent and Ken Crofton, Herts County Councillor.

Drivesafe - Ken Crofton, Herts County Councillor advised that ownership of the SID remains with Herts County Council and that adapting the SID to extract further data is not permitted.

Orchard Road - Ken Crofton, Herts County Councillor advised that the stretch of Orchard Road from the Desborough Drive bus shelter to the junction by Tebbutts is on the list for jet pack treatment when it is next in the area.

Potholes - Potholes on Churchfield Road and Orchard Road have been reported and Grass Warren will also be reported.

Flytipping - Flytipping on Hertford Road, Archers Green and B1000 to be reported.

Herts Highways - Ken Crofton, Herts County Councillor advised that £29m has been added to the Highways budget over the next 4 years and a further £1.8m added to the pothole fund.

128. LOWER GREEN

Margaret and Richard Knight Memorial Tree - A Liquidamber Lane Roberts tree has been proposed with planting expected in the autumn.

Maypole Dancing - The Parish Council agreed to allow Friends of Tewin and Tewin Cowper School to hold the Maypole dancing on Lower Green on 4th May 2018.

129. PAVILION AND UPPER GREEN

Weekly Playground Inspections - Nothing to report.

May Pond Green Electricity Cabinet - Taylor Wimpey arranged for UKPN to visit the site on 3.4.18 and are now awaiting a response.

Classic Car Show - The Parish Council agreed to allow Friends of Tewin to use Upper Green for the Classic Car Show on 19th August 2018.

Pavilion Extension Works - A revised quote of £37,750 excl vat was received following removal of changes to the kitchen and the addition of a kitchenette in the changing room. This plus a £5000 Contingency Fund brings the project total to £42,750 excl vat. The Parish Council decided not to accept the quote for replacing the remaining roof and to obtain another quote for installing new heaters. A report on the funding was circulated to the Parish Council.

130. CORRESPONDENCE

Godfries Close Access Road - A request for help from a parishioner to get the road repaired has been received and the Parish Council agreed to ask Riversmead about the progress of their proposal in early 2017 to write to residents asking for a contribution towards repairs.

East Herts Councillors will be touring Hertford Rural including Tewin on 27th June 2018.

Upper Green - A complaint has been forwarded to the Tewin Pavilion CIC asking Pavilion hirers to be told to take all their rubbish home with them and not to put their rubbish in the Upper Green car park litter bins and as animals get to the rubbish and make a mess.

131. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES

Tewin Allotment Association - The allotments are now fully let.

132. DATE OF NEXT MEETING

The next meeting will be the Annual Parish Council Meeting at **7.45pm on Monday 14th May 2018** in the Kimberley Room at Tewin Memorial Hall followed by the Parish Council meeting.

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