

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 14th May 2018 in Tewin Memorial Hall at 7.45pm.

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

In attendance: Mrs C.McFarlane (Clerk), East Herts Councillor Michael McMullen, East Herts Councillor Linda Haysey and 5 parishioners.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

- a) Cllr K St Pier was elected as Chairman unanimously, proposed by Cllr K.Lawson and seconded by Cllr A.Hill.
- b) Cllr A.Hill was elected as Vice Chairman unanimously, proposed by Cllr J.Sheridan and seconded by Cllr D.Lloyd.
- 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, Cllr D.Howson, Cllr N.Moore and Herts County Councillor Ken Crofton.

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.

Tewin Allotment Association - Cllr J.Sheridan.

4. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING held 9th April 2018, 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 9th April 2018, 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 3/18/0873/FUL Tewin Cowper JMI School as he is a neighbour.

PARISHIONERS COMMENTS.

Five parishioners attended to raise their objections to the planning application for Tewin Cowper School: inadequate and narrow road, not official highway, not maintained by Herts Highways, lack of information, pitch roof obscures view, lack of consultation with neighbours.

6. PLANNING

Planning Applications Received

3/18/0873/FUL - Tewin Cowper J M I School Cannons Meadow - New reception block, new car park, new games area and alterations to existing play area - *TPC object on the basis of lack of consultation with the neighbours , detrimental to the amenity of neighbouring properties. insufficient information, poor quality application and the road serving 4a-4f Cannons Meadow is not up to full road standards and is too narrow for increased use .*

3/18/0837/HH - Tewin Oaks 42 Orchard Road, Tewin - Demolish existing detached garage & store and build a single storey side extension. Amended version of 3/17/1686/HH - *TPC No Comment*

3/18/0779/HH - Four Winds, 18 Desborough Drive, Tewin - Demolition of single storey entrance. Erection of two storey front extension and first floor rear extension. Replacement of windows and doors, including alterations to openings. Replacement of roof tiles and incorporation of roof windows. *TPC No Comment*

3/18/0675/HH - Gilpins 1 Cowpers Way, Tewin - Proposed two storey infill extension, to cover existing open internal courtyard and create first floor bedroom. Two new ground floor window openings - *TPC Object as out of keeping with street scene and surrounding area.*

Planning Decisions

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 - EHC Refused.*

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 - EHC Refused.*

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 - EHC Refused.*

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 - EHC Granted.*

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 - EHC Granted.*

3/17/1726/FUL - Tewin Water Farm Churchfield Road, Tewin - The construction of a new farmyard including 3 new agricultural buildings, associated yard area, cattle handling pens and silage storage area, landscaping and drainage - *TPC No Comment - Withdrawn.*

3/17/1727/FUL - Tewin Water Farm Churchfield Road - The siting of a temporary agricultural worker's dwelling for a maximum period of 3 years to provide accommodation for a full time agricultural employee - *TPC No Comment - Withdrawn.*

Enforcement Issues

X/12/0597/14 Landscape Proposal from planning application 3/12/0597/FP - A query was sent on 30.4.18 to EHC Planning about the planting of 2 trees against the inside of the wall bordering May Pond Green and Sevenacres. The wall is already cracked and has to be repaired once by Taylor Wimpey. Concerns are raised at what will happen when these trees reach maturity at 10m high.

Certificates of Lawfulness

3/18/0885/CLP - 20 Desborough Drive, Tewin - Detached outbuilding. Demolish the existing pitched roof garage and replace by flat roof garage and games room.

3/18/0880/CLP - 20 Desborough Drive, Tewin - Two storey rear extension

3/18/0877/HH - 20 Desborough Drive, Tewin - Erection of 1.5 metre vehicular entrance gates with 1.7 metre brick piers

3/18/0764/CLP - Bracken Hill, Queen Hoo Lane, Tewin - Erection of porch; single storey side extension; part single, part two storey rear extension with Juliet balconies and pitched roof to existing single storey side extension.

3/18/0756/CLP - Coombe House, 9 Firs Walk - Proposed detached outbuilding

Appeal Decisions

3/17/2080/HH - Four Winds 18 Desborough Drive, Tewin - Demolition of existing entrance porch. Erection of two storey front and rear extensions. Construction of basement with floor light. Replacement of existing windows and doors, including alterations to openings. Replacement of existing roof tiles and incorporation of roof windows. Replacement of existing timber cladding and render finish to walls - *TPC Comment: Further to TPC's letter to Kevin Steptoe dated 18th May 2017, TPC supports the application 3/17/2080/HH as it is much improved over 3/17/1226/CLP and it protects the street scene and avoids building close to the side boundary - EHC Refused- Appeal Dismissed due to "substantial harm to Green Belt in respect of the proposals inappropriateness and effect on openness. Very special circumstances to justify inappropriate development do not therefore exist".*

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 9th April 2018 amounted to £1418.94.

GDPR - The Parish Council agreed to appoint the Clerk as Data Protection Officer. The Parish Council agreed to adopt the SLCC models of : Information Data Protection Policy, Privacy Notice, Document Retention and Disposal Policy and appendix.

The Parish Council agreed not to purchase lockable cabinet as files are all secure. The Parish Council agreed to put both the Information Data Protection Policy & Privacy Notice on the website.

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 and delivery costs.

Precept - The first instalment of this year's precept of £15,000 has been received. A second instalment of the same amount will be received in September 2018.

Insurance - The annual insurance renewal in accordance with the 5yr long term contract is £839.79 (£819.66). The Parish Council unanimously agreed not to insure the tennis court fencing but to include the new defibrillator and cabinet at the Memorial Hall.

Internal Audit - McCash & Hay completed the internal audit and confirmed that all the records were in good order and they did not need to qualify the report in any way. The Internal Audit Certificate has been completed and signed. The invoice for £124 plus VAT was paid.

Accounts for the Financial Year Ending 31.3.2018 – 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 2017/18 - The Parish Council RESOLVED unanimously to accept and approve Section 1 Annual Governance Statement for 2017/18 on the Annual Return for the year ended 31.3.2018. 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 authority to conduct its business or manage 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 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 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 2017/18 - The Parish Council RESOLVED unanimously to accept and approve Section 2 Accounting Statements for 2017/2018 on the Annual Return for the year ended 31.3.2018. 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 31.3.2018 are available for inspection from 4th June until 13th July by appointment with the Clerk only.

8. RISK ASSESSMENT

The Parish Council completed the risk assessment on 24th April 2018 and will review at the next meeting.

ROSPA Annual Playground Inspection – This is being organised by East Herts Council and will take place in June 2018. The Parish Council agreed to accept their quote of £43 plus vat.

9. HIGHWAYS MATTERS:

Hertford Road Resurfacing - The Highway's project manager has confirmed that the small section of Lower Green outside the Rose & Crown pub which was previously not resurfaced will be included in the upcoming surface dressing works.

Cannons Meadow Dying Tree - On 11th May James Vine, Herts Highways met with HCCs Geotechnical officer and the owner of the tree. The tree is decayed/dying and the resident confirmed that they will employ a tree specialist to undertake the recommended works. The resident has also been advised to consult East Herts Council as the tree may be within the Conservation Area. The small void/depression in the footway has been made safe and full repair works will be placed into the planned programme of maintenance, subject to network priorities.

Cannons Meadow - An enquiry about whether the owner of 13 Cannons Meadow has applied for an authorised vehicle crossover has been passed to HCCs Licence & Enforcement Team for investigation.

10. LOWER GREEN

Verge Damage - Netherdown has committed to repair the verges they have damaged.

Lower Green

- The Parish Council agreed to allow the Brownies to use Lower Green on 14th May 2018 to celebrate the Royal Wedding.
- The Parish Council agreed to allow John's B'day Picnic " to raise money for guide dogs to take place on Lower Green on 20th May and use of the electricity meter cupboard.
- The Parish Council noted that the Tewin Cowper School and St John's School Digswell are holding their Fun Run on 20th May from Rose & Crown.

The latter two events have been advised to be considerate of neighbours and park carefully.

Godfries Close Access Road - Riversmead have referred the request for resurfacing of Godfries Close Access road to their Planned maintenance team who are dealing with this and will provide feedback from their previous investigations.

11. PAVILION AND UPPER GREEN

Weekly Playground Inspections - Nothing to report.

May Pond Green Electricity Cabinet - Taylor Wimpey are waiting for a cheque to be raised to pay for the disconnection, before the cabinet is removed.

Pavilion Extension Works - Building works have commenced: foundations and base are complete .

May Pond Green - The Wild Service Tree has been planted and Mr Ling has kindly agreed to water it over the summer period.

12. CORRESPONDENCE

Sevenacres Street Party - The Sevenacres Residents Association have invited the Parish Council to their street party to celebrate the Royal wedding.

13. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES

Tewin Allotment Association - The allotments are now fully let.

14. DATE OF NEXT MEETING

The next meeting will be at **7.45pm on Monday 4th June 2018** in the Kimberley Room at Tewin Memorial Hall. As there was no further business the meeting was closed at 9.29pm.