

## TEWIN PARISH COUNCIL

**Minutes of the Parish Council meeting held on Monday 4th March 2019 in Tewin Memorial Hall at 7.45pm.**

**PRESENT:** Cllrs K. St Pier (Chairman), Cllr B. Evans, Cllr D. Howson, Cllr K. Lawson, Cllr D. Lloyd and Cllr J. Sheridan.

In attendance: Mrs C. McFarlane (Clerk), East Herts Councillor Linda Haysey and East Herts Councillor Michael McMullen (arrived at 8pm).

**98. APOLOGIES FOR ABSENCE** received from Cllr A. Hill, Cllr N. Moore and Herts County Councillor Ken Crofton.

**99. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING** held 4th February 2019, copies of which have been previously circulated to Councillors were confirmed as a true record and signed by the Chairman.

### **100. DECLARATIONS OF INTEREST**

*Cllr B. Evans declared an interest in planning application 3/19/0370/PNHH - Harlton Lodge, Queen Hoo Lane, Tewin as he is a neighbour.*

### **NO PARISHIONERS COMMENTS.**

### **101. PLANNING**

#### **Planning Applications Received**

**3/19/0380/HH - Woodbury, 6 East Riding, Tewin** - Demolition gates and erection of new entrance gates - *TPC No Comment.*

**3/19/0370/PNHH - Harlton Lodge, Queen Hoo Lane, Tewin** - Single storey rear extension. Depth 2.8 metres, maximum height 3.6 metres and eaves height 2.4 metres - *TPC No Comment.*

**3/19/0272/HH - 34 Upper Green Road, Tewin** - Partly demolish rear extension. Construct single storey rear extension - *TPC No Comment.*

**3/19/0269/HH - 4 The Walled Garden, Tewin Water** - Replace existing conservatory with a single storey rear extension inc replacement of all casement windows to front side and rear elevation of existing building with Upvc or similar windows - *TPC Needs clarification as no details showing the before and after effect of changing the windows and no front elevation plan.*

**3/19/0053/HH - 44 Orchard Road, Tewin** - Retrospective - Erection of climbing frame in front garden - *TPC No Comment.*

#### **Certificates of Lawfulness**

**3/19/0238/CLPO - Woodbury, 6 East Riding** - Erection of detached garage - *EHC Approved.*

#### **Planning Decisions**

**3/18/2736/HH - 4 Desborough Drive, Tewin** - Insertion of two dormer windows and new roof light on front roof plane - *TPC Object - EHC Refused.*

**3/18/2737/HH - 4 Desborough Drive, Tewin** - Addition of 2 no. roof lights and new dormer at first floor level - *TPC Object - EHC Refused.*

**3/18/2713/HH - 14 Godfries Close, Tewin** - Single storey rear extension - *TPC No Comment - EHC Granted.*

**3/18/2709/HH - Cheltenham House, Queen Hoo Lane, Tewin** - Raising of roof ridge to create first floor. Part single part two storey rear extension including 1st floor rear balcony. Two storey front extension. Creation of pitched roof to side extension and garage. Alterations to fenestrations - *TPC No Comment - EHC Refused.*

**3/18/2690/HH - Bracken Hill, Queen Hoo Lane, Tewin** - Demolition of detached garage, erection of front porch, single storey side extension, part single, part two storey rear extension, erection of pitched roof above existing single storey side extension, raising roof height to provide accommodation in roof space to include a roof terrace to the rear, 2 Juliet balconies and alterations to window sizes and openings with associated design alterations including application of render and formation of patio to rear of property - *TPC No Comment - EHC Refused.*

**3/18/2642/HH - 8 Tewin Hill, Tewin** - Demolition of porch. Part two storey and single storey extension to side. Insertion of door to flank elevation and canopy with decking to front and side - *TPC Object - EHC Refused.*

**3/18/2483/HH - 9a Desborough Drive, Tewin** - Double storey rear extension and single storey front and side extension. insertion of window to flank elevation - *TPC No Comment - EHC Refused.*

**3/18/2723/HH - Woodbury, 6 East Riding, Tewin** - Garage conversion. Demolition of conservatory, balcony and bay windows. Erection of two storey front and single storey rear extension. Alterations to fenestrations and chimney - *TPC No Comment - EHC Granted.*

**3/19/0116/VAR - 11 Cowpers Way, Tewin** - Variation of condition 2 (approved plans) of LPAs 3/18/2014/FUL- replacement dwelling: for removal of porch and window, moving ground floor door and first floor dormer window forwards on right elevation. Minor alterations to footprint and floor area layout - *TPC No Comment - EHC Granted.*

#### **Appeals Lodged**

**3/18/2211/FUL/3/18/2212/FUL - Fairholme Stables, Archers Green Lane, Tewin** - Amended Plans incl visitors parking and bin collection area. Original plans: Demolition of existing buildings, erection of 5 or 7no dwellings together with associated parking amenity space and access from Archers Green Lane - *TPC Object to the simplistic responses of putting grasscrete on the front lawns of houses to*

*solve car parking problems, putting an area of hard standing for a collection point at the main entrance for waste and recycling problems and the unrealistic expectation that bins will be stored on the rear patios of some of the houses - EHC Refused Both.*

**3/18/2100/HH - 7A Lower Green, Tewin** - First floor front extension and insertion of window to flank elevation- *TPC No Obj - EHC Refused.*

### **Welwyn Hatfield Panshanger Aerodrome development**

**6/2018/0873/OUTLINE - Land to North East of Panshanger, WGC** - Outline application for a residential led development of 650 residential units, a two form entry primary school, provision of 6 gypsy and traveller pitches, a new local centre (comprising retail and community uses), new vehicular access from Herts Lane , car parking, associated infrastructure and landscaping works with all matters except access reserved - *Approved by WHC Development Management Committee on 28th Feb 2019.*

## **102. FINANCE**

**Accounts for Payment** - In accordance with the Council's Financial Regulations the schedule of payments approved by the Parish Council since 4th February 2019 amounted to £1128.01 from the Current Account and £400.00 from the Pavilion Account.

**VAT Reclaim** - The VAT reclaim for £719.57 has been requested.

**Internal Audit** - This was completed on 27th February 2019 by Cllr B.Evans and Cllr D.Lloyd and everything was found to be satisfactory.

### **Review of Effectiveness of Internal Audit**

This was completed on 27th February 2019 by Cllr B.Evans and Cllr D.Lloyd and was found to be satisfactory and the parish Council agreed to use Helen McCash for the annual audit..

**Scope of Internal Audit** – The Parish Council's financial regulations were adopted in 2012 and will be reviewed by the Parish Council during 2019. 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 27th February 2019 by Cllr B Evans and Cllr D. Lloyd and the following points were raised:

**Insurance Fidelity Guarantee** – It was noted that during 2018 total balances reached a high of £94,124, primarily due to the grant money received for the Tewin Pavilion extension but this was within the Fidelity guarantee limit of £100,000.

**Tennis Court Fencing** – To consider insuring the fencing. *TPC agreed not to.*

**Pavilion Insurance** - The Clerk has increased the insurance value of the Pavilion by £49,000 to £246,000 to reflect monies spent on extension. An additional premium of approx £80 will be added at the renewal on 1.6.19. An independent property survey is recommended by insurance company to confirm value - *TPC agreed to obtain an insurance valuation.*

**Accounting Software**: To consider moving to Xero a cloud based accounting package at a cost of £22 per month plus vat as per circulated document - *TPC agreed.*

**Illegal Expenditure/Powers**: To consider whether Clerk should complete CiLCA Qualification so that Power of Competency can be obtained. *TPC agreed to support Clerk.*

**Contracts**: To consider a 5yr grass cutting contract. Current Grass cutting contract in 3yrs and expires Dec 2019 - *TPC agreed to consider.*

**Investment Strategy** - The Parish Council agreed to do some more research with the Plunkett foundation, CDA for Herts, and VIRSA.

**Financial Regulations** - A review of the financial regulations is in process.

## **103. HIGHWAYS MATTERS**

**Footpath & Drainage Works** - Highways advise that the remedial works on the footpath on Upper Green Road will be completed on 4th March 2019. The CCTV of the leaking gully outside 106 Orchard Road showed there is a collapse in the pipe and a works order has been raised for its repair which Highways advised will probably be completed within the 2019/20 financial year.

**Churchfield Road Signs** - These have slipped down the pole and the Parish Council agreed to report these to Highways

## **104. LOWER GREEN**

**Grass Warren/Upper Green Car Park** - The car sales and repair works complaints have been forwarded to East Herts Council Enforcement who are visiting on a regular basis.

**Margaret and Richard Knight Memorial Tree** - A Liquidamber Lane-Roberts tree has been planted on the grass bank south of the Rose & Crown.

**Lower Green** - The Clerk was asked to remind Netherdown about the agreement to shape and seed the edge of Lower Green and about the hole in the road outside the site.

### **105. PAVILION AND UPPER GREEN**

**Weekly Playground Inspections** - Nothing to report.

**Playground Quotes** – A revised quote for equipment and installation from SMP/HAGs is awaited. A quote from the matting manufacturer Matta has been received and is £15,253 plus vat. Further quotes from two other companies for equipment are being sought. Cllr M.McMullen agreed to enquire whether planning permission for the extension would be necessary.

**Tewin Pavilion CIC** - The Licence to Occupy for a further 4 years has been signed by all parties.

**Pavilion** - The 2 frostat tube heaters have been installed and key switches for the frostat heaters outside the disabled toilet and in the lounge have been put in to ensure they stay switched on at all times for frostat purposes.

**HMWT Apple Day** - The Parish Council agreed to allow HMWT to use Upper Green for Apple Day on 6th October 2019 subject to the usual stipulations.

**Pavilion Opening**- The Parish Council agreed to accept a quote for £204 plus vat for a plaque for the opening of the Pavilion.

**Upper Green Car Park** - A parishioner has suggested that either a sign saying "no access to commercial vehicles" or a height barrier at the entrance. The Parish Council agreed to get a sign.

**Sevenacres** - Broadlands, the management company enquired about the legality of the access through Sevenacres for insurance purposes. They were advised that the original landowner obtained from Taylor Wimpey, a right of access from the driveway, through Sevenacres from the gate to the main road. There is no official "right of way" as with a footpath, bridleway or byway open to all traffic. Highways have not adopted Sevenacres, so it is an unadopted or private road with public access.

### **106. RISK ASSESSMENT**

**Godfries Close Access Road Potholes** - Cllr Linda Haysey agreed to look into this.

**BR4 at Lousehole Bottom** - The Parish Council agreed to accept a quote from Kirkham Contracting to remove the rotten post and install 3 new posts nearer to the road but leaving one cars width of verge.

**Lower Green Electricity Cabinet** - The flint stones are falling out of the cement. The Parish Council agreed to accept Cllr K St Pier's offer of replacing them with granite cobbles.

### **107. P3 GRANT**

The Parish Council agreed to accept Kirkham Contracting's quote of £660 to resurface FP17.

### **108. CORRESPONDENCE**

**Burnham Green Village Hall Defibrillator** - The defibrillator was removed from the cabinet and was collected from Stevenage Ambulance Station. It has been returned to the cabinet and is available for use again.

**Friends of Tewin 2019 Events** - The Parish Council agreed to Friends of Tewin using Lower Green on 3rd May for the Maypole Dancing, Upper Green for the Classic Car Show on 8th August and Lower Green on 19th December for the Carols around the Christmas Tree.

**Parish Elections** - Nomination papers will be available on 5th March 2019 for Councillors to complete. If there are any vacancies an election will be announced on 4th April 2019.

### **109. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES** - Nothing to Report

**Transport** - A bus meeting has been held and Tim Haywood Smith, CDA Herts is writing an article for the newsletter and the Clerk was asked if this could also be put in the Tewin Village website.

### **110. DATE OF NEXT MEETING**

The next meeting will be the Annual Parish meeting at **7.45pm on Monday 1st April 2019** in the Kimberley Room at Tewin Memorial Hall followed by the usual Parish Council meeting.

As there was no further business the meeting was closed at 9.37pm.