

## TEWIN PARISH COUNCIL

**Minutes of the Parish Council meeting held on Monday 3rd June 2019 in Tewin Memorial Hall at 7.45pm.**

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

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

**16. APOLOGIES FOR ABSENCE** received from Cllr D. Howson, Cllr N. Moore and East Herts Councillor Linda Haysey.

**17. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING** held 13th May 2019, copies of which have been previously circulated to Councillors were confirmed as a true record and signed by the Chairman.

**18. NO DECLARATIONS OF INTEREST**

**NO PARISHIONERS COMMENTS.**

### **19. PLANNING**

#### **Planning Applications Received**

**3/19/1023/HH** - 12 Cannons Meadow, Tewin - Single storey rear extension - *TPC No Comment.*

**3/19/1005/HH** - 3 School Lane, Tewin - Demolition of existing porch and construction of single storey front extension - *TPC No comment.*

**3/19/0961/CLPO** - 9A Desborough Drive, Tewin - Single storey side extension.

**3/19/1122/PNHH** - Catbells 40 Firs Walk, Tewin - 3no. single storey side and rear extensions - depth: 7.955 metres, maximum height: 3.95 metres, height at eaves: 2.54 metres.

#### **Planning Decisions**

**3/19/0723/HH - Dapple Lights, Tewin Close, Tewin** - Erection of porch, single storey rear extension. External alterations to include, insertion of windows and door to flank elevations. Erection of cladding and rendering - *TPC No Comment - EHC Granted.*

### **Welwyn Hatfield Council Promoted Sites Consultation 2019**

Comments were submitted on the following promoted Sites Consultation.

**WGC4** (edge of Panshanger) & **WGC9** (edge of Panshanger) - both border the boundary of Tewin Parish Council and East Herts District Council. There is a great danger that any development on these sites will have a serious detrimental impact on the views of the Mimram Valley both from the valley itself and from the plateau to the north of the valley. Any development on these sites should not extend beyond the edge of the southern plateau on to the valley slope. The edge of the southern plateau should incorporate suitable landscaping and tree planting to protect the setting of the Mimram Valley. There should be no access to the site from the B1000 via Money Hole Lane because (a) without improvement to the lane, the increased traffic at the B1000 junction would be a serious hazard or (b) any improvement to the lane to normal standards would be development detrimental to the setting of the Mimram Valley. The risks associated with these site may make it not worth taking them out of the Green Belt in order to develop it.

**WGC11** (dog training field adj to B1000) borders the boundary of Tewin Parish Council and East Herts District Council. By extending Welwyn Garden City down to the B1000, this site would appear as ribbon development of Digswell into the open countryside, it would urbanise this rural stretch of the B1000, and be detrimental to the setting of Tewin Water House. Tewin Parish Council trusts that this site will fail the selection process.

**Dig5** (between B1000 and Mimram as you approach Digswell) borders the boundary of Tewin Parish Council and East Herts District Council. This site would effectively be ribbon development of Digswell into the open countryside, it would urbanise this rural stretch of the B1000, and be detrimental to the setting of Tewin Water House. Tewin Parish Council trusts that it will fail for the same reasons that it failed in 2016 - "The site is not within or adjoining a settlement excluded from the Green Belt; All or the majority of the site is designated as a Registered Historic Park and Garden".

### **20. FINANCE**

**Accounts for Payment** - In accordance with the Council's Financial Regulations the schedule of payments approved by the Parish Council since 13th May 2019 amounted to £5394.48 from the Current Account and £90.60 from the Pavilion Account.

**Insurance** - Following a delay with the insurance valuation of the Pavilion from Bryan Bishop the Parish Council agreed to pay the annual insurance renewal in accordance with the 5yr long term contract of £918 (£840).

**Annual Internal Audit Report 2018/19** - McCash & Hay carried out the internal audit for 2018/19 and confirmed that all the records were in good order and they did not need to qualify the report in any way.

The Annual Internal Audit Report 2018/19 on the Annual Governance and Accountability Return 2018/19 Part 3 has been completed and signed.

**Accounts for the Financial Year Ending 31.3.2019** – 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 Governance and Accountability Return Section 1 - Annual Governance Statement 2018/19** - The Parish Council RESOLVED unanimously to accept and approve Section 1 Annual Governance Statement for 2018/19 on the Annual Governance and Accountability Return 2018/19 Part 3. 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 Governance Statement 2018/19 was signed by the Chairman and the Clerk as the Responsible Financial Officer.

**Annual Return : Section 2 - Accounting Statements 2018/19** - The Parish Council RESOLVED unanimously to accept and approve Section 2 Accounting Statements for 2018/2019 on the Annual Governance and Accountability Return 2018/19 Part 3. The Accounting Statement 2018/19 was signed by the Chairman and the Clerk as the Responsible Financial Officer.

**Inspection Period** - In accordance with the Accounts and Audit Regulations 2015, the unaudited accounting records of the Parish Council for FYE 31.3.2019 are available for inspection from 1st June 2019 until 12th July by appointment with the Clerk only.

**Tewin Stores** - The terms of the purchase of Tewin Stores premises has been agreed and the share prospectus will be published when authorisation has been received from HMRC. They have received a good response to expressions of interest in purchasing shares.

#### **Grant for Tewin Stores Association Ltd**

Cllr J.Sheridan proposed that Tewin Parish Council provide a grant of £10,000 under Section 137 of the Local Government Act 1972 to Tewin Stores Association Ltd in order to assist the purchase of the shop freehold. Cllr K. Lawson seconded the proposal and the proposal was agreed unanimously.

## **21. HIGHWAYS MATTERS**

**Grass Warren Potholes** - These have been completed.

**Churchfield Road Bridge** - Cllr J Sheridan agreed to meet with Herts County Councillor Ken Crofton and Rosemary Chatindo Assistant Highways Manager (Eastern Herts), Highways Operations and Strategy about "narrow bridge" signs to go either side of the bridge.

**Churchfield Road Signs** - Cllr B Evans has straightened these up and the Parish Council agreed to report that they need moving on the Highways fault line.

**Tree Works in Cannons Meadow** - A complaint was received about tree works in Cannons Meadow and the parishioner was advised to write to Herts County Councillor Ken Crofton.

## **22. LOWER GREEN**

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

**Upper Green Car Park** - Julie Pomfrett, Community Safety and Antisocial Behaviour Officer at East Herts Council advised that the CCTV Protection Unit in Stevenage is for hot spots with high level problems usually in town centres and our problem is low level so it would be extremely unlikely that they would put CCTV in Upper Green car park.

The Parish Council agreed to her suggestion to send a flyer to surrounding residents and users of the Pavilion and car park advising them who to contact if anything is seen. The more people that ring/email with dates and times the more likely a pattern can be established for the PCSO's to work their patrols around.

**Lower Green** - Netherdown have agreed to make a donation of £500 in lieu of remedial works to repair the damage to the edge of Lower Green.

**Tewin Cowper School New Classroom** - Cllr K St Pier attended the opening of the new classroom on 3rd June 2019.

**Xmas Tree** - Watering has started again as there seemed to be a lack of new growth.

## **8. PAVILION AND UPPER GREEN**

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

**Playground Extension** – A pre start meeting was held with Kompan on 21st May 2019. The works are due to start on 4th June 2019 and will last for 2 weeks. The closest resident has been advised. Cllr D.Lloyd proposed that the Parish Council pay £5225.96 towards the cost of installing the Kompan equipment. Cllr A.Hill seconded the proposal and it was agreed unanimously.

**Playground Inspection** - The Play Inspection Company provided a quote of £325 plus vat for the annual inspection as well as the post installation inspection. The Parish Council agreed to accept this quote.

**Upper Green Car Park** - The sign has been collected by Kirkham Contracting and will be installed in due course.

**Fire Alarm** - The Parish Council agreed to accept the quote from T&J Fire for remedial works to the Pavilion fire alarm.

**Pavilion Keys** - The 5 new keys have been received.

## **23. RISK ASSESSMENT 2019/20**

**Godfries Close Access Road** - The Parish Council agreed to arrange a meeting with Riversmead/Network Homes about repairing the potholes.

**May Pond Green** - Broadlands Management Company agreed to look into putting telltales on the Sevenacres boundary wall at the back of May Pond Green.

**Tree Risk Assessment** - This took place on 2nd May with Rob Cooper Tree Surgery and a quote is awaited.

## **24. PPP/P3 GRANT**

The Parish Council agreed to obtain quotes for the resurfacing of FP11 at the top end of 100 Year Wood.

## **25. CORRESPONDENCE**

**Upper Green Bouncy Castle Request** - The Parish Council agreed to allow this subject to sight of the public liability insurance and other usual stipulations. The Parish Council agreed to review this policy at the next meeting.

**Litter Bins Upper Green Car Park** - A complaint was received about the Pavilion users at the weekend leaving their rubbish in the bins and the playground bins not having been emptied. The Pavilion CIC have been advised and East Herts Council agreed to return to empty the bins.

## **26. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES**

**Tewin Charities** - Cllr J. Sheridan agreed to become a new trustee until 2021.

**Policing** - Michael McMullen is attending the Police Rural Forum and agreed to raise the Parish Council's concerns about whether they still do patrols/drive by's and whether there is a better number to contact PCSO's on.

**Allotments** - There a couple of vacant plots.

**Pavilion** - On 1.6.19 the Pavilion was found unlocked with the lights on and the Pavilion CIC were made aware.

## **27. DATE OF NEXT MEETING**

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

As there was no further business the meeting was closed at 9.30pm.