

## **TEWIN PARISH COUNCIL**

**Minutes of the Parish Council meeting held on Monday 10<sup>th</sup> May 2021 at Tewin Memorial Hall at 7.50pm.**

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

In attendance: C. McFarlane (Clerk), Cllr M McMullen

### **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 A. Hill.
- b) Cllr A.Hill was elected as Vice Chairman unanimously, proposed by Cllr K. St Pier and seconded by Cllr N.Moore.
- c ) Cllrs K St Pier and A.Hill signed the Declaration of Acceptance of Office and Cllr K Lawson submitted a new Register of Members' Interests and Notice of Disclosable Pecuniary Interests.

**2. APOLOGIES FOR ABSENCE** received from Cllr D. Howson, East Herts Councillor L. Haysey and Herts County Councillor K. Crofton.

### **4. CONFIRMATION OF REPRESENTATIVES TO OUTSIDE BODIES AND SPECIAL RESPONSIBILITIES**

Tewin Charities Trustees (4yrs term) - Cllr D.Howson a trustee until 2021 (tbc), Cllr J. Sheridan confirmed Sept 2019 until May 2023.

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

**5. MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING** held 12<sup>th</sup> April 2021, a copy of which have been previously circulated to Councillors, were confirmed as a true record and signed by the Chairman.

### **6. NO DECLARATIONS OF INTEREST**

### **7. PARISHIONER'S COMMENTS**

Four parishioners attended to raise their concerns about the fencing and gates that have been installed at Land off Hertford Road. No planning permission has been granted for the new gates and fencing and the land has an Article 4 on it removing all permitted development rights so they should not be doing this.

No yellow planning notice has been displayed yet and there are only 10 days left for the public to comment. They are concerned that parishioners are not aware of the proposed plans. The Parish Council agreed to investigate and request an extension.

They would like to see more pressure put on Local Councillors to take more action. The Parish Council advised that East Herts Cllr Linda Haysey is already aware and has been kept up to date on developments.

A proposal was made that the land should be registered as an asset of community value and that the Parish Council should be more proactive in protecting this amenity. The Parish Council advised that it was unlikely that the land could meet the requirements to become an asset of community value.

The parishioners asked what they can do as a community to take action to protect the land/asset. The Parish Council suggested a written proposal be submitted to the Parish Council and advised that people should submit their views on the planning application to East Herts Council.

The parishioners asked what experts were being consulted about the planning application and the Parish Council agreed to look into this.

A concern was raised about the number of cyclists on the footpaths and how this is going to be enforced. The Parish Council advised that this is very difficult to enforce as Rights of Way have limited resources.

### **7. PLANNING**

#### **Planning applications**

**3/21/0913/HH – 8 Desborough Drive, Tewin** - First floor side extension. Replacement conservatory. Replacement windows. New decking and Pergola. Alterations to the entrance with new brick piers and railings and external alterations – *TPC No Comment.*

**3/21/0932/HH - 8 Cowpers Way, Tewin** - Demolition of conservatory. Erection of a single storey rear extension and Orangery- – *TPC No Comment.*

**3/21/0913/HH – Land off Hertford Road, Tewin** - Change of use of land for Equestrian; erection of a stable block and fencing; Hardstanding with car parking spaces and internal access way - *TPC Object.*

**3/21/0356/HH – 20 Firs Walk, Tewin** - Demolition of detached garage, single storey rear and side projections. Construction of single storey front, side and rear extension – *TPC No Comment.*

### **Certificates of Lawfulness**

**3/21/1149/CLPO – 20 Firs Walk, Tewin** - Proposed single storey side extension. Proposed two-storey rear extension incorporating first floor rear Juliet balcony. Alterations to first floor front windows.

### **EHC Planning Decisions**

**3/21/0477/HH – 7 Harwood Close, Tewin** – Demolition of conservatory and erection of single storey rear extension – *TPC No Comment - EHC Granted.*

**3/21/0659/FUL - 14 Lower Green, Tewin** – Erection of a front porch – *TPC No Comment – EHC Granted.*

### **Enforcement issues**

**E/20/0206/ENF - 37 Bishops Road, Tewin** – Extensive building works & major earth works, major tree removal without permission, works ongoing at all hours incl weekends, no consideration of neighbours. EHC have researched the planning history and will be arranging a site visit. Nothing further to report as no update provided by EHC.

**E/20/0065/ENF - Dawley Woods, Tewin** – Concerns about a mobile home with no planning permission, concerns a puppy farm being run, dogs bark through the night and are on the loose on the site.

EHC advised that the case is still under investigation with regard to the structure. No evidence of a puppy farm at the premises. Dogs on site seen to have enclosure but otherwise their care is not a planning matter.

**E/21/0091/ENF - Land Adj To Fairholme Stables, Archers Green Lane, Tewin** – Mobile Home sited in field without planning permission.

**E/21/0069/ENF – Plotlands, Land off Archers Green Lane, Tewin** – Field fenced and sheep grazing without planning permission.

**E/21/0146/ENF – Plotlands, Land Off Hertford Road, Tewin** – Fencing installed without planning permission. Gates to be reported.

### **Appeals**

**APP/J1915/W/20/3248614 RE: 3/19/2226/FUL - Agricultural Land West Of Orchard Road Tewin** - Siting of a mobile home for a temporary period of up to 2 years in connection with the husbandry of cattle herd. The Parish Council supports the refusal of this application by East Herts Council on the basis that there is no genuine justification of the need for this mobile home and that it is detrimental to the Openness of the Green Belt being an urban domestic object placed in a prominent position outside the farmyard which is clearly visible from public footpath WELWYN 35. *Appeal Hearing on 21<sup>st</sup> April 2021 and site visit on 23<sup>rd</sup> April 2021.*

### **Tree Felling in Tewin Wood**

The Parish Council had raised concerns about the management of the Tewin Wood Tree Preservation Order (TPC).

Terence Flynn, East Herts Council Arboricultural Officer provided a detailed response addressing the concerns.

Landowners have a duty to replace trees which die, are removed for safety reasons or have been removed without consent. If consent is granted to remove trees for other reasons then a replacement planting condition may be attached to the consent.

The species and size of the replacement tree is specified in the consent, as is the requirement that the planting take place in the first available planting season and the Council being notified once it has taken place.

In Tewin Wood native species such as Hornbeam, Rowan and Silver Birch are specified most commonly.

The future management of the Tewin Wood TPO is to continue to balance the need for active woodland management and the normal pressures of trees in close proximity to residential properties with the management of the TPO in the interests of public amenity.

If members of the public have concerns about unauthorised works taking place within Tewin Wood they should contact East Herts Council customer services.

## **8. FINANCE**

**Accounts for Payment** - In accordance with the Council's Financial Regulations the schedule of payments approved by the Parish Council amounted to £4920.82 from the Current Account comprising: John McGuckin £1542, Zurich Municipal £1024.04, C McFarlane £808.86, Affinity Water £940.80, HMRC PAYE £700.11, NEST £82.

**Accounts for the Financial Year Ending 31.3.2021** – These were previously circulated to Councillors and in accordance with the Council's Financial Regulations the Council RESOLVED unanimously to accept the accounts. They were signed by the Chairman and the Clerk as the Responsible Financial Officer.

**Annual Governance and Accountability Return Section 1 - Annual Governance Statement 2020/21** - The Parish Council RESOLVED unanimously to accept and approve Section 1 Annual Governance Statement for 2020/21 on the Annual Governance and Accountability Return 2020/2021 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 its 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 2020/21 was signed by the Chairman and the Clerk as the Responsible Financial Officer.

**Annual Return : Section 2 - Accounting Statements 2020/21** - The Parish Council RESOLVED unanimously to accept and approve Section 2 Accounting Statements for 2020/21 on the Annual Governance and Accountability Return 2020/21 Part 3.

The Chairman and the Clerk as the Responsible Financial Officer signed the Accounting Statement 2020/2021.

**Inspection Period** - In accordance with the Accounts and Audit Regulations 2015, the unaudited accounting records of the Parish Council for FYE 31.3.2021 are available for inspection from 3<sup>rd</sup> June to the 14<sup>th</sup> July 2021 by appointment only with the Clerk.

**Internal Audit** – The accounts will be submitted to Helen McCash for auditing next week.

### **Financial Risk Assessment**

**Fidelity Guarantee limit** - As there is no cost benefit on the premium in reducing the Fidelity guarantee limit the Parish Council agreed to maintain it at £100,000.

**Personal Accident limits** - The maximum total is £500,000 for any one person and £2m for any one incident.

**Tennis Club Insurance** - This does not include damage or loss to property so the Parish Council agreed to accept the quote from Zurich of £33.26 pa for the tennis court fencing.

## **9. HIGHWAY MATTERS**

**New Contact at Herts Highways** – Ben Randall is the new contact at Herts Highways.

**Gulleys:** The problem gulleys on Orchard Road, Upper Green Road and Hertford Road have been investigated by Highways and plans are awaited.

## **10. PAVILION & 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/July. The Parish Council agreed to accept their quote of £45.95 plus vat.

**Pavilion Patio Relaying** – The Parish Council agreed to accept a quote for relaying 16 paving stones of £425 from P Gentry.

## **11. LOWER GREEN**

**Water Supply on Lower Green** – Affinity have completed a re-survey and photos of the pipe and tap have been submitted. Confirmation of amount outstanding is awaited. Once payment has been received they will connect to the mains supply.

**Lower Green Footpaths Resurfacing** – The contractor hopes to complete the works during May Half Term.

**Memorial Bench** – The Parish Council agreed to locate a memorial bench for Jean Canton on the bank between Back Lane and Lower Green cottages. They also agreed to use the donation from Joy Lawson for suitable bulbs to plant nearby.

## **12. RISK ASSESSMENT**

**Risk Assessment** - This was completed on 5<sup>th</sup> May and a "to do" list will be circulated shortly.

**Tree Survey** – The Parish Council agreed to obtain a quote.

## **13. CORRESPONDENCE**

**Treasure Trail** – The Friends of Tewin are holding a Treasure Trail on 26/27<sup>th</sup> June and may serve refreshments on Lower Green. The Parish Council agreed to give permission.

**Trees in Cannons Meadow** - A request has been made for more trees in Cannons Meadow after Herts Highways planted 6. The Parish Council agreed to monitor the situation.

## **14. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

**Tewin Allotment Association** – The allotments are currently fully let and there is a waiting list.

**Tewin Pavilion CIC** – There is currently a vacancy for a cleaner at the Pavilion.

**Transport** – A request for funding of the Community bus will be submitted to the Parish Council shortly.

## **15. DATE OF NEXT MEETING**

The next Parish Council meeting will be at **7.45pm on Monday 7<sup>th</sup> June 2021** at Tewin Memorial Hall.

The meeting closed at 9.25pm.