

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 9th May 2022 at Tewin Memorial Hall at 7.45pm.

PRESENT: Cllr K. St Pier (Chairman), Cllr B. Evans, Cllr K. Lawson, Cllr D.Lloyd, Cllr D. Howson.

In attendance: C. McFarlane (Clerk), Herts County Cllr Ken Crofton and David Rixson.

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 B.Evans.
- b) Cllr A.Hill was elected as Vice Chairman unanimously, proposed by Cllr K.Lawson and seconded by Cllr B. Evans.
- c) The 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. Cllr A Hill will sign the Declaration of Acceptance at the next Parish Council meeting.

2. APOLOGIES FOR ABSENCE received from Cllr A Hill, Cllr N.Moore, East Herts Cllr L Haysey and East Herts Cllr M McMullen.

3. CONFIRMATION OF REPRESENTATIVES TO OUTSIDE BODIES AND SPECIAL RESPONSIBILITIES

Tewin Charities Trustees - Cllr D.Howson a trustee until 16.2.24, Cllr J Sheridan a trustee until 11.9.24

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 4th April 2022, 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 4th April 2022, copies of which have been previously circulated to Councillors were confirmed as a true record and signed by the Chairman.

PARISHIONERS COMMENTS

David Rixson gave an update on the next stage of the Lower Mimram Valley Initiative - Marden Fields Recovery and the Parish Council agreed to support a flyer to the Parish.

5. NO DECLARATIONS OF INTEREST

6. PLANNING

Planning applications

3/22/0463/HH -14 West Riding, Tewin - Replacement boundary entrance wall, with erection of vehicular and pedestrian access gates with the widening and resurfacing of driveway – *TPC No Comment.*

3/22/0568/HH – 29 Upper Green Road, Tewin - Demolition of garage. Erection of a single and two storey side extensions – *TPC No Comment.*

3/22/0671/HH – 29 Firs Walk, Tewin - Erection of open-sided garden shelter/outbuilding, creation of swimming pool, lowering of ground levels, alterations to retaining wall and creation of external steps and replacement fencing – *TPC No Comment.*

3/22/0756/HH – 8 Tewin Hill, Tewin - Construction of Two storey, part single storey and part first floor side extension. Incorporation of attached external store into main dwelling. Insertion of 1 roof light window to flank elevation – *TPC No Comment.*

3/22/0872/HH – 15 Bishops Road, Tewin - Single storey rear extensions, insertion of roof lights to front and side. Erection of boundary wall and gate with associated landscaping - *TPC Object to the front boundary treatment as it is not in keeping.*

3/22/0852/NMA – Muirton, 20 Firs Walk, Tewin - Non-material amendment to 3/21/0356/HH: Re-instating the existing side lean-to with blocked up window and door openings and adding a new door to the North Elevation – *TPC No Comment.*

Planning Decisions

3/21/2307/FUL – 60 Orchard Road, Tewin - Demolition of house and detached garage. Erection of replacement dwelling - *TPC No Comment – EHC Granted*

3/21/1731/HH - 11 Cowpers Way, Tewin - Two storey side extension – *TPC Object considering the critical role that the question of size has played in the planning history of this site- EHC Granted.*

Appeals

3/21/2260/HH - 42 Lower Green, Tewin - Enclosure of pergola with glazed panels and doors and clear polycarbonate flat roof - *TPC No Comment – EHC Refused.*

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 – EHC Refused – TPC agreed a response to submit to the Planning Inspectorate.*

Enforcement

Glamping: The Parish Council has become aware of potential "glamping " sites being set up in the parish. The Duty Planning Officer advised that if the land is agricultural then it would be a change of use and therefore need planning permission. Planning Enforcement have also been advised.

Dog Park: A dog park with a car park, fencing and wooden structure has just opened up off Churchfield Road, Tewin in a field. This was reported to East Herts Council Planning Enforcement.

The Duty Planning Officer advised that if the land is agricultural then it would be a change of use and therefore need planning permission.

Mobile Home: The appeal for the temporary siting of a mobile home on agricultural land west Of Orchard Road was dismissed on 21.5.21. The mobile home is still in situ and Enforcement has been advised.

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 site has been visited and the ‘mobile home’ in the woods has been dismantled. A further visit will be made to check that the site has now been cleared of the resultant waste before the case is closed.

No evidence of a puppy farm has been seen at the site.

Plotlands Article 4 Directive – Cllr L Haysey advised that this is still being looked into.

Fall Back Planning Concept – Oliver Heald MP responded with a request for all the information to be forwarded to the Minister.

7. FINANCE

Accounts for Payment - In accordance with the Council’s Financial Regulations the schedule of payments approved by the Parish Council amounted to £1431.76 comprising: T&J Fire & Security £90, Triographics £23, Cain Markings £390, J T Canton £50, C McFarlane £795.32, NEST £83.44.

Newsletter - The Parish Council confirmed their agreement to produce a newsletter as well as the associated printing and delivery costs.

Precept - The first instalment of precept of £16,500 has been received.

Insurance – The Parish Council agreed to hold this over to the next Parish Council meeting.

PAYE RTI – This has been completed.

VAT – The VAT reclaim of £1,179.92 has been received.

ICO - The annual renewal of ICO has been paid.

Accounts for the Financial Year Ending 31.3.2022 – 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 2021/22 - The Parish Council RESOLVED unanimously to accept and approve Section 1 Annual Governance Statement for 2021/22 on the Annual Governance and Accountability Return 2021/2022 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 2021/22 was signed by the Chairman and the Clerk as the Responsible Financial Officer.

Annual Return : Section 2 - Accounting Statements 2021/22 - The Parish Council RESOLVED unanimously to accept and approve Section 2 Accounting Statements for 2021/22 on the Annual Governance and Accountability Return 2021/22 Part 3.

The Chairman and the Clerk as the Responsible Financial Officer signed the Accounting Statement 2021/2022.

Inspection Period - In accordance with the Accounts and Audit Regulations 2015, the unaudited accounting records of the Parish Council for FYE 31.3.2022 are available for inspection from 3rd June to the 14th July 2022 by appointment only with the Clerk.

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

8. HIGHWAY MATTERS

FP11 – The CCTV cameras overlooking FP11 have been reported to HCC Rights of Way

9. LOWER GREEN

Fish & Chip Van – Various comments from parishioner have been forwarded to the East Herts Council Licensing Officer and no further information has been received back.

10. PAVILION & UPPER GREEN

Weekly Playground Inspections - Nothing to report.

ROSPA – The Parish Council agreed to accept the quote from East Herts Council for the ROSPA inspection.

New Cricket Practice Nets Request – The Parish Council agreed to ask the Tewin Cricket Club to mark out the proposed site and provide contact details for the public to send their comments to.

11. RISK ASSESSMENT

Risk Assessment 2021 – The Parish Council signed this off as completed.

Pavilion Water Risk Assessment - undertaken by Keith St Pier and Caroline McFarlane 12th April 2022.

Performed according to the adopted procedure. Water system has not been modified.

Both immersion heaters are functional. All TMVs functioning, providing water at an acceptable temperature. Hot water temperature at kitchen tap 54 degrees C.

Circulation pump appears not to be working. This is not important because the pump does not provide any practical benefit in this installation.

Push button tap in Ladies closest to window is not stopping automatically. Hosepipe and garden shower attachment leak when attached to the tap in the shower room. Floor drain and extractor fan working ok. One shower head leaking at swivel joint.

The extra precaution of sterilising the shower heads did not work very well because they float and it is not obvious that they fill with sterilising solution. However the shower heads have been stored dry over the winter, which will effectively sterilised them. This has now been written into the procedures. The Parish Council agreed to replace the shower heads in the shower.

Adopted procedure updated. First cricket match of the season scheduled for 23rd April.

Fire Alarm Testing – This was carried out on 14th April 2022 and all was found to be satisfactory.

Parish Risk Assessment – This was completed on 27th April 2022. An internal inspection of the Pavilion is outstanding. The current list works arising is:

Lower Green – Paint meter cupboard door – Cllr K St Pier

Lower Green – Remove guard on tree – Cllr K St Pier

May Pond Green – Raise lower branches, clear and tidy – Kirkham Contracting
May Pond Green – Remove tree support as too tight – Cllr K St Pier
Lousehole Bottom – Highways cut ins need clearing – Clerk
100 Yr Wood – Find photo of missing plaque – Cllr K Lawson
Bus Shelter @ Desborough Drive – Remove leaves and ivy on roof
Grass Warren – Remove part of tree outside 14 Grass Warren – Kirkham Contracting
Pavilion – Reset post with light switch on, External tap dripping, Fixed Wire test, Tap sticking in Ladies toilets,
Water softener salt top up, Rotten exterior boards at the base at the green shed end.

Tree Survey – This has been received and is being reviewed with a view to prioritising in order of necessity. The Parish Council agreed to find out the cost of an internal inspection for seven of the trees.

12. CORRESPONDENCE

Ward Walk – Cllr L Haysey is arranging a ward walk in early June and welcomes ideas and their involvement. The Parish Council agreed that they would like to show case the Lower Mimram Valley Initiative, plotlands, the shop and the Memorial Hall.

Speeding – A parishioner has raised concerns re speeding in the village and requested timed signs. The Parish Council agreed to pass their concerns to the Drivesafe Team.

13. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

Transport - Tim Hayward Smith from CDA for Herts will provide a report on the Saturday Community Bus ready for the next Parish Council meeting.

14. DATE OF NEXT MEETING

The next Parish Council meeting will be at **7.45pm on Monday 6th June 2022** at Tewin Memorial Hall.

The meeting closed at 9.45pm.