

## TEWIN PARISH COUNCIL

**Minutes of the Parish Council meeting held on Monday 7<sup>th</sup> April 2025 at Tewin Memorial Hall at 7.45pm.**

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

In attendance: C. McFarlane (Clerk) and Herts County Cllr K.Crofton.

**118. APOLOGIES FOR ABSENCE** received from Cllr N.Moore and East Herts Councillor B.Deering.

**119. THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING** held 3<sup>rd</sup> March 2025, copies of which have been previously circulated to Councillors, were amended and confirmed as a true record and signed by the Chairman.

### **120. PARISHIONERS COMMENTS**

David Rixson attended to outline his teams work on the creation of the Mimram Green corridor. The aim being to achieve: Local Landscape Designation for the Mimram Valley and the protection provided through the relevant planning policies, to create a continuous green corridor of good quality wildlife habitat, to enable a public access route from source to confluence, so people can enjoy the cultural, historic and natural heritage of the valley. The Parish Council thanked him for his work and agreed to support the proposal.

### **121. NO DECLARATIONS OF INTEREST**

### **122. PLANNING**

#### **Planning Applications**

**3/25/0354/CLPO – Elandela, 45 Bishops Road, Tewin** - Infill extension to front elevation with creation of canopy and rearrangement of windows and doors with external alterations to rear.

**3/25/0369/CLPO - 23 Bishops Road, Tewin** - Removal of single storey rear projection. Construction of single storey rear extension incorporating a flat roof roof-light window and a two storey extension incorporating a roof-light window.

**3/25/0495/ARPN - Land West Of Back Lane, Tewin** - Change of use and conversion of 1 agricultural building to 1 dwelling with rear extension – *TPC to raise query about access for dustcarts, fire engines, ambulance etc*

**3/25/0521/HH - 3 Fairholme Stables, Archers Green Lane, Tewin** - Erection of a single storey rear extension with pitched roof – *TPC No Comment*

#### **Planning Decisions**

**3/25/0189/HH – 29 Bishops Road, Tewin** - Double storey side extension and storm porch – *TPC No Comment – EHC Refused*

**3/25/0053/HH – Caverswall, Queen Hoo Lane, Tewin** - Removal of the single storey rear projection with roof terrace above. Construction of single storey rear extension with roof terrace and balustrades above and incorporating rooflight windows. New first floor and ground floor front windows. Balustrades added to the existing flat roof - *TPC No Comment – EHC Granted*

**3/24/2125/HH & 3/24/2126/LBC – Theresa’s Cottage, Marden Hill** - Roof conversion incorporating 3 new conservation rooflight windows to north elevation and a replacement rooflight window to south elevation – *TPC No Comment- EHC Refused*

**3/25/0135/ASDPN - 23 Firs Walk, Tewin** - Additional storey on top of the principle part of the existing dwelling house to raise the height from 6.7 metres to 9.5 metres – *EHC Prior Approval Required and Granted*

**3/25/0143/PNHH - 12 Firs Walk, Tewin** - Demolition of rear extensions and erection of single storey rear and side extensions: Depth 8.00 metres, Maximum height 4.00 metres, Eaves height 3.90 metres – *EHC Prior Approval Not Required*

**3/25/0136/PNHH - 23 Firs Walk, Tewin** - Single storey rear extension, and single storey side extension to be half the width of the original house: Depth 8.00 metres, Maximum height 4.00 metres, Eaves height 2.80 metres - *EHC Prior Approval Not Required*

**3/25/0137/CLPO - 23 Firs Walk, Tewin** - Single storey side extension, single storey rear extension, demolition of existing roof extension and side dormer, construction of new side dormer roofs and convert garage to workshop – *EHC Granted.*

**Loss of Trees in Firs Walk** – Concerns were raised about tree felling at this property which were investigated by East Herts Council and no further action was identified

Re the planning permission concerns: Planning Enforcement advised that permission was granted for the replacement dwelling but refused for the basement and garage. Due to a timing issue the build was completed. An Enforcement Notice requiring the removal of the basement could be issued but it cannot require the demolition of the two storey building as this has permission. Stopping up the basement could be reversed at a later date and filling the basement entirely with concrete to remove it from use would be very expensive and may affect the structure of the approved build. Neither of these would make any difference to the external appearance of the building but would be environmentally unfriendly. The matter has been closed as it is “Not Expedient” in accordance with the Council’s Enforcement Policy.

### **Enforcement Issues**

**E/24/0256/ENF – Structure at Plotlands, B1000, Tewin Plotlands** – Two further plots with activity have been reported to Planning Enforcement. The Parish Council agreed to write to Herts & Middx Wildlife Trust to warn them to keep the gate closed in order to prevent the site becoming similar to that in Aston.

**E/23/0218/ENF - Tewin Bury Farm Hotel, Hertford Road, Tewin** – Lake huts - A planning application is being prepared for change of use of the land and siting of four Shepherd hut buildings for the diversification of the hotel business.

### **Appeals**

**3/24/1130/CLPO - 2 Churchfield Road, Tewin – Appeal Ref 3351343 In Progress - Not Yet Decided 6.4.25**

Single storey outbuilding to form ancillary gym to the host dwelling – *TPC No comment – EHC Refused*

**East Herts Call for Sites list** – Cllr K St Pier has written a response on the sites in Tewin and the Parish Council will agree via email.

## **123. FINANCE**

**Accounts for Payment** - In accordance with the Council’s Financial Regulations the schedule of payments approved by the Parish Council totalled £2,261.10 and comprised: C McFarlane £908.91, Kirkham Contracting HCC Grass £344.78, Kirkham Contracting TPC Grass £667.48, NEST £98.33, Xero Direct debit £39.60, ICO £52, JG Plumbing £150.

**Information Commissioner’s Office (ICO)** - The Parish Council agreed to pay the annual renewal of ICO has increased from £35 to £52.

**Boundary Signs** – A donation from Friends of Tewin has been received towards the boundary signs.

**Newsletter** - The Parish Council agreed to produce a newsletter as well as the associated printing of £40 & delivery costs of £50 to the Over 50’s Club.

**HMRC PAYE RTI** – The end of year process has been completed.

**Accounts for the Financial Year Ending 31.3.2025** – 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 2024/25** - The Parish Council RESOLVED unanimously to accept and approve Section 1 Annual Governance Statement for 2024/25 on the Annual Governance and Accountability Return 2024/25 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 2024/25 was signed by the Chairman and the Clerk as the Responsible Financial Officer.

**Annual Return : Section 2 - Accounting Statements 2024/25** - The Parish Council RESOLVED unanimously to accept & approve Section 2 Accounting Statements for 2023/24 on the Annual Governance and Accountability Return 2024/25 Part 3.

The Chairman and the Clerk as the Responsible Financial Officer signed the Accounting Statement 2024/25.

**Inspection Period** - In accordance with the Accounts and Audit Regulations 2015, the unaudited accounting records of the Parish Council for FYE 31.3.2025 are available for inspection from **3rd June to the 14<sup>th</sup> July 2025** by appointment only with the Clerk.

**Internal Audit** – The accounts will be submitted to Helen McCash for auditing in due course.

## 124. HIGHWAY MATTERS

**Godfries Close Footpath Patching Works** – This has been completed.

**Boundary Signs** – These have been installed and thanks sent to Hope at Herts Highways.

**Churchfield Road** – Herts Highways advised that the potholes on Churchfield Road passing place will be repaired as part of other works they are planning.

**B1000** – Highways advised that the sinking trench across the B1000 in particular on the lane of travel from Digswell to Hertford does not meet their criteria for repair but it is noted for future reference.

## 125. PAVILION & UPPER GREEN

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

**Litter Bins** – East Herts Council has removed the large litter bin next to the playground but have agreed to replace it with a larger bin. The litter bin in Cannons Meadow is also scheduled for removal so Kirkham Contracting has removed the bin and put it into storage for when a replacement is required.

**Pavilion Ladies Toilets** – Repairs to two toilets have been completed.

**ROSPA Inspection** – Matting Trip Hazard – Cllr K St Pier has dug a wider gap to eliminate the trip hazard.

**Broken Gate on FP10** – The landowner has repaired the gate.

**Classic Car Show** – The Parish Council agreed to allow the Friends of Tewin to hold the Tewin Classic Car Show on Upper Green on 17<sup>th</sup> August 2025.

**Ash Tree** – Cllr K St Pier and Cllr K Lawson to check whether the tree works to the Ash tree on Queen Hoo Lane have been completed.

## 126. LOWER GREEN

**Rose & Crown Parking** – East Herts Council Enforcement have raised a case about the CCTV camera on the barn.

**VE Day Commemoration Picnic** - The Parish Council agreed to allow Friends of Tewin to hold this on Lower Green on 5th May 2025.

**Tree Works at The Hazels** - A parishioner enquired about carrying out tree works at The Hazels and was referred to East Herts Council as the site was in the Conservation Area.

**BEAM** – BEAM will be holding a workshop about bringing professional shows to Tewin on 10<sup>th</sup> April 2025 in the Memorial Hall from 7pm until 8.30pm.

**Xmas Tree**- The water supply has been turned on.

**Skip** – The skip on Lower Green has been removed.

## 127. RISK ASSESSMENT

This has been split over two days. Lower Green and the surrounding area was completed on 3rd April by the Clerk and Cllr J Sheridan. The Upper Green areas will be completed by Cllr K St Pier and K Lawson on 8<sup>th</sup> April at 10am.

## **128. CORRESPONDENCE**

**Footpaths** – A query was raised about reporting gate repairs and Cllr K Crofton advised that they can be reported through the Herts Highways fault line and they will then be referred to the Rights of Way unit.

## **129. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND SPECIAL RESPONSIBILITIES**

**Policing** – Cllr D Howson will be attending the Priority setting meeting for East Herts Rural on Tuesday 22<sup>nd</sup> April 2025 at 18:00pm. A burglary at the Bowls Club took place over the weekend and is being investigated by the Police.

**Transport** – The committee are currently working on the way forward.

**Pavilion** – A proposal for a private space for the tennis club has been submitted and will be discussed at the next CIC meeting.

## **130. DATE OF NEXT MEETING**

The next meeting will be the Annual Parish Council meeting on **Monday 12<sup>th</sup> May 2025 at 7.45pm** at Tewin Memorial Hall.

The meeting closed at 9.20pm.