

## TEWIN PARISH COUNCIL

### Minutes of the Parish Council meeting held on Monday 3<sup>rd</sup> July 2006 in Tewin Memorial Hall at 7.45pm

**PRESENT:** Cllrs K.Lawson (Chairman), K.St Pier, B. Evans, M.Howe, D.Howson D.Lloyd and B.Evans.

In attendance: Mrs C.McFarlane (Clerk), EHD Cllr M.McMullen and one parishioner.

#### PARISHIONER COMMENTS

Mr John Sheridan attended the meeting to report on the progress of the Parish Plan Steering Committee ("PPSC").

The first draft of the questionnaire has been completed and therefore the Parish Plan Steering Committee will need to request funding from Tewin Parish Council. Funding of approx £1500 has been requested from EHC but this is unlikely to be received until the end of the year.

PPSC estimate that the cost of Phase 1 including the preparation, printing and distribution of the questionnaire along with a stamp addressed envelope for completed returns will be £1300.

They estimate the cost of Phase 2 will be £2200 including the analysis of returns, preparation, printing and distribution of the final report and a contingency amount of £400.

The Parish Council agreed to discuss funding for the Parish Plan under item 36.

**29. APOLOGIES FOR ABSENCE** were received from Cllr B.Evans for lateness, Cllr S.Stott and Cllr A.Hill.

**30. MINUTES OF THE PREVIOUS MEETING** held 5<sup>th</sup> June 2006 were amended, agreed and signed by the Chairman.

#### 31 MATTERS ARISING

Nothing to report.

#### 32. FINANCE

**Accounts for Payment** - In accordance with the Council's Financial Regulations the schedule of payments amounting to £1400.41 was approved by the Council.

**Accounts Inspection** - The Clerk reported that the inspection period for the accounts has now ended.

**Internal Audit** – Mr P.Marshall has completed the internal audit with no comments and signed the audit schedule.

**Audit Schedule** - This has now been sent to the external auditors.

**Quote for Pruning Lower Branches in Parish** – The Parish Council agreed to accept quotes totalling £310 to prune the lower branches on trees in Tewin in order to make mowing easier and improve sightlines.

#### 33.PLANNING

##### Planning Decisions Received from EHC

30/0/0744/FP/JS – 29 Cannons Meadow, Tewin – Single storey side and rear extension – TPC No Obj although unclear where car parking spaces were located - EHC Refused

3/06/0757/FP/SD Tewin Mill Farm House, Tewin – Two storey rear extension & first floor extension – TPC No Obj – EHC Granted

3/06/0782/FP/CD – 26 Grass Warren, Tewin – Single storey side extension – TPC No Obj – EHC Refused

##### Enforcement Issues

**Abandoned Vehicle on Lower Green** – EHC have agreed to send a letter to the owner of the vehicle..

**Field off Back Lane** – A parishioner has reported long term dumping of a variety of waste. This has been reported to the Environment Agency and Herts County Council Enforcement Dept.

**Hoo Corner** – Building at this site has been reported to EHC Planning Enforcement Team.

#### 34. HIGHWAYS

Churchfield Rd/Margery Lane – Cllr A. Hill expects to complete channel digging shortly.

**Tewin Hill, Queen Hoo, and Bramfield Rd** – Drainage works on all three roads are due to commence shortly. The works on Bramfield Road will result in the road being shut for up to 4 weeks.

**Dead Trees on Churchfield Road** – A response from Cemex plc (landowner) is awaited.

**Garage Access Road off Godfries Close** – Riversmead have advised the Parish Council that the onus for repairs is on the users of this road and they are in the process of obtaining a quote for resurfacing the road, the cost of which will need to be split amongst the users.

**Potholes to be reported** – on Hertford Road and Archers Green

#### **Grass Warren: -**

**Bollards** – Highways have reinstated the bollard.

**Potholes** – The potholes on the access road to the garages have been reported to Riversmead. Riversmead state that the onus of repairs is on the users of the access road and are in the process of obtaining a quote for resurfacing the road, the cost of which will need to be split amongst the users.

**Broken Post & Rail Fence** - This has been referred to EHC.

**Broken Stopcock Valve Box** – This has been reported to Highways.

### **35. PAVILION, UPPER GREEN AND LOWER GREEN**

Pavilion Refurbishment - The Parish Council, Tennis Club and the Cricket Club attended the meeting on Wed 21st June. The Tennis Club proposes to extend the Pavilion in order to enlarge their clubroom. The Parish Council was asked to research whether planning permission was necessary. Both EHDC and HCC will require a plan and a letter of intent and providing the building is not more than 4m high from floor to ridge and does not exceed 200 cubic square metres capacity we are unlikely to require planning permission. This information will be circulated to the tennis club. The Chairman also noted that permission from the Secretary of State (Defra) is also likely to be required for work on a Village Green.

The Tennis Club expect to be able to present a final plan at the next Parish Council meeting.

Funding options have not yet been explored by the Clubs. Cllr Evans volunteered to seek further information.

**Risk Management** – The Parish Council agreed to accept quotes totalling £365 for a variety of remedial works throughout the parish as identified by the risk assessment in April.

**Repairs To St Peter's Church Access Road** - The Parish Council agreed to make a donation towards the resurfacing of this road. They agreed to allocate a minimum of £500 in the next budget and will notify St Peter's Church next April when the precept request is confirmed.

**Repairs to The Well Cover on Lower Green**– Some damage was done to the well cover after the fete on 24<sup>th</sup> June and the company involved has accepted responsibility and agreed to pay for the repairs. The Parish Council agreed to accept the quote of £70 for the repairs and the company will be informed.

**Electricity on Lower Green** – EdF advised that it would cost £668 to put a metered supply on the green near to the well cover. The Parish Council would then have to pay for a suitable electrician to put a weatherproof box (EdF will advise size) to cover the sockets and fuse boards, which the Council would also have to purchase. The Parish council agreed to get a quote for these ancillary works and report back at the next meeting.

**Use of Upper Green for School Sports Day** – The Parish Council agreed to let Tewin Cowper School use Upper Green for their Sports Day on 17<sup>th</sup> July as their playing field is not usable at present. The cricket club and the tennis club have been notified.

### **36. PARISH PLAN**

In view of the report mentioned above from the Parish Plan Steering Committee the Parish Council agreed to allocate £1000 towards the completion of Phase 1.

### **37. PLAYGROUND**

The Parish Council is in the process of exploring funding sources. Cllr B.Evans has completed an application to the Awards For All (Big Lottery) for funds and Cllr M.McMullen kindly agreed to be a referee. The Friends of Tewin have also kindly offered to complete an application form for Herts Community Foundation to request funds. Cllr K St Pier measured up the potential site on Upper Green and the Council agreed it was big enough for a playground.

The Parish Council agreed that EHC, HCC and RoSPA should be approached with view to checking the suitability of the site.

### **38. PARISH PATHS PARTNERSHIP**

FP 18 from Tewinbury Lane to St Peter's Church was reported to be overgrown and this has since been rectified.

### **39. CORRESPONDENCE**

**Recycling** – Can and glass recycling is coming to Tewin in September. The Parish Council will be sent a press information pack which can be displayed on notice boards, website, parish news and in the Parish Council newsletter.

**Speeding in Tewin** – Mr A. Hamilton has asked whether the Parish Council would consider purchasing a flashing sign similar to that in Knebworth in order to deter speeding traffic. Unfortunately the Parish Council agreed that demands on Parish Council funds were too great at present and they are currently unable to consider it.

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

**Tewin School** – Nothing to report

**Tewin Charities Trustees** – Nothing to report.

**Tewin Memorial Hall** – Nothing to report

**Tewin Website** – Nothing to report.

**Locality Policing** – Nothing to report

### **41. DATE OF NEXT MEETING**

The next meeting will be on Monday 4<sup>th</sup> September 2006 in Tewin Memorial Hall at 7.45pm.

As there was no further business the meeting was closed at 11.15pm.

# APPENDIX 1 – HIGHWAYS AND TRANSPORTATION MATTERS June 06

Fault line: 01438 737321

District Team: 01992 526900

Assistant District Manager: Raj Goutham

Assistant Engineer: Ian Bishop (last meeting 15.4.05, 23.2.06)

Three Valleys Water 0845-7823333 (fault/leak reporting)

| Ref: | WORK IDENTIFIED AS NEEDING TO BE DONE AND REPORTED TO THE PARISH ENGINEER.  | ACTION  |
|------|---|---|
| 1    | <b>Flooding</b> at junction of Margery Lane with Churchfield Rd.<br>Drainage ditch along Margery Lane & gullies have been cleared regularly and silt up again rapidly.  | Works to be done imminently   |
| 2    | <b>Flooding</b> - School Lane – Flooding across road up 2 driveways on 8.5.06   | Gullys jetted and CCTV sent down and all clear.<br>Meeting with Design Team suggested |
| 3    | <b>Grass Warren –</b><br>Potholes on Garage access rd – reported to Riversmead<br><br>Broken post and rail fence – reported to EHC<br>Broken cover on Stopcock Valve outside No 31 – reported to Highways Ref 1239969<br>Stopcock Box removed outside No 7 – reported to Highways Ref 1240190 | Owned by Riversmead but users responsibility to maintain                              |
| 4    | <b>Potholes</b><br>Hertford Road – reported to Highways – Ref 1240141<br>Archers Green – Reported to Highways –Ref 1240140  |   |
| 3    | <b>Bridge Reflectors</b> in Churchfield Road – White lining & chevrons to be repainted & reflective discs/paint on bridge   | IB Noted  |
| 4    | <b>Kerbing</b> – Two loose kerb stones on drive opposite Tewin Stores   | IB noted  |
| 5    | <b>Trees</b> – Dead trees on Churchfield Rd   | To be done in august by Landowner   |
| 6    | <b>Ownership</b> – Clarify ownership of access road off Godfries Close  | Owned by Riversmead but users responsibility to maintain                              |
| 7    | <b>Signs</b><br>Heavy Vehicles signs on Hertford Rd<br>Tewin Sign at Hollybushes – broken   | Ordered   |
| 8    | <b>Line Markings</b> – Most done some missed such as School Lane  |   |
| 9    | <b>Flooding</b> - outside 12/14 Hertford Road.  |   |
| 10   | <b>Resurfacing</b> – Queen Hoo Lane tarmac is breaking up.  | Done  |
| 11   | <b>Bollard needs repairing Grass Warren/Cannons Meadow</b>  | Done  |

Please be aware that Highways have a very limited budget and have to prioritise all work.