

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 11th May 2009 in Tewin Memorial Hall at 7.45pm

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

In attendance: Mrs C.McFarlane (Clerk) and East Herts Councillor Michael McMullen.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Cllr K.Lawson was elected as Chairman unanimously, proposed by Cllr K.St Pier and seconded by Cllr S.Stott.

Cllr K St Pier was elected as Vice Chairman unanimously, proposed by Cllr D.Howson and seconded by Cllr A.Hill.

Both the Chairman and Vice Chairman signed a Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE were received from East Herts District Cllr L.Haysey.

3. CONFIRMATION OF REPRESENTATIVES TO OUTSIDE BODIES AND SPECIAL RESPONSIBILITIES

Tewin Charities Trustees - Cllr D.Howson agreed to remain a trustee until 2012
The Clerk agreed to confirm whether Mr R. Temple would agree to being a

trustee for a further 4 years.

Tewin Memorial Hall - Cllr K St Pier

Parish Paths Partnership - Cllr K.St Pier

Transport - Cllr K.Lawson

Tewin Society Liaison - Cllr K St.Pier

Tewin Website - Cllr D.Lloyd

Locality Policing - Cllr D.Lloyd

Pavilion Representative - Cllr D.Howson

4. MINUTES OF THE PREVIOUS MEETING held 6th April 2009 were agreed and signed by the Chairman. The Chairman also signed the minutes of the Annual Parish Meeting held on 6th April 2009.

5. NO MATTERS ARISING FROM THE MINUTES

6. FINANCE

Accounts for Payment - In accordance with the Council's Financial Regulations the schedule of payments amounting to £5,050.36 was approved by the Council.

VAT Refund – A total of £989.79 has been received.

East Herts Council – The grass cutting payment of £1457.59 has been received.

Precept – The first precept instalment of £8450 has been received

Insurance - The Clerk reported that the renewal quote for the insurance from Allianz is £1949 (last year £1793) an increase of £156 (+8.5%). An alternative quote of £1574 has been received however Allianz has agreed to match the quote. The Parish Council agreed to accept the new renewal quote from Allianz for £1574.

The Parish Council agreed to increase the Fidelity Guarantee cover from £2000 to £10,000 immediately. They agreed that the Cllrs B Evans and D.Lloyd would review the form necessary to raise the level of the Fidelity Guarantee to £20,000 and agreed that the extra cost of £27 pa was acceptable.

Newsletter – The Parish Council agreed to send a newsletter to the entire parish comprising the Chairman's speech at an approximate cost of £60 for photocopying and £50 for distribution.

Parish News – The Parish Council agreed to make a donation towards the Parish News of £135, the same as last year.

Accounts For Financial Year Ending 31.3.09– In accordance with the Council's Financial Regulations the Council resolved unanimously to accept the accounts and they were signed by the Chairman and by the Clerk as the Responsible Financial Officer.

Accounts Inspection - The accounts are available for inspection by appointment with the Clerk from 18th May until 15th June 2009 and a notice has been displayed on the Notice Board to this effect.

External Audit Schedule - This was signed in accordance with the Council's Financial Regulations by the Chairman and the Clerk.

Internal Audit – The Society for Local Councils and Clerks confirmed that if the Parish Council orders the work, receives the invoice in its name, pays for the work with its own funds and remains the owner of the goods/services, then it can recover the VAT on the work. If any one of the conditions is not met then it cannot recover the VAT. Cllr B.Evans and D.Lloyd agreed to formulate some guidelines for future reference.

The Clerk is to attend a (free of charge) Local Councils and VAT workshop at HMRC, London on 21st May 2009.

Tewinbury Nature Reserve, Hertford Rd – Regarding the proposal for a new hide, for which planning has already been granted (East Herts Council Ref 3/08/2035/FP) the Parish Council agreed to advise the Herts & Middlesex Wildlife Trust (HMWT) that the budget has already been set for this year but if they still require funds to approach the Parish Council in November although funds would be very limited in relation to the total funds required for this project.

BT Phone Box – Ownership of the BT phone box will be transferred to Tewin Parish Council shortly and EON has confirmed that the annual cost of running a light in the phone box will be approx £16.13 pa plus 5% vat payable in advance. The Parish Council agreed that this was acceptable and agreed not to disconnect the electricity supply.

Cllr D.Lloyd agreed to ascertain whether Friends of Tewin, THAC's or Tewin Society would be interested in helping restore/repaint the phone box.

7. PLANNING

Applications received

3/09/0452/FP – 10 Firs Walk, Tewin – Single storey side extension and provision of new rear terrace – No comment as no plans attached. The Council agreed to write a letter of complaint to East Herts Council.

3/09/0599/FP – 40 Orchard Road, Tewin – Single storey rear glazed extension, new entrance porch, conversion of existing garages into habitable rooms and alterations to fenestration – TPC NO Obj

3/09/0504/FP – Brockswold, 47 Burnham Green Road, Burnham Green – Two storey rear extension, single storey rear extension, new roof & dormer to house garage. Conversion of garage roof space and conversion of house roof space – TPC Obj due to excessive height and cumulative effect of the proposed extension.

3/09/0524/LB – Marden Hill, Hertford – Rebuild damaged sections of courtyard entrance – TPC No Obj

Planning Responses Received from EHC

3/09/0366/FP – 16 Hertford Road, Tewin – Conversion of integral garage to bedroom with ensuite shower room and associated alterations – TPC No Obj – EHC Granted

30/09/0212/FP – 3 Harwood Close, Tewin – Single storey rear extension – TPC No Obj – EHC Granted

3/09/0353/FP – 8 Harwood Close, Tewin – Retrospective Rear Conservatory with Lantern Roof – TPC Object to the windows overlooking the neighbours and would like to see them removed to safeguard the neighbours privacy- EHC Granted. The Parish Council agreed to send a letter to East Herts Council expressing their disappointment at the outcome.

3/09/0261/PT/JS – 26 Lower Green, Tewin – 9m BT Wooden Pole feeding 26 & 27 Lower Green – TPC asked to meet BT to explore other options and clarify height of pole, elevation drawings, consideration of Village Green and Conservation Area. TPC agreed to notify EHC of this meeting – EHC Granted

The Parish Council agreed to pursue attempts to arrange a meeting with the Engineer responsible.

Notification of Appeal – 3/08/1848/FP/HS – 74 Upper Green Road – Proposed new dwelling

Enforcement Issues – Nothing to report

Welwyn Hatfield Core Strategy Consultation – A response co-ordinated by Cllr S.Stott and K St.Pier has been sent to this consultation and this has been acknowledged.

Proposed New Houses on land adjacent to Seven Acres – East Herts Council is asking permission to change the structure of ownership for the affordable housing on the site from 75% rental/25% shared ownership to 100% rental because of the current difficulties getting shared ownership mortgages arising due to the recession.

The Parish Council agreed to send a letter to East Herts Council expressing concern at this and copied it to East Herts Councillors M.McMullen and L.Haysey.

Seven Acres - Cllr K St Pier reported that the landowner has raised the possibility of removing the undergrowth on the verge just north of 56 Upper Green Road so as to improve the sightlines for potential new access for the development. A footpath is planned for this land as part of the development. Nevertheless, Councillors expressed concern removing the undergrowth would be

premature, as aspects of the planning application are still being discussed, and it would expose the boarded fence and concrete posts.

Village Green Maps – These are in circulation and need verifying. Cllr K St Pier and J.Sheridan agreed to do this at the Records Office.

8. MODEL PUBLICATION SCHEME (as required by Freedom of Information Act)

This has been put on the website and a notice will be put on the notice board to advise parishioners.

9. ALLOTMENTS

Cllr J.Sheridan declared a personal interest in the next item as he is Chairman of the Tewin Allotment Association.

Land Rental Agreement

This agreement has been signed by both parties. The Parish Council agreed to the landowners request for a side letter confirming that a gate would be installed on the new eastern boundary fence to maintain vehicular access for the landowner from Cannons Meadow onto the land adjoining the allotments.

Allotment Tenancy Agreement

This has been signed by both parties. The Allotment Association agreed to the Parish Council's request for a side letter confirming that a gate would be installed on the new eastern boundary fence to maintain vehicular access for the landowner from Cannons Meadow onto the land adjoining the allotments.

10. PAVILION REFURBISHMENT

Applications to both COMMA and People's Millions have been made. The Sport England application will be completed shortly.

As well as support from Tewin Cricket Club and Tewin Tennis Club, both football clubs have now seen the plans and are very supportive of the project.

Some quotes for drawings and one further building quote are awaited.

11. RISK ASSESSMENT

2008/9 Risk Assessment – The Council agreed to sign this as all the works have been completed except a small number by Kirkham Contracting, which have been carried over to the new Risk Assessment.

2009/10 Risk Assessment – Cllr A.Hill, D.Lloyd and the Clerk completed this on 24.4.09. A list of works necessary has been completed and the Council agreed to request quotes. The Council asked Cllr D.Howson, Pavilion Representative to pass on their thanks to the football clubs for leaving the Pavilion in a good condition.

Upper Green Handover – The handover meeting from the Parish Council to the Cricket Club was successfully completed by Cllr D.Howson on April 19th 2009.

12. PARISH PLAN

Parish Plan Transport Group – The Parish Council agreed to discuss this at the next meeting.

Parish Plan Housing Group – Cllr S.Stott proposed and Cllr J.Sheridan seconded the proposal to Form a working group in the form of the Parish Council, that would be set up to consider whether a Village Design Statement would have any benefits. The vote was not carried and the Parish Council agreed to advise the village in the next newsletter.

Parish Plan Analysis Group – The report has been received and the Parish Council agreed to thank everyone involved for their efforts. They agreed to publish a summary in the next newsletter.

13. UPPER GREEN

Playground Weekly Inspections – No incidents to report.

14. CLASSIC CAR EVENT

The Friends of Tewin would like to organise their own insurance for this event. The Clerk was asked to ascertain from the Council's insurance company whether this was viable, the level of risk assessment necessary for an event and report to the Council.

15. CORRESPONDENCE

Welwyn Hatfield Core Strategy – The Parish Council's response to this consultation has been acknowledged.

Refuse Collection – East Herts Council have advised the Parish Council that they will be introducing major changes to refuse collection in the autumn. The Parish Council has agreed to hold a Village meeting at the Memorial Hall so that East Herts can inform the residents about these changes and answer any questions about how the scheme will work and why it is being introduced.

Mr& Mrs Ling wrote to complain about the speeding on Upper Green Road. The Parish Council agreed to respond advising them of the Seven Acres Section 106 agreement and the plans for a flashing speed sign.

The Clerk was asked to check with the PCSO about the availability of "Police Speed Check" signs.

Grass Warren – Mrs Watt's relative wrote to ask if consideration and support could be given to make vehicle access on an occasional basis on the grass outside the old people's bungalows. Cllr D.Lloyd agreed to visit Mrs Watt.

Peter Walters – The Parish Council agreed to send a letter of condolence to the Walters family after his death on 27th April 2009.

16. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES

Tewin Charities Trustees – Meeting on 12th May 2009

Tewin Memorial Hall – Nothing to Report

Parish Paths Partnership (P3) – Nothing to report

Transport – Nothing to report

Tewin Society – Nothing to report

Tewin Website – Nothing to report

Locality Policing – Nothing to report

Pavilion Representative – Nothing to report

17. DATE OF NEXT MEETING

The next meeting is the on Monday 1st June 2009 in the Memorial Hall.
As there was no further business the meeting was closed at 10.35pm.

APPENDIX 1 – HIGHWAYS AND TRANSPORTATION MATTERS April 09

Fault line: 01438 737321

District Team: 01992 526900

Assistant District Manager: Raj Goutham

Assistant Engineer: Ian Bishop

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

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

| Ref: | WORK IDENTIFIED AS NEEDING TO BE DONE AND REPORTED TO THE PARISH ENGINEER. | ACTION |
|------|---|-----------------------------------|
| 1 | Grass Warren – Broken birdsmouth fence – reported to EHC H/W own but not a priority as not dangerous | H/W noted |
| 2 | Bridge Reflectors in Churchfield Road – White lining & chevrons to be repainted & reflective discs/paint on bridge | H/W Noted |
| 3 | Kerbing – Two loose kerb stones on drive opposite Tewin Stores | H/W noted |
| 4 | Line Markings – Most done some missed such as School Lane | |
| 5 | Flooding - outside 12/14 Hertford Road. | |
| 6 | Signs – i) Village Hall/Scout Hut Sign ii) Tewin Please Drive Carefully | On list. Done |
| 7 | Resurfacing of Lower Green, Upper Green Road, Upper Green and Orchard Road | Done Orchard Rd being looked into |