

TEWIN PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 1st March 2010 in Tewin Memorial Hall at 7.45pm.

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

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

114. APOLOGIES FOR ABSENCE were received from East Herts District Councillor L.Haysey.

115. MINUTES OF THE PREVIOUS MEETING held 1st February 2010 were amended, agreed and signed by the Chairman.

116. MATTERS ARISING FROM THE MINUTES

Draft of the Sustainability Scoping Appraisal Report for Consultation - The Parish Council submitted a response to this report raising serious concerns about Tewin being designated within the "A1 (M) corridor" spatial area.

117. FINANCE

Accounts for Payment - In accordance with the Council's Financial Regulations the schedule of payments amounting to £1647.79 was approved by the Council.

Expenditure versus the budget – A report was circulated. The surplus at the year end will be approximately £1000 and once the precept is received at the end of April this will be transferred to the Tewin Parish Council Pavilion account.

Transfer from National Savings Account to Current Account – The transfer of £1000 and interest of £31 has been received.

VAT Reclaim – A VAT reclaim of £1488 has been received from HMRC.

Public Works Loan Board ("PWLB") – The application has been submitted to Hertfordshire Association for Parish and Town Councils ("HAPTC") and will go forward to the Secretary of State by way of the Department for Communities and Local Government ("DCLG") upon receipt of the signed minutes from the last meeting and the planning permission approval.

Donations – Tewin Tennis Club have donated £5000 towards the refurbishment.

118. PLANNING

Planning Applications received

3/10/0148/FP - 39 Upper Green Road, Tewin - Ground floor rear extension – TPC No comment

3/10/0125/FP - 54 Upper Green, Tewin - New dwelling – TPC No comment

X/06/2358/02 – Playground, Upper Green Tewin – A request for netting to remain up all year was sent to EHC Planning on 15th February and they will respond within 15 working days.

Planning Responses from EHC

3/09/1942/FP - 2 East Riding, Tewin - First floor side extension – TPC No Obj – EHC Granted

3/09/2031/FP - 39 Orchard Road, Tewin - Demolition and rebuild of detached workshop/garage & new second detached workshop/garage – TPC No Obj – EHC Approved

3/09/2074/FP - 2 Upper Green, Tewin – Proposed entrance gates – TPC No Obj – EHC Granted

Certificates of Lawfulness – Tewinbury Farm Hotel – Permission for the two sets of large umbrellas and the wooden pergola – Refused due to insufficient evidence. Superseded by current planning application.

Enforcement Issues – Nothing to Report

119. PAVILION REFURBISHMENT

Planning Application – The Consultation period ended on 25th February and EHC has advised verbally that no comments have been received.

Building Regulations Submission - The Building Regulations, working drawings for builders and building specifications are almost complete and will be submitted to East Herts Council soon. The working drawings will be reviewed and then used to obtain builders quotes.

VAT Accountant – A meeting was held with Linda Leach, VAT Accountant and a letter received from her outlining the Council's options with regard to the Pavilion and VAT. The Council agreed to undertake more research into option 4 which is to lease the Pavilion and sports facilities at a peppercorn rent of no more than £1 to a separate legal entity to manage and operate as principal. The Parish Council will retain responsibility for repairs and maintenance and other improvements that may be needed.

HMRC – The Clerk wrote to HMRC on 18.2.10 for confirmation that VAT may be reclaimed on the refurbishment project under option 4 (detailed above). HMRC replied stating that "HMRC policy prevents HMRC from providing a definitive response where they believe the point is covered by their Public Notices which in this case it is".

HCC Lease – A letter has been sent to Herts County Council asking whether the Parish Council can lease the Pavilion to a third party, in the form of a charity. HCC have responded verbally that they see no objections to this and will confirm in writing shortly.

Builders Quotes – Once the working drawings have been received quotes from at least three builders will be obtained.

Builders Contract – The Clerk has been advised to use a standard RIBA contract (Royal Institute of British Architects) and "execute" it as a deed so that the guarantee doubles to 2 years.

Equipment Store Quote – An acceptable quote for this has not been received yet.

Temporary Storage – This will be necessary for the equipment out of the store. An acceptable quote has been obtained from Blythewood, WGC for a temporary 20ftx 8ft container.

120. GRASS CUTTING & HIGHWAYS

Quotes were requested from Kirkham Contracting, Mr.R.J.Dawes, John O'Connor and Frank Cooper & Son.

Quotes were received from all of them except R.J.Dawes who declined to quote.

The Council unanimously agreed to accept Kirkham Contracting quote for the next year.

Highways

Jetting of Upper Green – This was completed on 2.2.10.

Meeting - The Clerk and Keith St Pier met with Eralp Yucelt, Highways Engineer, Herts Highways on 1.3.10. He agreed the following:-

- as soon as possible from 1st April he will arrange for his crew to dig out the Upper Green Road ditches in order to create greater holding capacity and thus take some of the water off the road.
- to check for any details on the underground gully system in Upper Green Road.
- to submit a request to the Long Term Programme to cover up the ditches in Upper Green Road although this may take a few years.
- to check ownership of the verge opposite the Upper Green Road ditches with a view to reinstating the ditch on that side of the road and clearing the verge.
- to check ownership of the green between 49 Upper Green and the Plume with a view to creating a larger holding ditch for the water there which is currently flowing out of the ditch and down the road.
- to note a few gulleys that do not seem to be on the "annual gully cleansing list"
- to order a replacement triangular sign for May Pond Green
- to report the road deterioration on Churchfield Road and the flooding at Lousehole Bottom, Hertford Road.

121. DATA PROTECTION ACT - NOTIFICATION

The Information Commissioners Office ("ICO") advised that the Parish Council (public organisation) is legally obliged under the Data Protection Act 1998 to protect any [personal information](#) they hold, and is required to [notify with the ICO](#) at a cost of £35 pa.

Notification is a statutory requirement and every organisation that processes personal information must notify the ICO, unless they are exempt. Failure to notify is a criminal offence.

The Council agreed that notification should be completed.

122. MEETING DATES

Annual Parish meeting to be held at 7.30pm on Monday 12th April prior to the usual Parish Council meeting in the Memorial Hall.

Annual Parish Council meeting will be on Monday 10th May 2010 at 7.45pm at the Memorial Hall.

123. RISK ASSESSMENT

Annual Risk Assessment – The date for this will be agreed by email.

Works Remaining – The Pavilion barge board and one bench on Upper Green are expected to be completed when the weather improves.

Verge along Upper Green Road from Godfries Close to opposite the garage – East Herts Council Tree Officer advised that there are no protected trees in the verge from Godfries Close up to the footpath sign opposite 39A Upper Green Road. There are a number of standing dead young elm trees adjacent to the verge here.

124. UPPER GREEN & LOWER GREEN

Playground Weekly Inspections – Nothing to report.

Playground Gates – The Clerk has ordered the key for the fence bolts and both red and green touch up paint from SMP.

Football Nets – These have been ordered.

Back Lane/Veolia Water – No response from the residents yet as to whether they wish to obtain a survey and quote for re-siting the boundary stopcocks. .

125. CORRESPONDENCE

Speed Management Strategy – This has been received and is in circulation.

EHC Car Boot/Markets – An application form for licences to hold Car Boot/Markets has been received.

Dog Fouling Sign – The Parish Council received a request to renew the sign outside 12 Grass Warren as it was faded. The Council agreed that as the writing was still clear and that only the picture was faded, a new sign was not necessary at the moment.

Damaged Tree in Godfries Close – A resident has written asking for several lower branches of a tree to be lopped to at least 15 feet from ground level and ground damage underneath the tree to be repaired, reseeded, planted with bulbs and cordoned off with a sign prohibiting access to the tree in order to protect it. The Council agreed to look at the tree as part of the annual risk assessment.

126. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES

Tewin Charities Trustees – Nothing to report.

Transport – Nothing to report.

Tewin Website – Nothing to report.

Locality Policing – Cllr D.Lloyd will be attending a meeting on 29th March for the launch of the Herts Policing Plan 2010/2013.

Pavilion Representative – Nothing to report.

Parish Paths Partnership – Nothing to report.

127. DATE OF NEXT MEETING

The next meeting is on Monday 12th April 2010 in the Memorial Hall at **7.30pm.**

As there was no further business the meeting was closed at 10.05pm.

APPENDIX 1 – HIGHWAYS AND TRANSPORTATION MATTERS February 2010

Fault line: 01438 737321

District Team: 01992 526900

Assistant District Manager: Eralp Yucelt

Area Engineer: Vicki Leggett

Veolia/ 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	Bridge Reflectors in Churchfield Road – White lining & chevrons to be repainted & reflective discs/paint on bridge	H/W Noted
2	Kerbing – Two loose kerb stones on drive opposite Tewin Stores	H/W noted
3	Line Markings – Most done some missed such as School Lane	
4	Flooding - outside 12/14 Hertford Road.	
5	Signs – i) Village Hall/Scout Hut Sign	Due before April 2010.
6	Resurfacing - Upper Green Rd, Upper Green and Orchard Road	TO go IWP
8	Steps - Narrow wooden steps on verge outside 8 School Lane need repairing/replacing as dangerous	Not H/W responsibility