

## **TEWIN ANNUAL PARISH MEETING**

**Minutes of the Annual Parish Meeting held Monday 4<sup>th</sup> April 2011 in Tewin Memorial Hall at 7.30pm.**

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

**In Attendance:** Mrs C.McFarlane (Clerk), East Herts District Cllr M.McMullen and East Herts District Cllr L.Haysey.

**Apologies for Absence:** Cllr K.Lawson (Chairman)

**1. TO CONFIRM MINUTES OF THE ANNUAL PARISH MEETING HELD 12th April 2010** were approved and signed by the Chairman on 10<sup>th</sup> May 2010.

### **2. MATTERS ARISING**

Nothing to report.

### **3. CHAIRMAN'S REPORT**

See attached.

### **4. NO PARISHIONERS COMMENTS**

There being no further business the meeting was closed at 7.38pm.

## **Chairman's Report to the Annual Parish Meeting, 4 April 2011**

### **Councillors**

Seven of the eight councillors continued to represent Tewin's North and South Wards throughout the year and Cllr Kristina Lawson and Cllr Keith St Pier were re-elected as Chairman and Vice Chairman in May 2010. The vacancy in the North Ward, created by the resignation of Cllr Steve Stott at the end of the last year was filled in June by co-option. Cllr David Manners served until February 2010.

### **Communication**

The Council's activities have been reported in the Parish News and on the Tewin Village Website ([www.tewinvillage.co.uk](http://www.tewinvillage.co.uk)).

Two newsletters were distributed during the year: in June the Chairman's report to the Annual Parish Meeting and a second newsletter, in October about the Pavilion Open Day and formation of the Tewin Pavilion Community Interest Company to run the Pavilion.

### **Finance**

The Parish Council has budgeted for precept to remain at £24,800 for the financial year 2011-12.

The financial risk assessment procedure, introduced in 2008-09, has been followed and quarterly internal audits by Councillors undertaken. The Fidelity Guarantee insurance cover was raised to cover the income from grant funding for the pavilion.

### **Planning**

The Parish Council has a right to be notified on applications for planning permission in Tewin and is entitled to make representations to East Herts Council. During the year the Parish Council received and commented on 32 planning applications compared with 33 last year. So far, East Herts Council has granted 19 of these and refused five; one was withdrawn and decisions on a further five are awaited.

An extraordinary meeting was held in August to consider the application for the Tewinbury function barn. The Parish Council supported the application, subject to noise and lighting issues being resolved, and Cllrs St Pier and Hill attended the EHC planning meetings at which the application was discussed and approved. In the late summer a response was made to

the National Association of Local Councils (NALC) about the 'Community Right to Build' proposals.

Throughout the summer and autumn, Councillors took part in the awareness raising process in preparation for the Consultation on the Local Development Framework Core Strategy, which aims to determine how new housing will be allocated to towns and villages. Cllrs Lawson, St Pier and Lloyd attended the East Herts LDF Core Strategy Issues and Options Consultation Meeting at Wallfields, Hertford, on 29 July. Cllr St Pier also attended a Community Voice meeting on the same topic; Cllrs Lawson and St Pier attended a meeting at Datchworth on 30 September and Cllrs Lloyd and Sheridan one at Brickendon on 19 October.

Questionnaires were received by each household in East Herts and the Parish Council also made a response to the full Consultation document in November.

In response to an invitation from Welwyn Parish Plan Action Group to participate in a group involving Parish Plans, and a proposal that a Village Design Statement should be created, it was agreed not to commit to further involvement until the implications of new legislation on local planning developments are known.

### **Highways, Parish Paths, Common Land and Village Greens**

The Parish Council continues to monitor highways maintenance work in liaison with Hertfordshire Highways and the Minutes of each Meeting include a schedule of works in progress.

HCC's programme to repair winter damage to the roads included Upper Green Road and Orchard Road. A request for the repairs to Orchard Road to be done was made again in September. All owners of land should be aware of their responsibility for clearing ditches next to highways and ensuring that water from their land does not flood onto the road.

The Parish Council has made some progress with the creation of a rural pathway or

footway between Godfries Close and the Tewin Garage site. Shrub clearance took place on the verge north of Godfries Close during the winter.

On-road parking and obstruction of footways is becoming a serious hazard to pedestrians and other road users in some parts of the Parish, particularly around Lower Green and Hertford Road. Householders are reminded that the safest place to park is off the road, where space is provided.

The Parish Council is responsible for the upkeep of most of the grassed areas within the Parish, including Village Greens, Common Land and roadside verges, which define Tewin's rural character. Lower Green, in particular, has been damaged by vehicles on numerous occasions. This is often because there is insufficient room for passing and turning at the points of the Green, due to on-road parking. Returfing these areas is an unnecessary expense as is trying to protect the grass with posts or additional kerbing. Dog owners are reminded that it is an offence to allow dogs to foul grassed areas, public footpaths and pavements.

The Council has continued maintenance of the public footpaths and bridle paths within the Parish, together with grass cutting, tree pruning and repairs to Council property. Following the Annual Risk Assessment in April 2010, Cllr Sheridan completed minor repairs and repainting of benches, the bus shelter and the notice board at Tewin Stores. The cost of materials was borne by Friends of Tewin. Cllr Sheridan also repaired the steps to the post box at the Plume of Feathers later in the year. Another risk assessment recently took place in late March.

The Parish Council has continued to investigate which bodies are responsible for the service road to the Godfries Close substation, which requires repairs. After a long wait, the Council agreed to pay for a direction sign for the Village Hall and Scout Hut, required for insurance purposes, which had previously been requested from HCC. Other matters investigated during the year include the flooding at the Memorial Hall, the condition of Back Lane and the state of trees on Common Land in Queen Hoo Lane.

### **Transport**

The Parish Council continues to monitor any proposed changes to bus services that could affect Tewin residents. Cuts in subsidised bus services and/or school bus services could affect the 388 service, which is at present well

used by passengers from Hertford, Welwyn Garden City and the villages as well as Tewin residents.

Comments were made to HCC on the consultation for Local Transport Plan 3 in the autumn and a copy of the consultation documents for the new Bus Strategy has just been received, for consideration by 6 June.

### **Representatives of outside bodies**

From May 2010 the Parish Council's nominated representatives on Tewin Charities continue to be Cllr David Howson, until 2012 and Roger Temple until 2013.

At the same time, the Parish Council's informal representatives were confirmed for the Memorial Hall, Parish Paths Partnership, Transport issues, Tewin website committee and Locality Policing.

Contact has continued to be maintained with the local police. Cllr Lloyd has liaised on local policing issues, attending Locality Police Meetings on 21 April, 27 July and 30 October. The Mobile Police van no longer visits Tewin but a Beat Surgery was held by the Police Community Support Officer at Tewin Stores in December and Neighbourhood Watch remains active.

Reported incidents in Tewin have included burglaries and thefts of garden equipment. Upper Green has been used by joy-riders and police investigated illegal gatherings. Parishioners are advised to be vigilant and report anything suspicious but it should be remembered that crime is still very low in this area.

### **Community activities**

The Parish Council has legal responsibility for the organization of events on the Village Greens, including the Classic Car event, the Christmas Tree and Carols on the Green. The events are run by members of Friends of Tewin and Councillors. The Parish Council also supports other events including the Senior Citizens' Lunch. As users of the Memorial Hall, Councillors were pleased to attend a social evening in May. More recently, the Council also provided a letter of support for Memorial Hall's application for grant funding. A group, initiated by Friends of Tewin and with the support of the Parish Council, has been set up to look after the Upper Green Pond. Conservation advice is being sought before work commences.

Councillors have also represented the Council on issues concerning the local environment.

Cllr Hill attended a Worldwide Fund for Nature talk on Chalk Rivers in April, to learn more about the implications for the Mimram. Management of Bramfield Woods has reverted to the Woodhall Estate, from the Forestry Commission. In the autumn, Cllr St Pier attended a presentation about its future management. East Herts Rural Parish Conference on 10 June was attended by Cllr Doreen Lloyd. No Inter-Parish Conference was held in 2010.

### **Sport and recreation**

The Parish Council continues to support sport and recreation in Tewin. The playground continues to be well used. Weekly inspections and the annual risk inspection, by East Herts Council, have taken place successfully, with some minor issues being resolved.

No football teams used Upper Green during the winter but the football posts are available for use for casual players.

The refurbishment of the pavilion continued to dominate the Parish Council's activities during the year. Having already secured £37,000 in grant funding and donations, as reported last year, the Council continued to look for other sources of funding.

Planning permission having been granted, in April the Parish Council made an application for approval to apply to borrow a maximum of £80,000 from the Public Works Lending Board in April to the Department for Communities and Local Government. Confirmation of approval was received in May.

An extraordinary meeting was held on 20 May to consider quotations from builders. The Parish Council agreed to accept the quote from Onna Construction. At the same meeting the Council formally agreed to submit the application to borrow up to £80,000 from the PWLB. The loan is based on a fixed interest rate of 3.97% and payments on an annuity basis twice yearly. Funds totalling £79,972 were received and the work was able to commence.

Donations received from Friends of Tewin and Ivor and Vaughan Williams contributed towards the cost of furniture. Costs were minimised wherever possible and the refurbishment was completed in good time.

A newsletter was circulated, announcing the date of the Open Day and inviting Parishioners to become involved with the CIC. The Open Day was held on 30 October and the Pavilion was formally opened by Oliver Heald M.P. The

event was well attended by Parishioners, those involved in the project and the press.

Meanwhile, a small group of Councillors and the Clerk investigated ways in which the Pavilion could be run. Having explored all other options and heard the experiences of other Parish Councils, it was agreed in principle to lease the Pavilion to a recognised legal entity to run the Pavilion once the refurbishment was completed. Former Councillor Steve Stott volunteered to drive this process forward and an interim Pavilion Management Committee was formed. Legal advice on setting up an appropriate legal entity was obtained and advice was sought on the VAT and business rate implications of the various options. A Community Interest Company was chosen as the most suitable solution, and approved at the September meeting, with a Board comprising representatives from each of the sports clubs, the Parish Council and independent members from the Parish (including Steve Stott as its Chairman). The Parish Council appointed an experienced legal firm to draw up the relevant agreements and agreed to provide a start up fund.

The Management Contract and Licence to Occupy were competed and approved by the Parish Council and signed on 25 November, once the CIC was incorporated on 19 November.

The total cost of the refurbishment was £115,000. An additional grant of £20,000 was awarded to the Parish Council by Comma.

The works also included extending the paving between the car park and the Pavilion and restoring the gravel surface and other improvements to the car park to provide additional spaces. This has just been completed.

The Pavilion is now open for hire, with priority given to Tewin's residents. Further information is available on the Tewin Village website. Enquiries about the use of the Upper Green for sporting activities should be made to the Clerk to the Parish Council.

### **Acknowledgements**

Once again, I would like to thank the Clerk, Councillors and Parishioners for their hard work, help, and support during the year, especially those who have been involved in the pavilion refurbishment project and the CIC.

Kristina Lawson  
April 2011

**Tewin Parish Council**  
**Summary of Income and Expenditure for the Year 2010/2011**

<b>Income</b>	
Precept	24800
Grass Cutting (HCC, EHC, Riversmead)	3443
Parish Paths	1060
Interest	20
Allotment Rent	315
Electricity Meter	22
PWLB Loan	79972
Grants	42000
Donations	2695
<b>Total</b>	<b>154328</b>
<b>Expenditure</b>	
Administration	11305
Grass Cutting (HCC,EHC, Riversmead)	2930
Parish Grass Cutting	3144
Parish Paths	982
Playground	130
Contingency Fund (CIC, Solicitors, clearance path/verge, TMH sign)	2430
Allotments	522
Electricity	540
Xmas Tree	422
R&M	231
Parish News	135
Pavilion Refurbishment	117001
Loan Repayment	2917
<b>Total Expenditure</b>	<b>142689</b>
<b>Total Income less expenditure</b>	<b>11639</b>