

## TEWIN PARISH COUNCIL

**Minutes of the Parish Council meeting held on Monday 7<sup>th</sup> March 2011 in Tewin Memorial Hall at 7.45pm.**

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

In attendance: Mrs C.McFarlane (Clerk), East Herts District Councillor L.Haysey and two members of the public.

**114. APOLOGIES FOR ABSENCE** were received from Cllr J.Sheridan and East Herts Councillor M.McMullen.

### **PARISHIONERS' COMMENTS**

Mr R.Toms from 36 Godfries Close came to answer questions about his planning application and advised that the extension was one and half storeys high and that he had received no objections from neighbours.

**115. MINUTES OF THE PREVIOUS MEETING** held 7<sup>th</sup> February 2011 were agreed and signed by the Chairman.

### **116. NO DECLARATION OF INTERESTS**

### **117. NO MATTERS ARISING FROM THE MINUTES**

### **118. FINANCE**

**Accounts for Payment** - In accordance with the Parish Council's Financial Regulations the schedule of payments approved by the Council amounting to £3,195.87.

**Grass Cutting Tender** – Quotes have been received from Kirkham Contracting, John O'Connor and Frank Cooper & Son. The Parish Council unanimously agreed to accept the Kirkham Contracting quote for the next three years.

**Parish Council Elections** – Candidate nomination papers were handed out to each Councillor.

**Review of Effectiveness of internal Audit** – This was completed by Cllr B.Evans and D.Lloyd and was satisfactory.

Scope of Internal Audit – The Parish Council's financial regulations were adopted in 2007 and will be reviewed by the Parish Council during 2011. Invoices, cheques, paying in book, minutes and computer records are cross referenced and randomly checked on a quarterly basis by two Councillors.

Independence – The Internal auditor is paid by the Parish Council to undertake the audit and has no other connection to the Parish Council. They complete the internal audit review form and the questions on the external audit form.

Competence – The Internal auditor is a qualified accountant practising in Watton at Stone. She is also a Parish Councillor for Watton at Stone Parish Council in charge of Finance and Budget. She is recommended by and audits accounts for Bennington and Datchworth Parish Council.

Relationships – The Internal Auditor goes through the audit with the Clerk and makes recommendations. The Parish Council is aware of its duties. Training is offered to all Councillors and Clerks.

Audit Planning & Reproving – Parish Council follow the guideline in the 2008 Practitioners guide and external auditor's recommendations. The audit takes place once the year end accounts have been completed. The Financial Risk Assessment is completed at the same time as this review.

**Review of Financial Risk Assessment** – This was completed in February 2011 and the following points were raised:

Fidelity Guarantee – The Parish Council agreed to reduce this to £55,000 to reflect maximum potential bank balances during the year

Pavilion Insurance Valuation – The Parish Council agreed to discuss this further with the insurers.

Invoices/Cheques – The Parish Council agreed to ensure invoices relating to cheques are viewed by a Councillor prior to the Parish Council meeting.

Audit – All Councillors were reminded that they can participate in the Internal Audit

Signatories – The Parish Council agreed to remove D.Manners as a signatory once the election has been completed.

Reserves – The Parish Council agreed that current level of reserves were acceptable.

### **119. PLANNING**

#### **Planning Applications received**

3/11/0210/ FP - The Old Dairy, Warrengate Farm, Tewin – Single storey extension to west elevation – TPC

No Comment

3/11/0219/FP – 114 Bramfield Road, Datchworth – Single storey front extension – TPC No Comment

3/11/0172/FP – 36 Godfries Close, Tewin – Two storey side extension – TPC No Comment

### **Planning Decisions**

3/10/2208/FP – 28 Grass Warren, Tewin – Replacement detached single garage – TPC No objection providing the new garage in the same footprint as the existing garage – EHC Granted.

**Appeal Notification -3/10/1785/FP** – 41 & 41a Upper Green Road, Tewin – Demolition of existing garage, petrol filling station & workshops and existing house and erection of 3 detached houses and a two storey office building, with new vehicular access and associated off street parking.

The Parish Council had no objections but was concerned over the accuracy of the plans regarding the north facing boundary hedge which does not run across the village green. Also there is a brick boundary wall not a fence adjoining 43 Upper Green Road and the adjoining residents would like to know how the new fence will be maintained if there is a hedge planted in front of it. They would also like to know what will be done with the current surface water drainage ditch along the north boundary - EHC Granted but with an affordable housing requirement.

**Certificates of Lawfulness** – None to report

**Enforcement Issues** – The new “Segway Adventure” signs off of Orchard Road will be reported to EHC Planning Enforcement.

**East Herts Council Consultation on Planning Applications** - The Parish Council agreed that it could not accept “e-consultation” as they still require paper copies of the planning applications

### **120. UPPER GREEN**

**Car Park Works** – Cllrs B.Evans, K St Pier and the Clerk met with nearby neighbours to advise them of the scope of the works. The works will commence on 8<sup>th</sup> March and the Clubs and nearby neighbours have been advised.

**Posts** - The Parish Council agreed to wait and see if the enlargement of the car park would resolve the parking issues.

**Barrier** – The Parish Council agreed that there are many ways to access Upper Green and to block them all off would be an expensive exercise to both install and maintain. They agreed to monitor the situation.

**Dead Tree**- The Parish Council agreed to accept the quote to remove the dead tree from western boundary of Upper Green.

### **121. PAVILION**

**Agreements** – A new agreement between the Clubs and the Parish Council is in the process of being drawn up with regard to the usage of Upper Green and car park.

**Broadband** – This project is not going ahead as an agreement could not be reached with BT about the installation of the BT line because of concerns over the annual cost after the first year.

**Keys** – The new master suite of keys will be installed on Friday 11<sup>th</sup> March 2011.

### **122. PLAYGROUND**

**Playground Weekly Inspections** – No incidents to report.

### **123. HIGHWAYS**

**Memorial Hall/Scout Hut Sign** – Herts Highways has advised that they have lost the sign order. A new order has been placed and it should be erected by the end of March.

**Repairs to Access Road to Godfries Close Sub Station** – Councillor L Haysey agreed to notify the Clerk of the date of the Riversmead inspection of Tewin so that a meeting could be arranged to discuss the issue. Highways are looking into resurfacing the small piece that belongs to them

**Grit Bin** – A grit bin has been requested for Grass Warren.

### **124. RISK ASSESSMENT**

**Annual Risk Assessment** – The Council agreed to set a date for this.

**Back Lane** – The Council agreed to put this on the agenda at the next meeting when a response Tom Goldsmith, Rights of Way Officer should have been received.

**Bramfield Woods** – Nothing to report.

**Common Land Queen Hoo Lane/Bramfield Road** – Cllr A.Hill and K St Pier have received a quote from the tree surgeon for works on the trees and will contact the house owner.

## **125. CORRESPONDENCE**

**FP11** – A query has been received about the boggy state of FP 11 and whether the Parish Council could arrange for improvements to be done to it. Please refer to section 126 Reports of Representatives to Outside Bodies – Parish Paths Partnership.

**Use of Upper Green** – A parishioner asked permission to use Upper Green for a football party in connection with hiring the Pavilion. The Parish Council agreed that this was acceptable providing care was taken of the cricket pitch.

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

**Tewin Charities Trustees** – Nothing to report

**Transport** – Nothing to report

**Tewin Website** – Next Meeting on Thursday 10<sup>th</sup> March 2011

**Tewin Memorial Hall** – Nothing to report

**Policing** – Cllr D.Lloyd attended the meeting and the minutes were circulated. The joyriding on Upper Green was raised with PCSO K.Broad. The next meeting is in May.

**Pavilion Representative** –Nothing to report

**Parish Paths Partnership** – Kirkham Contracting has agreed to resolve the boggy part of FP11 in conjunction with Tom Goldsmith, Countryside Access Officer.

## **127. DATE OF NEXT MEETING**

The next meeting will be on Monday 4<sup>th</sup> April 2011 in the Memorial Hall following the Annual Parish meeting at 7.30pm.

As there was no further business the meeting was closed at 9.27pm.

**APPENDIX 1 – HIGHWAYS AND TRANSPORTATION MATTERS February 2011**

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.*

<b>Ref:</b>	<b>WORK IDENTIFIED AS NEEDING TO BE DONE AND REPORTED TO THE PARISH ENGINEER.</b>	<b>ACTION</b>
1	<b>Bridge Reflectors</b> in Churchfield Road – White lining & chevrons to be repainted & reflective discs/paint on bridge	H/W Noted
2	<b>Kerbing</b> – Two loose kerb stones on drive opposite Tewin Stores	H/W noted
3	<b>Line Markings</b> – Most done some missed such as School Lane	
4	<b>Flooding</b> - outside 12/14 Hertford Road.	
5	<b>Signs</b> – i) Village Hall/Scout Hut Sign	