



## NORTHAW & CUFFLEY PARISH COUNCIL

7 Maynard Place, Cuffley, Herts, EN6 4JA  
Telephone: 01707 875825

**Summons issued – 26<sup>th</sup> September 2024**

To Members of the Parish Council,

Councillors, Christine Burrows, Brent Cheetham, Mike Clark, John Henderson, Ben Roberts, Paul Singleton, David Sive and one vacancy.

You are summoned to attend a meeting of **Northaw & Cuffley Parish Council** that will be held at 7pm on **Wednesday 2<sup>nd</sup> October 2024** in Cuffley Hall, Maynard Place, Cuffley EN6 4JA.

Your presence is summoned for transacting the business outlined in the agenda below.

The meeting is open to the press and public unless the Council do otherwise **RESOLVE** to enter private session where members of the public and press are excluded.

**Lisa Peters LCGI PSLCC CPFA CiLCA**  
**Clerk to Northaw & Cuffley Parish Council**

**PLEASE BE AWARE THIS  
MEETING MAY BE  
RECORDED BY THIRD  
PARTIES**

### AGENDA

**24/25-32 APOLOGIES & ANNOUNCEMENTS**

To receive and accept apologies for absence

**24/25-33 DECLARATIONS OF INTEREST**

- a) To receive declarations of interest from members regarding items on the agenda
- b) To receive any written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

**24/25-34 QUESTIONS FROM THE PUBLIC**

Members of the public may ask a question, make representation, or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes To include Local PCSO report. The officer is expected to attend the event unless urgent police business arises, in which case they are obligated to prioritise their duties and respond to the situation accordingly.

**24/25-35 MINUTES OF PREVIOUS MEETING OF THE PARISH COUNCIL**

To accept and confirm the minutes of the extra-ordinary Parish Council meeting held on Wednesday 17<sup>th</sup> July 2024 are a true and accurate record.

**24/25-36 FINANCE - MONTHLY COMMITMENTS AND DOCUMENT REVIEW**

Council to review and agree the following financial matters:

- a) To retrospectively approve the July (Month 4) and August (Month 5) payments.
- b) To delegate authority for the September (Month 6) and October (Month 7) to be set up for payment and retrospectively approved at the November 2024 meeting
- c) To receive and note the Q1 financial reports from the Rialtas accounting system
- d) To receive and note budget codes for 2025/26 and budget schedule
- e) To resolve to approve funds to reduce and replant Maynard Place car park borders
- f) To resolve expenditure from remaining Government grant to be spent on replacement bridge in Home Wood

**24/25-37 GOVERNANCE**

To review the following documents, amend as required and adopt:

- a) To pass a resolution to adopt the Civility and Respect Pledge.
- b) To resolve that Council would like to sign up for the Local Council Award Scheme and prepare to submit Foundation level
- c) Unreasonable Behaviour Policy (including Abusive Persistent or Vexatious Complaints)
- d) Memorial Trees and Benches Policy
- e) Lost Property Policy

**24/25-38 PLANNING & LEGAL MATTERS**

- a) To review the drafted Orchard lease and offer any comments.
- b) To delegate authority to the Clerk to remove the palm tree which is noted risk in the surveyor report on the millennium wall survey and to note next steps for repair and future review
- c) To resolve to accept the recommendation of the HR Committee to offer permanent employment of the Clerk/RFO. If required Council to consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972 that the public and press be excluded from the meeting for this item on the grounds that it could involve the disclosure of private and confidential information.

**24/25-39 PARISH ADMINISTRATION**

To note a verbal or written report from the Clerk to include the following items for debate, discussion and instruction as required:

- a) To note an update on the review of the 2023/24 Annual accounts and challenge correspondence
- b) To resolve to form a KGV Recreation Ground working group focusing on the future strategy of the area. Terms of reference to agreed and discussed at the first meeting and presented to Council for approval
- c) To note arrangements of Parish Council events to include Remembrance Sunday, Christmas Lights and VE Day 2025.
- d) To note the contents of the verbal Clerk report
- e) To note any matters for report since the issue of this agenda – these items will be for information only and no decisions other than to agenda an item for future discussion
- f) Councillors may ask any questions of the Clerk/RFO relating to business on this agenda or future business

## 24/25-40 QUESTIONS FROM THE PUBLIC

Time permitting and at the Chair's discretion members of the public may ask a question on the business discussed.

If the Council resolve under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and public and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.

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The below list of papers were all issued with the summons to all Councillors and have been placed on the Parish Council website at <https://northawcuffleypc.org.uk/> unless otherwise stated.

All papers issued have been reviewed and approved by the Parish Clerk/RFO.

- Item 35 NCPC Draft Minutes of the meeting held Wednesday 17<sup>th</sup> July 2024
- Item 36a Signed Payment Sheet July 2024 (Month 4) and August 2024 (Month 5)
- Item 36c Q1 Income and Expenditure from the Rialtas accounting system for year 2024/25
- Item 36c Q1 Ear marked reserve report from the Rialtas accounting system for year 2024/25
- Item 36d Budget Codes for 2025/26
- Item 36e Report on Maynard Place car park borders
- Item 36f Report on replacement bridge at Home Wood
- Item 37a Civility & Respect Project background paper
- Item 37b Local Council Award Scheme background paper
- Item 37c Unreasonable Behaviour Policy (including Abusive Persistent or Vexatious Complaints)
- Item 37d Memorial Trees and Benches Policy
- Item 37e Lost Property Policy
- Item 38a Orchard Lease (*redrafted lease issued to councillors only*)