NORTHAW & CUFFLEY PARISH COUNCIL

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

NORTHAW & CUFFLEY PARISH COUNCIL MEETING HELD IN CUFFLEY HALL, CUFFLEY ON THURSDAY 30 SEPTEMBER 2021, 7pm

Members in attendance	
Cllr C Burrows Cllr B Cheetham Cllr M Clark Cllr P Singleton	Cllr B Stubbs (Chairman) Cllr P Wagg Clerk to the Council, Ms L Chaplin
Other attendees 4 members of the public and the Northaw & Cuffley Office Manager.	

21/22-36	**APOLOGIES & ANNOUNCEMENTS** Apologies were noted from Cllr Knichel was away. Apologies were accepted for reason stated.
20/21-37	**DECLARATIONS OF INTEREST** No conflicts were noted but should any conflicts become apparent that they would be raised at the appropriate time in the agenda.
21/22-38	**QUESTIONS FROM THE PUBLIC** *7.01pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council.* There were no questions. *7.01pm Standing Orders recommenced*
21/22-39	**MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL** Minutes of the Parish Council meeting held 5th August 2021, were presented duly proposed and seconded and unanimously **RESOLVED** by a show of hands to be a true and accurate reflection of the meeting. Minutes were duly signed by the Chairman of the meeting.
21/22-40	**FINANCE** **a) Retrospective Approval of payments** Councillors noted the circulated payments schedules for August/September 2021. Payments 127-192 were paid by BACS through Unity on both 31/08/2021 and 30/09/2021. There were no matters raised. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to retrospectively approve all payments as presented. The payments are noted within these minutes a total of £41,045.09 approved. It was also noted that the bank reconciliations for July and August were also signed by Councillor Stubbs and Councillor Harden. **b) Approval of invoices October and November 2021** It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that any further payments between this meeting and the next Council meeting would be delegated to the Clerk/RFO to proceed with payment and retrospective approval of these payments would be given at next Full Council in December. **d) Sopers Road Car Park Fencing** It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that replacement fencing at Sopers Road car park of 1.2 Twin Bar rigid mesh fencing in green, a total of 10 metres to be installed at a cost of £1275.00

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21/22-41	**COUNCIL REPRESENTATION** The Chairman gave an overview of the current situation of the representative on Cuffley Hall Management Committee noting the recent advice of the Welwyn Hatfield. It was confirmed that the offer of mediation as suggested was not responded to. An email received from the Chairman of the Cuffley Hall Management Committee was noted. The role of Cuffley Hall representative was reviewed and the commitment to the regular meetings both Management and Executive was explained by Cllr Cheetham. It was duly proposed, seconded, and **RESOLVED** by a majority vote that Cllr Cheetham be removed as the Council representative on the Cuffley Hall Management Committee which would be deferred until a meeting could take place between the Chairman of Council and the Chairman of the Cuffley Hall Management Committee. **Motion carried.** The decision on the appointment of a replacement representative from Cuffley Hall Management Committee would be deferred until the next meeting of Council in December.
21/22-42	**LOCAL PLAN** **a) Update on Local Plan** Councillor Stubbs gave an update on the Local Plan other than the requirement of 15,200 homes to be provided there was a lack of clarity. It was thought that there would be no further update until Christmas 2021 with a potential agreed plan in the Summer 2022 at the earliest. **b) Update on Enfield Local Plan** Councillor Stubbs gave an update on the plan confirming that advisers were instructed as approved at Council and that this had been submitted.
21/22-43	**NEIGHBOURHOOD PLAN** Councillor Stubbs gave an update and confirmed that the next Steering Group meeting was next week Monday 4th October 2021. The draft Neighbourhood plan had been on the website for 3-4 weeks and was also sent to Welwyn Hatfield and available to be viewed in person at the Parish Council offices. The public consultation meetings were being held on Thursday 7th October at the Undercroft and Friday 15th October at Northaw Village Hall both from 7pm.
21/22-44	**LICENSING** **a) Update on Colesdale licence** It was confirmed that there was a formal review of the licence but that nothing had been done. A further review was expected by Welwyn Hatfield with hopefully action by Easter 2022. **b) Update on Park Farm licence** There was a 5.5-hour licence hearing and the applicant was represented by a Barrister and a team of experts. The licence application was unanimously refused. The applicant has the right to appeal. Several good speakers including the police who gave some excellent evidence this along with the 200 plus public comments led to the decision. All speakers confirmed their professional and experience credentials when introducing themselves and Councillor Stubbs who spoke on behalf of the Council was no exception. The Barrister for the other side asked for a time out and on return confirmed that the statement that Councillor Stubbs made was false. This is considered potential defamation/slander and there was a debate about action to be taken. It was duly proposed, seconded, and **RESOLVED** by majority vote that the specialist law firm Carter Ruck be instructed to give advice and write a simple letter on behalf of the Council with an initial costs' indication of £2,500. **Motion carried.**

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21/22-45	**CHRISTMAS 2021** **a) Senior Citizens Christmas Party** There was an in-depth discussion on the concerns councillors had regarding holding an event of this kind. It was debated whether to fund attendees of the Day Care Centre event. As Cuffley Hall had been provisionally booked for 9th December it was confirmed that Councillor Cheetham would check with the Cuffley Hall Management Committee at their meeting next week to ascertain if they were willing to hold the event at a budget of no more than £3,000. **b) Christmas Light Switch event** The event was confirmed to be Friday 29th November from 5pm. The local school choir had been invited to perform but no response to date. There was still a requirement for someone to 'switch on' the lights and several suggestions were made.
21/22-46	**PARISH ADMINISTRATION** **a) 125 trees action** Councillors noted that although there were 125 trees claimed to have been planted to represent the 125th Anniversary of the Parish Council in fact only 111 were planted on the Parish Council's estate. Those currently surviving are 27 at KGV, 33 at Northaw Playing Fields, 2 at Sopers Road car park with the balance of 49 either being planted in Homewood or previously removed by ex-councillors or previous staff because they died. Of those possibly planted in Homewood only 27 have been found and of those 26 are dead. Leaving 22 unaccounted for; presumably planted in various locations but removed by ex-councillors or previous staff due to death or disease. It was noted that the dead trees in Homewood were planted in deep shade which was most probably the reason for the high failure rate. No details have been provided on the locations of dead trees removed by ex-councillors or previous staff. It appears that overall, 48 trees have already died a failure rate of 43%. The Councillors noted and reapproved the Councils policy on the surviving trees (a total of only 63): • Dead Trees will be removed • Diseased trees will be evaluated and where appropriate the trees removed, Ash Die Back had already been identified in some locations • Healthy trees - Only where there is a clear operational reason will trees be removed and, in most cases, these will be relocated. Councillors noted that expert advice will be sought on all the above prior to action. Councillors also noted some inaccurate comments from the public on this matter and reiterated that wherever possible healthy trees would be moved and replanted, confirming that there never had been any plan for mass removal. **b) Office Refurbishment Dates** It was confirmed that the office would be closed from 22nd October – 22nd November, the phones would be re-routed and answered as usual, and the Office Manager would be available at Cuffley Hall on Mondays and Thursdays. Full details of the closure would be on the website, in the email newsletter and displayed at the offices.

	c) External Audits 2019/20 & 2020/21 The interim audit report had been received from PKF Littlejohn LLP he external auditor. As there was outstanding correspondence from 2019/20 audit this would affect the closedown and sign off 2020/21 audit. All paperwork would be shared when received and a report was expected by the end of October 2021. **d) Electric Car Charging Points** After a debate on other local places who had installed electric charging points. It was delegated to the Clerk to commence investigation on installing 3-4 electric charging points into Maynards Place car park.
21/22-47	**QUESTIONS FROM THE PUBLIC** *8.49pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council.* There were the following questions/topics covered in questions from the public: • Were the barrier monies recovered from the latest damage? *Monies were claimed and had been received by the Council.* *8.50pm Standing Orders recommenced* The Chairman thanked all for their attendance and closed the meeting at 8.50pm

Meeting closed at
L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 08/10/2021
For approval by Council 10/12/2021

Signed by Chairman
Councillor Barry Knichel

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NORTHAW & CUFFLEY PAYMENTS LIST – Q2 2020/21

Retrospective approved payments for July 2021 (Month 4)			
Ref. No	**Payment To**		**£ inc. VAT**
88	Cuffley Day Care Centre - Payment of Grant 20/21	£	3,050.00
89	St Stephens Parish Council - Staff Training Playground Inspection	£	774.00
90	BNC Associates - Rent Maynard Place Shop June-Sept 2021	£	18.75
91	BNC Associates - Service Charges Maynard Place Shop June-Sept 2021	£	249.75
92	Flowbird Smart City Ltd - New car park machine Maynards Place	£	5,612.40
93	Flowbird Smart City Ltd - Removal of Sopers Rd CP Machine	£	924.00
94	Landmark Road Lining - Relining works Maynard Place CP	£	2,400.00
95	IRIS Payroll Admin - June 2021 Inv 184806	£	56.70
96	Cuffley Hall Room Hire - HR Committee 28th July 2021	£	35.00
97	Cuffley Hall - Room Hire F&GP Committee 13th July 2021	£	35.00
98	Cuffley Hall - Room Hire Full Council 5th August 2021	£	60.00
99	Cuffley Hall - Room Hire HR Committee 20th October 2021	£	35.00
100	Hertfordshire Display - Artwork for signs licensed events	£	180.00
101	Hertfordshire Display - A1 Parish Maps - Neighbourhood Plan 2021	£	120.00
102	Hertfordshire Display - Newsletter Printing June 2021	£	640.00
103	Ricky Tyler Landscapes - Grounds Maint Churchyard Inv 20999	£	197.76
104	Ricky Tyler Landscapes - Grounds Maint Northaw PF & Park Inv 21000	£	272.94
105	Ricky Tyler Landscapes-Grounds Maint Northaw VGreen Inv 21001	£	129.78
106	Ricky Tyler Landscapes - Grounds Maintenance Cuffley Town Inv 20992	£	395.52
107	KP Waste - KGV Mixed Recycling June 2021 Inv. 196687	£	42.00
108	THS Concepts - Invoice 2601 - Monitoring Millennium Gdns	£	300.00
109	St Johns Ambulance - Replacement cabinets and pads for AED	£	1,086.00
110	HCC Herts Full Stop - Cleaning and other H&S equipment	£	198.77
112	St Johns Ambulance - Paediatric replacement pads for AED	£	237.60
113	Ava Recreation Ltd - Zipwire removal, take apart and inspection inv. 2318	£	540.00
114	EON - Street Lighting July 2021 Ref. 011460781720	£	114.42
115	Playground Facilities Ltd - Zipwire retension and repair	£	433.18
116	TBS Hygiene - Litter Collection June 2021 Inv. 909	£	691.20
117	TBS Hygiene - Dog Waste Collection June 2021 Inv. 954	£	134.40
118	Eventure - Final Invoice for Community Survey Inv. 2094	£	9,016.00
119	Ricky Tyler Landscapes - repair of concrete spurs Inv. 21066	£	348.00
120	2Circles Communications - Landline POffice June 2021 Inv. 1128920	£	56.68
121	Falcon Media - Dropbox Business Inv. 201599	£	36.00
122	Ricky Tyler Landscapes - Removal of fencing Northaw PF Inv. 21075	£	2,376.00
123	Dave Welding - Remove, repair and refit gate at KGV	£	230.00
124	Flowbird Smart City Ltd - Smartfolio Svs for parking machines 140719	£	90.74
125	Clerk/RFO Expenses - July 2021	£	59.34
126	Office manager Expenses - July 2021	£	151.69
Retrospective approved payments for August 2021 (Month 5)			
127	Potters Bar Darts & Trophies - Medals (Chairman Allowance)	£	43.12
128	Flowbird Smart City Ltd - Gel Dispenser COVID for new CP Machine	£	358.80
129	Ricky Tyler Landscapes - Invoice 21094 Grind out stump Northaw Pond	£	300.00
130	Ricky Tyler Landscapes - Invoice 21095 Red. tree at Northaw Pond	£	96.00
131	Ricky Tyler Landscapes - Invoice 21096 Hedge reduction Northaw Pond	£	60.00
132	Online Playgrounds - Invoice 042184 Wetpour repair kit	£	115.00

133	IRIS Payroll Admin - July 2021 Inv 186355	£	56.70
134	HCC Herts Full Stop - Stationery Order H072107981	£	166.60
135	Flowbird Smart City Ltd - Parking tickets for new machine Inv. 139609	£	462.00
136	TBS Hygiene - Litter Collection July 2021 Inv. 1019	£	864.00
137	TBS Hygiene - Dog Waste Collection July 2021 Inv. 1069	£	168.00
138	KP Waste - KGV Mixed Recycling July 2021 Inv. 198849	£	52.50
139	Flowbird Smart City Ltd - Maintenance for CP Machines Inv. 141041	£	197.20
140	Ricky Tyler Landscapes - Grounds Maint Northaw PF & Park Inv 21368	£	272.94
141	Ricky Tyler Landscapes - Grounds Maint Cuffley Town Inv 21369	£	395.52
142	Ricky Tyler Landscapes - Grounds Maint Northaw V Green Inv 21366	£	129.78
143	Ricky Tyler Landscapes - Grounds Maint Churchyard Inv 21367	£	197.76
144	THS Concepts - Invoice 2633 - Monitoring Millenium Gdns	£	300.00
145	CS Shredding visit 13/07/2021 12 sacks	£	88.80
146	Ricky Tyler - Invoice 21384 Tidying up and cutting back Northaw Pond	£	708.00
147	Wellers Hedley - Vineyards Road Deed of Easement 2021	£	727.20
148	Railton TPC Ltd - Local Plan Station Rd Junction Assessment	£	1,500.00
149	2Circles Communications - Landline POffice June 2021 Inv. 1136411	£	57.97
150	Falcon Media - Dropbox Business Inv. 201633	£	36.00
151	Agrovista UK Ltd - Spare Parts for Lining Machine Inv CD971205113	£	138.42
152	Agrovista UK Ltd - Pump Kit for Lining Machine Inv CD971208154	£	189.60
153	Agrovista UK Ltd - New Lining Machine for KGV Inv CD971208153	£	966.00
154	Agrovista UK Ltd - Spare Parts for Lining Machine Inv CD971209152	£	414.00
155	Konica Minolta Photocopier rental June 2021-Sept 2021	£	86.08
156	Clerk/RFO Expenses - August 2021	£	29.39
157	Royal Mail Group Ltd - Door to Door Distribution of Update August 2021	£	347.25
158	Cuffley Hall Meeting Booking for 26th January 2022	£	35.00
159	Dave Welding - Height Barrier damage repairs at M Place and KGV	£	1,250.00
160	AT Bone and Sons Ltd - KGV Maintenance of Pitches 2021 Inv. 25674	£	16,276.20
161	EON Next Energey Limited - KGV Electricity Supply	£	100.54
162	Flowbird Smart City Ltd - Smartfolio Svs for parking machines	£	102.08
163	Groundsman Expenses - August 2021	£	90.00
164	Office manager Expenses - August 2021	£	88.14
Retrospective approved payments for September 2021 (Month 6)			
165	Lamps & Tubes Illuminations Ltd - Technical inspections 2021	£	352.80
166	ASPLI Rescue Equipment Northaw Pond - Invoice 458379	£	140.24
167	Ricky Tyler Landscapes - Grounds Maint Northaw PF & Park Inv 21653	£	272.94
168	Ricky Tyler Landscapes - Grounds Maint Cuffley Town Inv 21636	£	395.52
169	Ricky Tyler Landscapes - Grounds Maint Northaw V Green Inv 21660	£	129.78
170	Ricky Tyler Landscapes - Grounds Maint Churchyard Inv 21658	£	197.76
171	KP Waste - KGV Mixed Recycling August 2021 Inv. 200907	£	42.00
172	CP Associates - Invoice 008/2021-22 Work to reclaim fingerposts money	£	56.45
173	Northaw Village Hall - Invoice venue bookings Jun & Sept 2021 NVH3173	£	120.00
174	Substance - Newsletter set up Sept 2021 Invoice 451	£	800.00
175	AVA Recreation Ltd - installation of cableway, new seat Inv. AVAA2366	£	703.21
176	Richard Buxton Solicitors - response to Enfield Local Plan Inv. 679	£	2,400.00
177	TBS Hygiene - Litter Collection August 2021 Inv. 1146	£	691.20
178	Acculine Markings Limited - KGV Lining August 2021	£	900.00
179	Northaw Village Hall - Invoice venue bookings October 2021 NVH3197	£	60.00
180	Konica Minolta Photocopier rental Sept 2021-Dec 2021 Inv. 1157473971	£	86.08
181	The Blue Tree Company, KGV Tree Maintenance Inv. I-3141	£	1,674.00

182	The Blue Tree Company, KGV Ashdieback felling Inv. I-3146	£	1,170.00
183	Ricky Tyler Landscapes - Concrete Pond Safety Line Inv 1369	£	96.00
184	Ricky Tyler Landscapes - Groundworks on Home Wood Inv 21727	£	593.28
185	Ricky Tyler Landscapes - Further work on stumps Mill Gardens Inv 21737	£	348.00
186	Ricky Tyler Landscapes - Safety works on bridge/footpaths Inv 21739	£	873.60
187	Falcon Media - Dropbox Business Inv. 201652	£	36.00
188	Falcon Media - Two reconditioned laptops with set up Inv. 201656	£	996.00
189	Falcon Media - Set up new router and phone software on PC Inv. 201655	£	198.00
190	Clerk/RFO Expenses - September 2021	£	31.09
191	Groundsman Expenses - September 2021	£	170.68
192	Office manager Expenses - September 2021	£	43.87