



NORTHAW & CUFFLEY PARISH COUNCIL

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

NORTHAW & CUFFLEY PARISH COUNCIL MEETING HELD IN CUFFLEY HALL, MAYNARD PLACE, CUFFLEY EN6 4JA ON WEDNESDAY 2 OCTOBER 2024, 7pm

Members in attendance	
Cllr C Burrows Cllr B Cheetham Cllr M Clark Cllr B Roberts	Cllr P Singleton Cllr D Sive (Chairman) Clerk to the Council, Mrs L Peters
Other attendees	
4 members of the public, Borough Councillors Bernard Sarson and Barbara Fitzsimmons, and the Northaw & Cuffley Office Manager.	

24/25-32	APOLOGIES & ANNOUNCEMENTS Apologies were received from Cllr Henderson and were accepted for the reason stated. One member of the public was audio recording the meeting.
24/25-33	DECLARATIONS OF INTEREST No interests were noted with regards the agenda but should any other conflicts become apparent that they would be raised at the appropriate time in the agenda.
24/25-34	QUESTIONS FROM THE PUBLIC <i>7.01pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council.</i> There were none. <i>7.02pm Standing Orders recommenced</i>
24/25-35	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of the Parish Council meeting held 17 th July 2024, were noted as circulated. No changes were suggested, minutes presented were duly proposed, seconded and RESOLVED by a majority show of hands to be a true and accurate record of the meeting. Minutes were duly signed by the Chair of Council. Signed copies would be held on file and in the Parish Council records at the archive as required. Motion carried.
24/25-36	FINANCE a) Retrospective Approval of payments July & August 2024 Councillors noted the circulated and approved payment schedule for July 2024. Payments 66-102 were paid by BACS through Unity on 22/07/2024 a total of £19,874.54. Also noted was the circulated and approved payment schedule for August 2024. Payments 103-126 were paid by BACS through Unity on 23/08/2024 a total of £36,820.31. All payments as noted would be confirmed within these minutes. Payments were duly proposed, seconded, and RESOLVED by a majority show of hands. Motion carried. b) Delegated authority for September and October 2024 payments The Clerk was given delegated authority to make the September and October payments required for months 6 & 7. This was subject to sign off by two councillors prior to payment and that the payment sheets would be retrospectively approved at the November 2024 meeting – this motion was duly proposed, seconded, and unanimously RESOLVED by show of hands. Motion carried



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	<p>c) Q1 Financial Reports Council noted the financial reports as circulated. There were no questions or points raised on the reports. It was duly proposed, seconded, and RESOLVED by a majority show of hands that the reports be accepted. Motion carried</p> <p>d) Budget Codes for 2025/26 The budget codes were noted as circulated. There were no changes or amendments. The budget would be prepared and on the agenda for approval at the next Council meeting.</p> <p>e) Maynard Place Car Park Borders The report was noted as circulated . It was duly proposed, seconded, and RESOLVED by a unanimous show of hands that the works as stated be completed as soon as possible at the cost quoted of £985.00. Motion carried</p> <p>f) Home Wood Bridge replacement The report was noted as circulated. After debate It was duly proposed, seconded, and RESOLVED by a unanimous show of hands that Cllrs Singleton and Clark would like to see a picture of what was being suggested by contractor B. Therefore contractor B would be asked if they could produce for their cost quoted a bridge such as the one in the pictures with hand rails and a warranty and this would be circulated by email, if content the Clerk would be delegated to proceed as long as these conditions had been met. Motion carried</p>
24/25-37	<p>GOVERNANCE</p> <p>a) Civility and Respect Pledge Report was noted as circulated. It was duly proposed, seconded, and RESOLVED by a unanimous show of hands that the Parish Council met all objectives of the pledge and that the Clerk be delegated to sign up to the Civility and Respect Pledge. Motion carried</p> <p>b) Local Council Award Scheme Report was noted as circulated. It was duly proposed, seconded, and RESOLVED by a unanimous show of hands that the Parish Council would move forward and register for the Local Councils Award Scheme for 2024/25. Motion carried</p> <p>c) Unreasonable Behaviour Policy (including Abusive Persistent or Vexatious Complaints) Drafted policy was noted as circulated. It was duly proposed, seconded, and RESOLVED by a majority show of hands that the policy be adopted. A recorded vote was requested and the votes were cast as follows. For - Cllrs Sive, Singleton, Clark, Roberts, Burrows (5) Against – Cllr Cheetham (1) Abstentions – None (0) Motion carried</p> <p>d) Memorial Trees and Benches Policy Drafted policy was noted as circulated. It was duly proposed, seconded, and RESOLVED by a unanimous show of hands that the policy be adopted Motion carried</p> <p>e) Lost Property Policy Drafted policy was noted as circulated. There would be an amendment to the high value items and the maximum amount of cash would be changed to £1000. In the event of a larger amount the Parish Council would notify the</p>



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	<p>police and would decide what would happen with the funds. It was duly proposed, seconded, and RESOLVED by a unanimous show of hands that the policy be adopted Motion carried .</p>
<p>24/25-38</p>	<p>PLANNING & LEGAL MATTERS</p> <p>a) Community Orchard lease The lease had been shared with the Community Orchard Trustees and they would discuss at their next meeting in mid-November. This matter was deferred until the Parish Council meeting in January 2025.</p> <p>b) Millenium Gardens Palm Tree The quote for removal of the tree was noted and the damage referred to when discussing the millennium wall was also noted. In view of this the tree would be removed it was It was duly proposed, seconded, and RESOLVED by a unanimous show of hands that the quote to remove the tree be accepted. After significant debate it was agreed that the report on the required repairs for the millennium wall would be discussed at the next Parish Council meeting in November. Motion carried.</p> <p>c) Formal Appointment of the Parish Clerk/RFO It was duly proposed, seconded, and RESOLVED by a unanimous show of hands to accept the recommendation of the HR Committee to offer permanent part-time employment of the Clerk/RFO position to Mrs Lisa Peters. Motion carried</p>
<p>24/25-39</p>	<p>PARISH ADMINISTRATION</p> <p>a) Review of the 2023/24 Annual accounts and challenge correspondence It was reported to Council that the auditor had not yet signed of the accounts as they had received information which they were required to investigate. This would result in an investigation costing £355 per hour and would be answered as soon as possible, however these costs were only the external costs and did not include staffing costs bore by the Parish Council as a result of responding to the investigation. Council noted.</p> <p>b) KGV Recreation Ground working group It was duly proposed, seconded, and RESOLVED by a unanimous show of hands to form a working party and those who volunteered to be in the group were Cllrs Singleton , Sive, Roberts and Burrows. Motion carried</p> <p>c) Parish Council events to include Remembrance Sunday, Christmas Lights and VE Day 2025. There was a debate on the commemoration of these events and the Parish Council felt that all should be remembered. It was duly proposed, seconded, and RESOLVED by a unanimous show of hands to continue with commemorating the events in the same way with flags. Other suggestions may come forward and be considered in the future. Motion carried.</p> <p>d) Clerk report The Clerk stated that the PCSO could not attend this evening but that a report had been circulated and that this would be placed on the website.</p> <p>e) Matters for reporting since issuing agenda None</p> <p>f) Councillors question to Clerk Cllr Cheetham raised the movement of the Cuffley Pump. The Clerk confirmed that this had been advertised in the latest Update being delivered this week and</p>



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	would be reviewed possibly at the next meeting but that at the moment just two comments received.
24/25-40	<p>QUESTIONS FROM THE PUBLIC</p> <p><i>7.36pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council.</i></p> <p>There were the following questions/topics covered in questions from the public:</p> <ul style="list-style-type: none"> • <i>Resident referred to a replacement tree in the car park Maynards Place, they were thanked for their engagement and asked to confirm by email any suggestions for tree types.</i> • <i>Highways issues with pathways were raised and these had been reported but would be reported again</i> • <i>Fkyping in Home Wood was confirmed and this would also be reported again.</i> • <i>There was a query on the second palm tree and whether it would be removed. At the moment no plans to remove it but if it were found to be damaging the wall then this would be removed as well.</i> <p><i>7.43pm Standing Orders recommenced</i></p> <p>The Chair of Council thanked all for their attendance and input closing the meeting at 7.44pm.</p>

Meeting closed at 7.44pm

L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 10th October 2024
For approval by Council 13th November 2024



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Signed by Chair
Cllr Sive



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NORTHAW & CUFFLEY PAYMENTS LIST – Q2 2024/25

Approved payments for July (Month 4)			
Ref. No	Payment To	£	inc. VAT
066	Substance - Newsletter editorial and set up June 2024	£	600.00
067	Flowbird Smart City Ltd - Smartfolio/trans chg for May 24 Inv. UK000529	£	197.99
068	Royal Mail Door to Door NP Update Invoice 9070615878	£	414.37
069	A A Sheriff & Sons KGV Pictth Renovation Works Invoice 6373	£	3,836.16
070	AVA recreation Ltd - Invoice 3274 Inspections	£	690.00
071	Sun Cleaning - Maynards Place Window Cleaning June 2024	£	20.00
072	Hockerill Engraving - Plaques for Northaw Village Sign Inv SI-25023	£	151.80
073	Herts Full Stop - Stationery inc cable ties. Invoice H006209372	£	236.71
074	KG Treecare - Tree felling at Home Wood Invoice 4668	£	1,740.00
075	KG Treecare - Stump removal at Home Wood Invoice 4671	£	1,240.00
076	Rosewood Irrigation Services - check of system MTA1279939	£	149.27
077	The Play Inspection Company Ltd - Annual Play Inspections 2 Inv. 69380	£	300.00
078	Broxap Ltd - Memorial Bench Northaw Inv. 320852	£	1,178.40
079	Potters Bar Darts and Trophies - Chairmans Allowance Inv 2954C	£	60.40
080	Gisby Harrison Solicitors - Lease KGV Pavilion Invoice SJS/N/N110/12	£	3,336.00
081	Konica Minolta Copy & Print for Apr-Jul 2024 Invoice 1201148114	£	47.02
082	TBS Hygiene - Litter Collection June 2024 Invoice 5595	£	662.40
083	TBS Hygiene - Dog Waste Collection June 2024 Invoice 5596	£	156.80
084	Horticulturalist - Northaw Troughs Inv. 17/06/2024 /06/2023 Geraniums	£	147.39
085	Ricky Tyler Landscapes - Maint. Northaw Pond July 2024 Inv. 5870	£	84.00
086	Ricky Tyler Landscapes - Maintenance Churchyard June 2024 Inv. 5506	£	230.40
087	Ricky Tyler Landscapes - Maint Cuffley Town June 2024 Inv. 5493	£	408.67
088	Ricky Tyler Landscapes - Northaw Playing Fields June 2024 Inv. 5581	£	326.63
089	Ricky Tyler Landscapes - Maint. Northaw Pond July 2024 Inv. 5609	£	84.00
090	Ricky Tyler Landscapes - Council approved works to new field Inv 5402	£	744.00
091	Ricky Tyler Landscapes - Maint. Northaw Pond June 2024 Inv. 5190	£	96.00
092	Ricky Tyler Landscapes - Home Wood Maintenance Inv 5194	£	593.28
093	Ricky Tyler Landscapes - Grounds Main Northaw V Green Inv 5507	£	142.75
094	Hertfordshire Garden Machinery - Inv 063545 Echo Strimmer	£	126.28
095	Hertfordshire Garden Machinery - Inv 063478 TORO Workman	£	426.00
096	Hertfordshire Garden Machinery - Inv 063710 Gardencare GC262LH	£	138.31
097	Hertfordshire Garden Machinery - Inv 063711 Husquvarna 122HD60	£	73.58
098	Hertfordshire Garden Machinery - Inv 063519 Stihl Sv RM448T	£	47.53
099	A & E Gardens Lining and cutting Final Invoice 2023/24 KGV pitches	£	66.98
100	A & E Gardens Marking of pitches for tournament 2023/24 KGV pitches	£	700.00
101	Konica Minolta Copier Rental July-Oct 2024 Invoice 1201167133	£	102.60
102	Office Manager Expenses June 2024 AV Cables	£	48.81



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Approved payments for August (Month 5)			
Ref. No	Payment To	£	inc. VAT
103	THS Concepts - Monitoring M Wall Invoice SI 4256	£	300.00
104	Ricky Tyler Landscapes - Grounds Maintenance Cuffley Town Inv 6076	£	408.67
105	Ricky Tyler Landscapes - Grounds Maint. Northaw PF & Park Inv 6096	£	326.63
106	Ricky Tyler Landscapes - Grounds Maintenance Churchyard Inv 6080	£	230.40
107	Ricky Tyler Landscapes - Grounds Maint Northaw VGreen Inv 6081	£	142.75
108	Ricky Tyler Landscapes - Grounds Maint. Home Wood Inv 6270	£	576.00
109	Ricky Tyler Landscapes - memorial Bench Base Northaw Inv 5958	£	792.00
110	Cuffley Hall Invoice CVC 142 Mtg Hire 17/07/2024	£	51.00
111	Flowbird Smart City Ltd - trans chg 06/24 & Smartfolio 08/24 Inv. 10088	£	211.16
112	CP Associates - HR Project Report Invoice 008/202425	£	691.25
113	Hertfordshire Constabulary - 24/25 PCSO H0008425 Annual Invoice	£	19,328.50
114	Sun Cleaning - Window Cleaning Maynards Place Office July 2024	£	20.00
115	First Choice Quality Decorators Northaw Park repainting Inv 071	£	430.00
116	Hertfordshire Garden Machinery - Inv 064499 Stihl Sv HL92C-E	£	158.20
117	Lamps & Tubes Illuminations Ltd Xmas Lights Struct inspect Inv. 71717	£	1,752.00
118	Hertfordshire Garden Machinery - Inv 064538 Husquvarna 128RJ	£	135.79
119	Hertfordshire Garden Machinery - Inv 064675 Toro Hydraulic Pump	£	4,062.00
120	AA Sheriff & Sons KGV Pitch Renovation Works Invoice 6399	£	780.00
121	AA Sheriff & Sons KGV Pitch Renovation Works Overseeding Inv 6373	£	4,315.20
122	Office manager Expenses - July 2024	£	152.27
123	Clerk expenses - August 2024	£	71.98
124	Flowbird Smart City Ltd - trans chg 07/24 Smartfolio for 09/24 Inv. 11120	£	205.67
125	Finepoint - final payment for toilet block refit	£	1,650.00
126	Groundsman Expenses - August 2024	£	28.84