



## NORTHAW & CUFFLEY PARISH COUNCIL

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

**Summons issued – 8<sup>th</sup> May 2026**

To Members of the Parish Council,

Councillors, Christine Burrows, Brent Cheetham, Mike Clark, John Henderson, Chris Omand, Ben Roberts, Paul Singleton, David Sive.

You are summoned to attend the Annual Meeting of **Northaw & Cuffley Parish Council** that will be held at 7pm on **Wednesday 13<sup>th</sup> May 2026** 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.

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

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

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### AGENDA

**26/27-01 ELECTION OF CHAIR**

To receive nominations and elect a Chair to serve for Council year 2026/27  
To accept the declaration of office for the Chair

**26/27-02 ELECTION OF VICE CHAIR**

To receive nominations and elect a Vice Chair to serve for Council year 2026/27  
To accept the declaration of office for the Vice Chair

**26/27-03 APOLOGIES & ANNOUNCEMENTS**

To receive and accept apologies for absence

**26/27-04 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

**26/27-05**

**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.

**26/27-06**

**COUNCIL MEETINGS, STAFFING COMMITTEE, WORKING PARTIES & REPRESENTATIVES ON EXTERNAL ORGANISATIONS**

- a) To note the Full Council meeting dates for 2026/27
- b) To confirm membership of the Staffing Committee for 2026/27.
- c) To confirm ongoing arrangements for the Planning Working Group for 2026/27.
- d) To receive feedback from the Highways and Footpaths Advisory Working Party.
- e) To appoint a named member representative for 2026/27 to each of the following:
  - Cuffley Hall & Management Executive Committee
  - Kidston Institute

**26/27-07**

**MINUTES OF PREVIOUS MEETINGS & COMMITTEES OF THE PARISH COUNCIL**

To accept and confirm the minutes of the Full Council meetings held on Wednesday 11<sup>th</sup> March 2026 are a true and accurate record.

**26/27-08**

**COUNCIL DOCUMENTATION REVIEW**

To review, and adopt the following for the following Council year:

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Scheme of Delegation

**26/27-09**

**FINANCE**

Council to review and agree the following financial matters:

- a) To retrospectively approve payments March, April 2026 BACS payments paid under delegated authority by the Office Manager, and Acting Clerk, and to sign the bank reconciliations up to date
- b) To delegate authority for the May and June invoices to be set up for payment and retrospectively approved by Council at the July 2026 Parish Council meeting.
- c) To note the S137 payment amount for 26/27.
- d) To confirm bank account signatories, and add any additional signatories for 2026/27
- e) To note the requirement for a Council meeting in June to approve the NCPC Parish accounts for 2025/26 prior to the audit deadline. Date proposed 25<sup>th</sup> June 2026

**26/27-10**

**FINANCE – REPORTS ON PROPOSED EXPENDITURE AND ACTION**

- a) To consider a report on required safety works on trees in various Parish Council managed locations
- b) To consider a report on remedial works proposed to the Foul Sewer Run at KGV.

**26/27-11**

**LANDOWNER & LEGAL MATTERS**

- a) To review a surveyor's report relating to Cuffley Hall and approve delegated authority for the Clerk to proceed with quotations required based on the maintenance requirements.

- b) To review the KGV Feasibility Study Final Report from Groundwork East regarding the proposals for KGV and approve delegated authority for the Clerk to proceed with investigation into the feasibility of the options proposed.

**26/27-12 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) Clerk's report
- b) 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
- c) Councillors may ask any questions of the Office Manager relating to business on this agenda or future business

**26/27-13 QUESTIONS FROM THE PUBLIC**

Time permitting and only at the Chair's discretion members of the public may be offered the opportunity to 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 issued with the meeting summons to all Councillors and have been placed on the Parish Council website at <https://northawcuffley-pc.gov.uk/meetings/13-05-26-annual-meeting-of-the-parish-council/> unless otherwise stated.

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

- 26-27-8a Standing Orders 2026-27
- 26-27 8b Financial Regulations 2026-27
- 26-27 8c Code of Conduct 2026-27
- 26-27 8d Scheme of Delegation 2026-2027
- 26-27 9a Month 12 Payments March 2026
- 26-27 9b Month 1 Payments April 2026
- 26-27 9c Confirmation of S137 figure for 2026-2027
- 26-27 10a REPORT TO COUNCIL - KGV Foul Sewer run
- 26-27 10b REPORT TO COUNCIL - Tree safety works following tree survey
- 26-27 11a Cuffley Hall - External Building Report & PPM (Confidential – issued to Councillors only)
- 26-27 11b KGV Feasibility Study Final Report (Confidential – issued to Councillors only)