



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 13 MAY 2025, 7pm

Members in attendance

Cllr C Burrows

Cllr B Cheetham

Cllr C Omand

Cllr B Roberts

Cllr P Singleton

Cllr D Sive (Chairman)

Office Manager, S Griffiths (Clerking mtg)

Other attendees

Four members of the public along with Cllr Thomson (HCC) and Cllr Fitzsimon (WHBC)

At 19:20 Cllr Seeger (WHBC) joined the meeting.

1 member recording

26/27-01

ELECTION OF CHAIRMAN

Cllr Sive was nominated and was seconded. There being no other nominations it was duly proposed, seconded, and **RESOLVED** by a majority show of hands that Councillor Sive would serve as the Chairman/ of Council for Northaw Cuffley Parish Council for 2026/27. A declaration of office was signed.

Motion carried.

26/27-02

ELECTION OF VICE-CHAIRMAN

Cllr Roberts was nominated and was seconded. There being no other nominations it was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that Councillor Roberts would serve as the Vice-Chairman for Northaw & Cuffley Parish Council for 2026/27. A declaration of office was signed.

Motion carried.

26/27-03

APOLOGIES & ANNOUNCEMENTS

Apologies received from Cllr Henderson, which were accepted for the reasons stated.

Apologies were not received from Cllr Clark, who was absent from the meeting.

26/27-04

DECLARATIONS OF INTEREST

Cllr Cheetham advised of a conflict of interest regarding item 26/27-11a, being a trustee of Cuffley Hall.

No other 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.

26/27-05

QUESTIONS FROM THE PUBLIC

7.04pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council.

There were comments on the following from attendees/residents:

Cllr Thomson gave an update on HCC matters, and gave a reminder that she controls small locality budgets that could be used to fund projects within the Parish



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Cllr Fitzsimon gave an update on WHBC matters, including recent planning matters. A discussion then took place regarding recent planning matters, the legal weight given to a Neighbourhood Plan, and the difficulties of making representations against applications.

There were no questions from members of the public.

7.16pm Standing Orders recommenced

26/27-06

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

a) The proposed Full Council meeting dates were noted for the Council year 2026/27, with all meetings to be held in Cuffley Hall at 7pm.

Proposed meeting dates being as follows:

- 8th July 2026
- 9th September 2026
- 11th November 2026
- 13th January 2027
- 17th March 2027
- 12th May AMPE/AMPC 2027

b) Members of the Staffing Committee were duly proposed, seconded, and **RESOLVED** by majority show of hands to be Councillors Roberts, Burrows and Henderson for 2026/27. Due to his absence, it was agreed that Cllr Henderson would be consulted after the fact.

c) Planning Working Party arrangements were noted as meeting every 2-3 weeks on a Thursday at 3pm via Zoom and with delegated authority to the Clerk to submit comments, and objections made. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that these arrangements would continue for 2026/2027.

d) Feedback was received from Cllr Omand, from the Highways and Footpaths Advisory Working Party. A meeting has been proposed for 3rd June with the working party members and representatives from Hertfordshire County Council.

e) It was noted that the current arrangements for meetings of Cuffley Hall was to send a representative when needed, however it was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that for 2026/27 Councillor Cheetham will provide feedback to the Council from the Committees, as required, while he will not be sitting on the committees as a Council representative.

Kidston Institute representatives were noted to be Cllr Sive and Cllr Roberts for 2025/26. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that this arrangement continue for 2026/27.

26/27-07

MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

Minutes of the Parish Council meetings held 13th March 2026, were noted as circulated. The minutes as presented were duly proposed, seconded and **RESOLVED** by a unanimous show of hands to be a true and accurate record of the meeting. Minutes were duly signed by the Chair of Council.



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26/27-08

COUNCIL DOCUMENTATION REVIEW

Documents were noted as circulated:

- a) Standing Orders
No changes made for 2026/27 Council year. Adopted.
- b) Financial Regulations
No changes made for 2026/27 Council year. Adopted.
- c) Code of Conduct
No changes made for 2026/27 Council year. Adopted.
- d) Scheme of Delegation
No changes made for 2026/27 Council year. Adopted.

A motion to accept the 4 documents as reviewed for the Council year 2026-2027 was duly proposed, seconded and unanimously **RESOLVED** by a show of hands.

Motion carried.

26/27-09

FINANCE

a) Retrospective Approval of payments March & April 2026

Councillors noted the circulated payment schedule for March and April 2026. Payments 251-263 were paid by BACS through Unity on 31/3/2026 a total of £45,910.65. There were no questions on the payments made.

Payments 01-20 were paid by BACS through Unity on 30/04/2026 a total of £10,107.50. There were no questions on the payments made.

The payments as noted would be confirmed within these minutes.

Motions duly proposed, seconded, and unanimously **RESOLVED** by a show of hands.

Motions carried.

It was noted that the bank reconciliations were not available at the meeting to be signed, but would be supplied at a later date.

b) Delegated authority for May 2026 and June 2026 payments

Delegated authority was given to make the May payments for Month 2 and for June payments for Month 3. This was subject to sign off by the RFO and two councillors prior to payment and that payment sheets would be retrospectively approved at the July 2026 meeting – this motion was duly proposed, seconded, and **RESOLVED** by a unanimous show of hands.

Motions carried.

c) Section 137 payment amount

It was noted that the S137 payment per registered elector for 2026/27 was £11.60 and with an electorate of 4,354 (WHBC figure at 29th April 2026) this would mean there was £50,506.40 which could be spent under S137 for the Council year 2026/27.

d) Bank Signatories 2026/27

It was duly proposed, seconded, and **RESOLVED** by a majority show of hands, that Cllrs Burrows, Cllr Roberts, and Cllr Sive all be retained as signatories, and that Cllr Clark be replaced by Cllr Singleton as a signatory.

Motion carried.



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e) Meeting in June for approval of Audit 2025/26

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands, that a further Parish Council meeting be held on Thursday, 25 June 2026 to ensure the external audit of the accounts 2025/26 were completed by the July deadline. The meeting will be held in the Parish Council office, 7 Maynard Place at 7pm. It was noted that this would not be a single item agenda.

Motion carried.

26/27-10

FINANCE – REPORTS ON PROPOSED EXPENDITURE AND ACTION

a) Report “Required Safety Works following Tree Survey” was noted as circulated.

b)

MOTION: Council resolves to proceed with the quotation provided, from the Council’s Arborist, for the recommended tree safety works at the amount of £8,580.00, and that delegated authority be given to the Clerk to manage and oversee the project. – this motion was duly proposed, seconded, and **RESOLVED** by a unanimous show of hands.

Motion carried.

MOTION: Council resolves to proceed with Contractor 1 for the recommended inspection of potential bat roosts at Home Wood, and that delegated authority be given to the Clerk to manage and oversee the project. – this motion was duly proposed, seconded, and **RESOLVED** by a unanimous show of hands.

Motion carried.

MOTION: Council resolves to proceed with any planning applications required to allow the above tree works be completed, and that delegated authority be given to the Clerk to manage and oversee the project. – this motion was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands.

Motion carried.

c) Report “KGV Foul Sewer Run (Remedial works)” was noted as circulated. Comments were also noted from Councillors regarding a requirement for further clearance works in the future, due to root ingress further down the pipeline.

MOTION: Council resolves to proceed with Contractor C for remedial Foul Run works at KGV playing field, provided by their selected contractor, and that delegated authority be given to the Clerk to manage and oversee the project. – this motion was duly proposed, seconded, and **RESOLVED** by a unanimous show of hands.

Motion carried.

26/27-11

LANDOWNER & LEGAL MATTERS

a) Surveyor’s report relating to Cuffley Hall was noted as circulated, and sections from the lease, regarding the responsibility of the landlord, were read out.

The original motion was replaced with the following:



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MOTION: That the Cuffley Hall trustees should be given sight of the surveyor's report and maintenance recommendations, with a meeting to be held between the Council and the Hall to discuss these requirements. – this motion was duly proposed, seconded, and **RESOLVED** by a majority show of hands.

Cllr Cheetham abstained, due to his previously declared interest.

Motion carried.

MOTION: that monies should be routinely set aside in earmarked reserves to cover the cost of future repairs, and for the required amounts to be discussed and agreed at a future meeting. – this motion was duly proposed, seconded, and **RESOLVED** by a majority show of hands.

Cllr Cheetham abstained, due to his previously declared interest.

Motion carried.

It was additionally mentioned that, if required, the Hall could apply to the Parish Council for a community grant to cover some or all of the costs for the works designated as their responsibility under the lease, possibly using powers given under LGA 1972 s133.

b) The KGV Feasibility Study Final Report from Groundwork East was noted as circulated.

Following discussions regarding the final report, it was agreed that the proposed motion should be deferred until an additional KGV working party meeting could be held, and the matter be brought back to a future meeting.

26/27-12

PARISH ADMINISTRATION

a) Confirmation was given by the Office manager on ongoing operational arrangements, following the temporary absence of the Clerk following an accident. These being that she is currently working, and that online meetings are possible, dependant on availability, but in-person meetings not being currently possible due to her incapacity.

Regards were sent to The Clerk by all present and hopes for a swift recovery.

The Chair requested that his thanks be minuted for the guidance and work put in at short notice by the Office Manager to cover the administration of both this meeting and other Council affairs.

b) The following updates were noted:

- The progress on the listing of Northaw War memorial:
- Being that an initial assessment has been completed by Historic England, and this will now be submitted to the Secretary of State for Culture, Media and Sport. Further updates to be provided as information becomes available.
- The progress of the Councils response to the Government's New Towns programme, due by 19th May 2026, and a request to councillors for further input.



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- c) A question was asked, regarding whether there were any specifics as to when the Clerk might be available for in-person meetings, and this was responded to that this was unknown at present.

26/27-13

QUESTIONS FROM THE PUBLIC

8.07pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council.

A question was asked regarding the possibility of the installation of a zipwire or additional play equipment in the playground at KGV. The response given being that, until the final plans were agreed for KGV, then no new installations would be considered.

Thanks were offered to the Council by a representative of Northaw Orchard for the recent tree works carried out.

A question was asked, and answered, regarding the Council making investigations into public, scheduled, walks resuming in Peters Wood. There was an offer made that if an article be provided on the history of Peters Wood this could be included in a future edition of Update magazine.

8.13pm Standing Orders recommenced

The Chair of Council thanked all for their attendance and closed the meeting.

Meeting closed at 8:13pm

S Griffiths CiLCA
Office Manager

Drafted 19th May 2026
For approval by Council 25th June 2026

Signed by Chair
Cllr Sive



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



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NORTHAW & CUFFLEY APPROVED PAYMENTS LIST – Q4 2025/26

Approved payments for March (Month 12)

251	Herts CCTV	Replacement of camera at KGV playground (4100011033)	£308.04
252	ABC fencing	Replacement of car park height barrier and gate at KGV (INV 6588)	£5,326.08
253	Rural	Annual Contract (Grounds Maintenance) - Northaw churchyard (14523)	£230.40
254	Rural	Annual Contract (Grounds Maintenance) - Northaw and Cuffley (14552)	£1,362.05
255	Gills Plumbing and Heating	Gas boiler service (SOR119866)	£118.80
256	Sun Cleaning	February window cleaning 7 Maynard Place	£20.00
257	Flowbird Smart City Uk Ltd	Smarfolio (UI00023847)	£47.88
258	TBS Hygiene Ltd	Dog waste collections (8339)	£168.00
259	TBS Hygiene Ltd	Litter bin collections (8318)	£772.80
260	Sunney Sports Services	Line marking - February invoice (1034)	£711.50
261	Falcon Structural Services	Millennium Gardens wall and memorial works (12663)	£21,792.00
262	David Carr Consulting Engineers	Millennium Gardens inspections of works (23110)	£853.50
263	Groundwork East	Final invoice for KGV consultation (INV-10701)	£14,199.60
			£45,910.65



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NORTHAW & CUFFLEY APPROVED PAYMENTS LIST – Q1 2026/27

Approved payments for April (Month 1)

1	Cook & Co Ltd	Maintenance of Cuffley Hall Roof (INV23004)	£780.00
2	Cuffley Hall	Invoice for March meeting (CVC-2026-048)	£57.00
3	Herts Full Stop	Stationary and Supplies for 7 Maynard Place (H032606865)	£25.22
4	HAPTC	Annual subs for HAPTC and NALC (2627/69)	£1,316.25
5	Rialtas	Accounts software annual licences and support (SM33214)	£879.60
6	Rural	Churchyard Maintenance contract (113888)	£230.40
7	Rural	General Grounds Maintenance Contract (113890)	£1,362.05
8	Sunney Sports Surfaces	Pitch lining services at KGV (1045)	£711.50
9	Rural	Fence repair at Northaw Pond (113990)	£216.00
10	Konica Minolta	Quarterly Photocopier/Printer rental 7 Maynard Place (1207699188)	£102.60
11	All Season Air	Bi-annual air conditioning maintenance (INV-0161)	£236.40
12	Flowbird	Smartfolio (UI00024581)	£47.88
13	SM Electrical Services	Replacement of broken PIR light at KGV (INV-5388)	£240.00
14	TBS Hygiene Limited	Parish litter bin collections (INV 8462)	£772.80
15	TBS Hygiene Limited	Parish dog waste bin collections (INV 8482)	£168.00
16	Konica Minolta	Office printing costs (quarterly) (1207792674)	£26.57
17	Sun Cleaning	March window cleaning 7 Maynard Place	£20.00
18	Herts CCTV	Monitoring and Maintenance 25/26 (4100011039)	£1,349.06
19	Herts CCTV	Monitoring and Maintenance 26/27 (4100011041)	£1,416.17
20	Premiere Installation Group	Annual service of KGV garage door (to retain warranty)	£150.00
			£10,107.50