NORTHAW & CUFFLEY PARISH COUNCIL

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

NORTHAW & CUFFLEY PARISH EXTRA ORDINARY COUNCIL MEETING
HELD IN CUFFLEY HALL, MAYNARD PLACE, CUFFLEY EN6 4JA
ON WEDNESDAY 9 SEPTEMBER 2026, 19:00

Members in attendance

Cllr B Cheetham
Cllr B Roberts
Cllr P Singleton
Cllr D Sive (Chairman)
Office Manager, S Griffiths (Clerk)

Other attendees

8 members of the public, and Borough Councillor Brian Seegar.

26/27-31 APOLOGIES & ANNOUNCEMENTS

Apologies were accepted, for the reasons given, from Cllr C Burrows, Cllr C Omand, and Cllr J Henderson.
No apologies were received from Cllr M Clark.

26/27-32 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.

26/27-33 QUESTIONS FROM THE PUBLIC

7.02pm 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:

Concerns were voiced relating to Local Plan site HEL-30 and how representation can be made against the Local Plan as a whole.

7.16pm Standing Orders recommenced

26/27-34 MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

Minutes of the Parish Council meetings held Thursday 16th July 2026 and Thursday 23rd July 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.
Signed copies are noted to be on file and in the Parish Council records at the archive as required.

26/27-35 FINANCE

a) Retrospective Approval of payments July and August 2026

Councillors noted the circulated payment schedule for July and August 2026. Payments 58-77 were paid by BACS through Unity on 31/07/2026 a total of £21,574.86. There were no questions on the payments made.

Payments 78-108 were paid by BACS through Unity on 28/08/2026 a total of £34,902.39. There were no questions on the payments made.

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The payments as noted would be confirmed within these minutes. Payments were duly proposed, seconded, and unanimously **RESOLVED** by a show of hands.
Motions carried.

b) Delegated authority for September and October 2026 payments

Delegated authority was given to the Clerk/RFO to make the September payments for Month 6 and for October payments for Month 7. 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 November 2026 meeting.

This motion was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands.
Motions carried.

c) Training Budget Increase Request

A report was considered relating to a budget increase request for Councillor and Officer training.

MOTION:
The Council resolves to transfer £500 from EMR 336 Contingency into the Councillor training budget and £1,600 from EMR 336 Contingency into the Staff training budget.
The motion was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands.
Motion carried.

d) Routine payments for approval

A list of routine payments for 2026/2027 were presented to Council for review, in accordance with Financial Regulation 6.5.

MOTION:
The Council authorises the list of regular payments provided, due in relation to continuing contracts or obligations.
The motion was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands, that the list of regular payments be authorised.
Motion carried.

26/27-36 COMMUNITY GRANT APPLICATION

To review, approve and award expenditure to a grant application received for Community Grants 2026/27.
There is £12,500 allocated in the 2026/2027 budget for Community Grants.
Papers sent to Councillors only as they contain financial and operational information but redacted papers available on request.
a) Sowing Seeds Preschool – requesting £5,000.00

Item was deferred until there has been an opportunity to advertise the availability of community grants for 2026-2027, to allow other organisations to apply on equal terms.
Item to be returned to a future council meeting.

26/27-37 LANDOWNER & LEGAL MATTERS

a) A report was considered relating to the recent Oak Processional Moth infestation at KGV

MOTION:
Council resolves to retrospectively approve the specialist removal of the Oak Processionary Moth (OPM) nests from the KGV Playing Field at a cost of £6,000 plus VAT. Council further concurs that the circumstances comprised an urgent health and safety matter, presenting a significant risk to both members of the public and Council officers, and constituted such an emergency to justify the expenditure under NCPC Financial Regulation 5.3.
MOTION:
The Council approves the noted expenditure required to purchase 16 bird boxes, suitable for nesting Blue Tits, and subsequent installation.
The above motions were taken en bloc and were duly proposed, seconded, and unanimously **RESOLVED** by a show of hands.
Motion carried.

b) A report was considered relating to vehicle parking on Northaw Green.

MOTION:
That the Council requests officers to investigate their proposed options for the provision of warning signs at Northaw Village Green, and to bring a report setting out the options and recommendations to a future meeting of the Council for consideration.
This motion did not gain a seconder and therefore the motion was not passed.
Motion not carried.

c) A report was considered relating to the completion of the required Tree works detailed in the Maydencroft tree survey carried out in January 2025.

MOTION:
Council resolves to proceed with the quotation provided, from the Council's Arborist, for the recommended tree safety works at the amount of £2,220.00, and that delegated authority be given to the Clerk to manage and oversee the project.
The motion was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands, that the remaining safety works from the 25/26 tree survey be completed.
Motion carried.

d) A report was considered relating to a proposal to continue the monitoring of the boundary wall in the Millennium Garden.

MOTION:
The Council agrees to reinstate routine monitoring on the boundary wall in Millennium Gardens, (to be agreed at either 6 month or 12 monthly intervals) at a cost of £ 840 to set up markers and then a routine cost of £ 380 for further

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visits, with delegated authority given to the Clerk to manage and oversee the project.

The motion was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands, that the monitoring on the boundary wall in Millennium Gardens be reinstated at a 12 monthly interval.
Motion carried.

26/27-38 **PLANNING**

a) A report was considered relating to the appointment of a specialist planning consultant to draft a Reg 19 Local Plan consultation response on behalf of the Council.

MOTION:
That the Council resolves to appoint a planning consultant to produce a response, on behalf of the Parish Council, with delegated authority for these arrangements given to the Clerk.
The motion was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands, and a suitable specialist planning consultant will be appointed.
Motion carried.

26/27-39 **PARISH ADMINISTRATION**
Office Manager's report

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

a) Clerk of the meeting's report

- Northaw War memorial has achieved listed status, and is now listed at Grade II.
- Due to visible bowing of the top support, the swings at KGV have been inspected and found to be safe.
  There is no ability to gain a warranty repair, at this time, as the warranty only covers rot and decay as opposed to not cracking.
  The ropes on the basket swing are in the process of being replaced.
- The start of the football season at KGV had to be delayed, for safety reasons, due to the recent drought conditions.
  Fixtures will recommence from 12th September.
  Permission has been given for the Football Club to repair the barrier around the senior pitch.
- The rededication of the WL Robinson VC memorial in Millennium Gardens on 3rd September went very well and was well received by the guests.

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Thanks were given to Paola Munns and the library volunteers, Peter Dace, and the Council staff for all their efforts on the day and in the run up to the event.

There was a request from the Chair that specific thanks to the Office Manager be minuted, regarding the arrangements for the event.

- It was noted that, following previous water ingress, some redecoration work had been carried out by the landlord in the back areas of the Parish Office. Updates on further leak detection work, regarding the current ingress, are awaited.
- An update was given on the application of the 2026 pay award for local government employees regarding council staff.
- Councillors were asked to send any issues experienced with the current Zoho email system to the office manager, as soon as possible, so that an associated report could be brought to the next meeting regarding changing providers.
- Councillors were asked to pass on their availability to the office manager regarding an invitation to attend an official opening for the Northaw Road East crossing.
- The next meeting was reconfirmed as 11th November 2026 with a deadline for motions or papers being 23rd October.

b) Approval was given for the inclusion of a page of contact details for local non-profit or charity organisations in Update magazine from issue 91 (March 2026), with the administration, and updating, of these contacts to be delegated to the NCRA.

The motion was duly proposed, seconded, and unanimously **RESOLVED** by a unanimous show of hands

Motion carried.

c) The date of the Christmas Lighting ceremony switch on was confirmed as Friday 27th November 2026. Cllr Brian Seegar was asked, and agreed, to act as celebrant.

The motion was duly proposed, seconded, and unanimously **RESOLVED** by a unanimous show of hands

Motion carried.

d) To note an upcoming Welwyn Hatfield Borough Council Community Governance Review pertaining to Newgate Street Ward.

Item was withdrawn due to changes in circumstance relating to the Government announcement relating to LGR.

e) To note any matters for report since the issue of this agenda

- Due to non-attendance over a period of 6 months the Council seat occupied by Cllr M Clark will be automatically vacated as of 11th Sept.

f) Councillors may ask any questions of the Clerk of the meeting relating to business on this agenda or future business.

There were no questions.

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26/27-40 **QUESTIONS FROM THE PUBLIC**

8.01pm 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:

- A representative of the NCRA offered thanks to WHBC Cllr Seegar for all his recent hard work.
- Questions were asked and answered regarding the budget available for the planning consultation, and the likely content of the report
- Questions were asked and answered regarding the structure of the planning systems at WHBC, including the function of the DMC.
- An overview of the structure of the reg 19 consultation was stated and the possible outcomes.
- A brief overview of a Neighbourhood Plan was given.
- Un update on the action regarding the "smell" from the biogas facility was given by Cllr Seegar. A related motion is being taken to the WHBC meeting on 16th September.

8.21pm Standing Orders recommenced

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

Meeting closed at 8:22pm

S Griffiths CiLCA
Office Manager
Drafted 10th September 2026
For approval by Council 11th November 2026

Civility & Respect
IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Signed by Chair
Cllr Sive

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NORTHAW & CUFFLEY PAYMENTS LIST – Q2 2026/27

Approved payments for July (Month 4)

Ref. No	Payment To		£ inc. VAT
58	Hertfordshire Garden Machinery Ltd	Annual service and repair Stihl hedge trimmer (075100)	£177.42
59	Hertfordshire Garden Machinery Ltd	Annual service and repair Gardencare Strimmer (075138)	£143.77
60	KC Treecare	tree survey 6 month works (pt1) (INV-4897)	£3,580.00
61	AVA Recreation Ltd	Quarterly playground maintenance/inspection (AVAA3826)	£498.00
62	Playground Inspection Company	Annual playgrounds inspection	£325.20
63	Hertfordshire Garden Machinery Ltd	Annual service and repair TORO mower (075330)	£1,609.95
64	Herts Full Stop	Replacement defibrillator cabinet for Northaw (H062610442)	£641.26
65	Sun Cleaning	Window Cleaning 7MP June 2026	£20.00
66	Rural	Churchyard Grounds Maintenance (115212)	£230.40
67	Rural	Villages Grounds Maintenance (115199)	£1,362.05
68	I&B Electricals	Annual PAT testing 7MP & KGV (001234)	£350.00
69	Jane Brook Horticultural Consultant	Supplies for Northaw trough planting	£126.00
70	Watermatic	Repairs to irrigation system in Cuffley (2639)	£261.00
71	Konica Minolta	Office printing costs (quarterly) (1208617307)	£43.49
72	Konica Minolta	Quarterly Photocopier/Printer rental 7 Maynard Place (1208626733)	£102.60
73	TBS Hygiene Ltd	Litter bin collections (8896)	£1,104.00
74	TBS Hygiene Ltd	Dog waste bin collections (8911)	£231.00
75	HAPTC	Internal Audit invoice (2627/174)	£658.32
76	Flowbird Smart City UK Ltd	Smartfolio July (UI00027078)	£47.88
77	Henderson Taylor	Invoice for drain works completed at KGV to date	£10,062.52

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NORTHAW & CUFFLEY PAYMENTS LIST – Q2 2026/27

Approved payments for Ausgust (Month 5)

Ref. No	Payment To		£ inc. VAT
78	Rural Herts Garden	Tree & Groundswork - Northaw Orchard (115319)	£816.00
79	Machinery Herts Garden	KGV tools annual service - Husqvarna 128RJ (075688)	£169.03
80	Machinery Herts Garden	KGV tools annual service - Husqvarna 1122HD60 (075717)	£179.51
81	Machinery Herts Garden	KGV tools annual service - Stihl RM 448 (075718)	£165.63
82	Machinery	KGV tools annual service - Echo SRM222ES/L (075716)	£239.46
83	Lamps & Tubes Illuminations	Pre-Season: Christmas lighting display works (INV-72536)	£1,968.00
84	TBS Hygiene Ltd	Removal of excess bags of waste from KGV playground (8999)	£19.20
85	KG Treecare	Tree survey 6 month works (pt2) (INV-4907)	£2,500.00
86	Herts Full Stop	Office stationery (H072607951)	£71.59
87	HAPTC	Data Protection Essentials course (x1 person) (180)	£17.00
88	Sun Cleaning	Window Cleaning 7MP July 2026	£20.00
89	Rural	Grounds Maintenance (Northaw Churchyard) (115543)	£230.40
90	Rural	Grounds Maintenance (Northaw & Cuffley villages) (115545)	£1,362.05
91	KG Treecare	Tree survey 6 month works (pt3) (INV-4909)	£2,500.00
92	AA Sherriff & Son	Seasonal field works (KGV) (7175)	£8,457.36
93	Office Manager	Mileage	£2.75
94	HAPTC	Data Protection Essentials course (x2 people) (182)	£34.00
95	KG Treecare	Tree safety works at Northaw Pond (INV-4912)	£1,360.00
96	FirstAid4Less	Zoll replacement defibrillator adult and pedi pads (4909128)	£602.04
97	TBS Hygiene Ltd	Litter bin collections (9051)	£883.20
98	TBS Hygiene Ltd	Dog waste bin collections (9052)	£184.80
99	Potters Bar Darts and Trophies	Medals for Bowls Chairmans Cup (DO390)	£61.57
100	HAPTC	Data Protection Essentials course (x2 people) (186)	£34.00
101	HAPTC	Data Protection Essentials course (x1 people) (185)	£17.00
102	Henderson & Taylor	Invoice for completed drain works at KGV (111288)	£7,895.15
103	Rural	Landscaping around the WLR VC memorial (115742)	£1,176.00
104	Rural	Jetwashing the brickwork, paving and memorial in Millennium Gardens (115750)	£936.00
105	Rural	Re-sanding of block paving (115755)	£612.00
106	MB Lining Ltd	Relining of MPCP (SI-5927)	£1,650.00
107	Flowbird Smart City UK Ltd	Smartfolio August (UI00027915)	£47.88
108	Peoplesafe	Annual charge - MySOS staff safety monitoring (CI125957)	£690.77

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