# NORTHAW & CUFFLEY PARISH COUNCIL

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


**NORTHAW & CUFFLEY PARISH COUNCIL EXTRA ORDINARY MEETING**
**HELD IN THE PARISH COUNCIL OFFICES, 7 MAYNARD PLACE, CUFFLEY EN6 4JA**
**ON WEDNESDAY 21 OCTOBER 2026, 10.35am**

**Members in attendance**

Cllr C Burrows
Cllr B Cheetham
Cllr J Henderson
Cllr C Omand
Cllr B Roberts
Cllr P Singleton
Cllr D Sive (Chairman)
Office Manager, S Griffiths (Clerk)

**Other attendees**

1 member of the public, and Borough Councillors Barbara Fitzsimon and Brian Seegar.

**26/27-41 APOLOGIES & ANNOUNCEMENTS**

There were no apologies.

The Chair made a statement expressing sadness on the death of the Parish Clerk and a minute silence was held.

**26/27-42 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.

**26/27-43 PARISH ADMINISTRATION**

To approve the current Office Manager to undertake the duties and functions of the Clerk, Proper Officer and Responsible Financial Officer (RFO) during the period of the current vacancy.
This motion was duly proposed, seconded, and unanimously **RESOLVED** by show of hands.
**Motion carried**

**26/27-44 FINANCE**

To retrospectively authorise the transfer of £20,000 from the councils Unity Trust current account and the Barclays current account, required to cover immediate outgoings.
This motion was duly proposed, seconded, and unanimously **RESOLVED** by show of hands.
**Motion carried**

**26/27-45 STAFFING**

To discuss matters relating to the ongoing administration of the council, including a requirement for professional consultants and the allocation of a suitable budget.

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that due to the nature of this item it be held in a closed session.
**Motion carried.**

DRAFT

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**26/27-46** **QUESTIONS FROM THE PUBLIC**

*10:44am 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:

- Condolences were expressed by the member of the public
- Cllr Fitzsimon reminded council that it was the WHBC DMC meeting tomorrow, Cllr Sive confirmed that he would be attending and speaking on behalf of the Parish Council.
- Discussions were had regarding the N&C Neighbourhood Plan and the allocations in the WHBC Reg19 consultation.

*10:54am Standing Orders recommenced*

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

***Meeting closed at 10:55am***

S Griffiths CiLCA
Interim Clerk
Drafted 22nd October 2026
For approval by Council 11th November 2026

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

Signed by Chair
Cllr Sive

DRAFT

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Cllr D Sive (Chairman)
Interim Clerk, S Griffiths

**26/27-45 STAFFING**

To discuss matters relating to the ongoing administration of the council, including a requirement for professional consultants and the allocation of a suitable budget.

*MOTION: That an external officer would be appointed to assist with business continuity and operational matters.*

*MOTION: That a Business Continuity committee would be appointed consisting of Cllr Sive, Cllr Roberts, Cllr Burrows, and Cllr Omand. Heads of terms will be returned to the next council meeting.*

*MOTION: That the HR committee, should continue as Cllr Sive, Cllr Roberts, Cllr Burrows, and Cllr Henderson.*

*MOTION: That an amount of £5,000, be allocated to budget line 4210 from general reserves.*

*Councillors were reminded that the matter discussed were of a confidential nature.*

These Motions were voted en bloc and were duly proposed, seconded, and unanimously **RESOLVED** by show of hands.
**Motions carried**

The Chair of Council thanked Councillors for their attendance and closed the meeting
***Meeting closed at 11:37am***

S Griffiths CiLCA
Interim Clerk
Drafted 22nd October 2026
For approval by Council 11th November 2026

Signed by Chair
Cllr Sive

DRAFT