

**Northaw & Cuffley Residents Association**  
**Minutes of Meeting held**  
**7th February 2019**

**Present:**

Michael Green - Acting Chair of Meeting  
Anna Sharkey - Secretary  
Diane Draper - Treasurer  
Susan Ashby - Membership Secretary  
David Ashby  
Debi O'Sullivan  
Janice Randall  
Tony Chappell  
Pamela Rutherford  
Andrea Allgood

**Apologies** - Trevor Scammell (Still unwell)

**Recent Resignation** - Martyn Folland. Secretary Received letter/email January 2019.

**2. Conflict of Interest:** AA declared that she is finding conflict of interest with her position as Parish Councillor and Chair of Residents Association. (\* see Notes )  
MG (acting Chair) invited other possible conflicts as we progress the meeting.

**3 & 4. Minutes and Matters Arising:**

PR wished to record that she had declared a conflict of interest surrounding planning issues at Tolmers Gardens (Omitted from Minutes 3rd January).

Cuffley Hall. Following open door incident, which was unresolved - DD reported unknown man at entrance to Cuffley Hall one Saturday morning who reported "other ladies were away". DD did not recognise him and he did not seem an official replacement. **AS**

Website : The administration of website has been delayed for various reasons. DO'S now has a dedicated person at LCN who is now expediting uploading/updating etc.  
AS suggested a working group to assist with Admin should now meet to learn how to assist DO'S with Admin in case of emergency. (SA & AS to arrange a meeting with DO'S

**AS SA DO'S (AA)**

Regarding previous concerns re email addresses. DO'S explained that when NCRA emails are received they would immediately be forwarded to personal email addresses. The NCRA email address is almost a "virtual" address.

Some committee members are still having problems so may have to look at their own computers. Spam/ Trash/ Settings.

PCSO : AA had spoken with PCSO Deborah Rogers and was told that she does not work evenings as she has to attend to child care. AA reported that PCSO had been in Parish Office looking at CCTV as part of an investigation into a local crime and parking issues.

DO'S advised of a very nasty road traffic accident on Northaw Road West and the need to address speed and parking to prevent further accidents. Debi suggested that a couple

of committee members endeavour to meet with PCSO during the day to discuss these concerns.

DO'S advised that a local group has formed in Northaw and will be meeting to consider the options for improving road safety. JR and DO'S are both planning to attend.

JR mentioned the idea of training a residents group to use speed guns. DD had previous experience of setting this up in Northaw and Cuffley and reported that it fell apart because it is required to have 10 residents and also requires a lot of time consuming paperwork which people were not prepared to get involved in. So it did not happen

Judges: AA reported Licensing Review will not happen at this time.

Colesdale License for "Zimfest" ; Residents have expressed concerns of Road Safety and egress and ingress to site. AA reported ongoing.

Great Wood closure: AA reported that Welhat has contracted out to a private firm the monitoring and open and closure of Great Wood gates. The Warden did not want to work Boxing Day so did not open the gates. MG had seen the gate closed in recent days. AA added that Councillor Wilcox is not the person to contact maybe it should be Welhat Department. MG said he would monitor the gate situation as he passes by regularly.

**MG**

## **5. NCRA Admin :**

### **a. AA paper:**

AA had a paper which had been distributed to committee members previously which she read through regarding Trust and Transparency. AA had felt it necessary to stand down from Chair of the Association.

MG opened the meeting to discussion./ comments

TC (declared conflict) - commented that there may be a need for updating the Constitution / Rules and Procedures. TC questioned voting procedures in particular.

MG confirmed that this is underway.

Regarding planning issues, SA suggested that the committee does not send, as a general rule, a letter of objection as a committee regarding individual planning issues. That it might be more prudent to send comments/objection to planning department as individuals. That we would support as a committee SCANGB (Support Cuffley & Northaw Green Belt) or oppose other major development issues as appropriate.

We would continue to provide Residents with information about planning - eg how best to comment, sources of information. etc.

PR (declared conflict) agreed with SA - Leave objections to individuals.

DO'S reminded the meeting of our original ethos of assisting and signposting residents towards dealing with their objections or support.

Various Conflicts of Interest were declared so MG proposed Item 7 Planning be struck from the Agenda in order that the meeting could progress.

Conclusion We are currently updating the Constitution and Policy and Procedures and all committee members will have an input. **MG AS and DO'S working group**

### **b. Constitution:**

A draft Constitution had been distributed previously to committee members and MG invited comment one by one .

TC stated that after reading through he felt it was apparent that we are dealing with three necessary topics ie Planning, Voting and Co-opting.

PR suggests inclusion of "Chair's Action" which would give the Chair the authority to write emails/letters in between meetings with consulting only one other committee officer and one other committee member.

DD was happy with draft and suggestions

SA suggested change to 2e (Co-opting process) That before inviting anyone to join the committee it should be discussed at committee meeting and if agreed the person would then be invited and should not be subjected to any further voting process until the AGM when all committee is subject to voting process. MG said the sub-group had already considered this and it would be in the policy to be written soon.

DA suggested clarification of Examination of accounts, not auditing of accounts.

AA had previously sent a suggested list of amendments to Michael - The Committee agreed to the following:

- ie. 2c No Change
- 2e Suggestion to delete Voting
- 3c / Inserted "raised"
- 3h MG to consider re-drafting
- 5 1.b No change
- 5 1.c No change
- 8 b Take out "at the January Meeting"

## **6. Treasurer's Report:**

DD reported the accounts are ready and we need to find an independent person to examine them DO'S may know someone and will enquire **DO'S**

DD reminds the committee that we have spent a substantial amount this year mainly because of new website, some of which rolls over to oncoming year. DO'S confirmed that this would come to an end if/when we decided to administer the website ourselves, therefore short term expense.

**8. IT/Website:** DO'S reported the website is progressing now with the assistance of her dedicated IT worker.

\*\*Suggestions to take down current Policy on advertising

There was discussion around advertising or informing about community events. It was generally accepted that we could inform residents about local community events when fund raising would be used for that group's purposes, however requests to use the membership email database would continue to be refused. **MG/DO'S/AS** to re-write

\*\*Suggestion to insert a new page along lines of "Community Information"

\*\*Health & Safety Policy should only show position on committee ie Chair, Secretary etc and not a named person.

**\*\* Vote - unanimous agreement**

## **Leaflet for 2019.**

JR has completed the task of preparing and printing leaflets required for this year's AGM and subscriptions request.

Many thanks to Janice for fulfilling this arduous task. The Leaflets are excellent.

Arrangements will be made in the near future for preparing the leaflets for distribution via residents and helpers. **AS / AA**

**Meeting closed at 10.10pm**

**Next meeting 7th March 2019**

