



**Barley Parish Council meeting: 4<sup>th</sup> November 2024 at 8pm,  
Town House, Church End, Barley.**

**Meeting Minutes**

**PRESENT**

**1.1** Cllr Jerry Carlisle (Chair), Cllr Alan Cayford, Cllr Yvonne Lee, Cllr Ali Hearn, Cllr Neil Cockrell, District Cllr Martin Prescott, County Cllr Fiona Hill,

**IN ATTENDANCE**

2 members of the public.

**1. Apologies**

**1.1** Cllr Ian Turner & Nick Shaw sent their apologies.

**2. Declarations of Interest**

**2.1** No declarations of interest were made.

**3. Minutes**

**3.1** The minutes of the Barley Parish Council meeting held on 7<sup>th</sup> October 2024 were approved as a true and accurate record of proceedings. Proposed Cllr Cayford, Seconded by Cllr Cockrell.

**4. Public Participation**

**4.1** None.

**5. Planning**

**5.1** **Reference: 24/02112/FPH** - Full Permission Householder (**deadline 8<sup>th</sup> Nov**): Single storey front and rear extensions and roof extension including raised ridge height, part hip to gable end and insertion of 3 no. rooflights and second floor side window to facilitate conversion of loft into habitable accommodation.  
The Basset, High Street, Barley, Royston, Hertfordshire, SG8 8HU

**5.2** **Reference: 24/02158/FPH**- Full Permission Householder (**deadline 8<sup>th</sup> Nov**): Single storey side and rear extensions and roof extension including raised ridge height, part hip to gable end and insertion of 3 no. rooflights and second floor side window to facilitate conversion of loft into habitable accommodation.  
The Gray, High Street, Barley, Royston, Hertfordshire, SG8 8HU

The meeting considered the above two applications and requested the Clerk to respond to NHDC as follows:

Barley Parish Council considered the applications **Reference: 24/02158/FPH & Reference: 24/02112/FPH** but unfortunately we could not come to a decision because of a lack of information regarding the increase of the height of the ridge where there were no dimensions shown on the plans accompanying the application and it was impossible to scale the plans. There was also no Design and Access Statement which we would have expected to see bearing in mind the location of the properties within the heart of the Barley Conservation Area (not withstanding that these are fairly new properties).

We did note however that each application requests consideration of the other application and we were surprised that the work to both properties were two separate applications rather than one overall application given that work to one in terms of the ridge could not realistically be undertaken in isolation. A further query was raised regarding the location of the roof lights and whether or not these should be designated as means of escape with associated safety precautions in place. In the circumstances can you please answer the queries raised and also give us a suitable extension of time to enable us to properly finalise our comments with regard to the applications once we have the information requested.

- 5.3 Ref: 24/02357/LBC** Listed Building Consent: Replace existing rear ground floor bathroom and kitchen windows with double glazed units. 7 High Street, Barley, Royston, Hertfordshire, SG8 8HZ

No objections were raised from the Council.

- 5.4 Ref: DM/6006/24 ~ Proposed Waiting Restrictions in High Street, Barley, Royston (On hold)**  
The Clerk has requested further information for this application, Still on hold.

## 6. Finance RFO report

6.1. To consider and approve payments for the Council.

### Barley Parish Council

#### EXPENSES

##### EXPENSES

Payee	Date	Amount	Inv.Ref.	our ref	For	Auth.	2nd
Alice Robertson	27/10/2024	£458.00	BPC0021		Clerk gross pay balance	Oct	
Lynn Brett	31/10/2024	£378.00	Inv- 31/10/2024		RFO gross pay & expenses	Oct	
Stewart Bullard	25/10/2024	£720.00	7738		One off clearance allotments		

**TOTAL BPC for approval** **£1,556.00**

##### **For Information**

Peninsula	28/10/2024	£223.45	U004566295		Paid via DD	
Alice Robertson	28/10/2024	£400.00			S/O paid as agreed with BPC	
AJG terrorism renewal	11/10/2024	£85.34	4237108		Approved via email, pd 24/10/2024	

**TOTAL BPC for information** **£708.79**

**PAID/PREVIOUSLY APPROVED**

##### INCOMES

##### **Year to Date**

VAT refund	£2,397.87	
Club Room	£7,044.00	Rent & Ins BBP
NHDC precept	£32,000.00	First Half precept
CTRS Grant	£543.01	
CDA Grant		
Other incomes	£165.00	Allotments
Interest	£51.59	
Barclays Bank	£150.00	Compensation
Alice Robertson	£2,295.00	Goal Donation
<b>TOTAL BPC Incomes</b>	<b><u>£44,646.47</u></b>	

##### Bank Balances Held

account Balance as at

##### **Barley Parish Council**

Main	2188	£45,582.05	31/10/2024
Savings	5127	£0.00	
TH Sinking Fund	5720	£13,845.22	
<b>TOTAL BPC Banks</b>		<b><u>£59,427.27</u></b>	

##### Other Sections

Barley Show Profit	£1,004.06	8/7/2023	Final
<b>Barley Show</b>	<b><u>£12,820.98</u></b>	18/10/2023	
<b>Barley Tennis Club</b>	<b><u>£13,019.60</u></b>	31/3/2022	Bank balances

##### **£137 expenditure limit**

22/23	8.82
23/24	9.93

<b>Precept Requested 24/25</b>	<b>£32,000.00</b>
CTRS	£543.02
<b>Total</b>	<b><u>£32,543.02</u></b>

2nd Precept paid 09/09/2024

The Payments were agreed. Proposed Cllr Cayford, Seconded Cllr Hearn.

- 6.2** The RFO had also produced a draft budget for the next financial year - 2025/2026. It was highlighted once again (as in the October 2024 meeting) – that the Council are due to bear certain costs under the terms of the Memorandum of Understanding with the Police Commissioners Office (see appendix at the end) for the Truvelo Camera Scheme with effect from April 2025 after running its 3-year free pilot scheme. It was noted that additional costs due to inflation and salary raises would also now apply details of which we were still waiting for, on top of the expected costs listed in the original MoU.

The RFO took the Councillors through the draft 2025/2026 budget, line by line, where the Councillors discussed the merits of possible changes and reductions, to see how the cost of the Truvelo Camera Scheme could be accommodated without substantially increasing the Precept, due to these costs. The Clerk also advised that she was researching grant options available. Because not all Councillors had been present at all recent meetings where the Truvelo Camera Scheme had been discussed, it was suggested that the Clerk should organise an informal get together to knowledge share to bring everyone up to date, ahead of finalising a decision to be made hopefully at December's Parish Council meeting as to how best to move forward with the Truvelo Camera Scheme and the 2025/26 budget.

## **7.0 To consider and approve payments for The Town House Charity (as Sole Trustee)**

### **Barley Town House Charity - Expenses**

**BARLEY PARISH COUNCIL List of payments for approval at Meeting**

**Monday 04/11/2024**

#### **Barley Town House Charity**

#### **EXPENSES**

Payee	Date	Amount	Inv.Ref. our ref	For	Auth.	2nd
Sapele Design	21/10/2024	£1,740.00	S1044/02	Drawings for TH		
Alan Wiltshire	29/10/2024	£318.56	Yale Orders	Smart lock and keypad		

**TOTAL TH for approval** **£2,058.56**

**TO APPROVE FOR PAYMENT**

#### **For Information**

PNET	23/10/2024	£28.04	T 3948488-1	TH	paid by DD
NHDC	1/10/2024	£37.00		TH	paid by DD (none Feb/march)
Octopus	10/10/2024	£573.10	AF094A-0016	TH	Account review
Octopus	15/10/2024	£163.09	AF094A-0016	TH	Electricity supply DD monthly charge
Everflow Ltd	23/10/2024	£43.09	2662163	TH	Water supply DD

**TOTAL TH for Information** **£844.32**

**PAID/PREVIOUSLY APPROVED**

#### **INCOMES**

#### **Year to Date**

Town House YTD	£15,215.00	31/10/2024	
BPC Donation	£5,777.18	14/05/2024	Donation re Insurance
Bank Interest	22.16		
<b>TOTAL TH Incomes</b>	<b><u>£21,014.34</u></b>		

#### **Bank Balances He** **Barley Town House**

account	Balance	as at
Main	3265	£37,971.96 31/10/2024
Deposits	8330	£3,210.00
Savings	8104	£5,948.18
		<b><u>£47,130.14</u></b>

#### **Deposits**

Opening balance	£3,760.00
Received	£1,200.00
Refunded	-£1,500.00
Trf to main ac	-£250.00

**Closing Balance** **£3,210.00** 31/10/2024

**The payments were agreed. Proposed Cllr Lee, Seconded Cllr Hearn.**

## **8. Reports from County/District Councillors**

### **8.1 To receive a report from County Cllr Hill**

Cllr Hill reported that:

- The Step2Skills Adult Learning Service Job Fair took place in Stevenage on 24<sup>th</sup> October and was very well attended.
- I attended a meeting with the OPCC and Barley Parish Council on 28<sup>th</sup> October regarding speed cameras.
- The Halloween event again took place on 31<sup>st</sup> October at Royston Fire Station with an incredible number of visitors from the community. The Fire Station is hosting events for SEND schools and clients from local care accommodation from 4<sup>th</sup> to 8<sup>th</sup> November.
- There will be Christmas Extravaganza on 2<sup>nd</sup> December at Royston Fire Station.
- I carried out a Rural Councillors' Surgery in Nuthampstead with District Councillor Martin Prescott on Saturday, 2<sup>nd</sup> November.
- The Services for Young People Awards Evening took place on 4<sup>th</sup> November celebrating the remarkable achievements of young people through their engagement with Services for Young People projects.
- There is also a Councillors' Surgery in the Royston Market on Saturday, 16<sup>th</sup> November.
- The proposed salt bin on Bakers Lane has been requested and confirmation that it meets the criteria is awaited.
- Highways Action Plan was forwarded all relevant parties for review.
- The Consultation on the yellow lines in Barley High St is still on hold and we are awaiting news on when this will begin again.
- The hedge on London Road has been chased for cutting again, together with verges on Shaftenhoe End Road.
- I am Investigating the possibility of kerbside electric vehicle charging following a request from a resident.
- I continue to work with District Councillor Martin Prescott on street cleaning and the North Herts (District) Council "consultation" on the litter bins.
- Winter Reads at Royston Library started on 1<sup>st</sup> November 2024 and ends on 31<sup>st</sup> January 2025. There are six challenges and prizes including an iPad.
- I am working with partners on improvements to physical/mental health through nutrition education, exercise such as health walks, park runs and groups addressing social isolation.

### **8.2 To receive a report from Cllr Martin Prescott**

Cllr Prescott reported that:

- A Rural Councillors' Surgery in Nuthampstead went ahead with Cllr Fiona Hill on Saturday, 2<sup>nd</sup> November.
- That he was continuing to work closely with all parties on the monthly cleanses in the village.

## **9. Reports from Working Parties, Committees and Portfolio Holders**

### **9.1 Town House Charity**

- 9.1.1 Cllr Cayford confirmed all weekly Health and Safety checks had been carried out and one fire extinguisher needs replacing.

### **9.2 Plaistow & Childrens Playground**

- 9.2.1 Cllr Cayford carried out weekly checks on the playground and Plaistow.
- 9.2.2 The broken paving step down to the Tennis Courts has been fixed.
- 9.2.3 The suggestion of adding chicken wire to the fence in the Plaistow to stop children climbing it has been found to be unfeasible. Instead Cllr Carlisle suggested a couple of "do not climb" signs. The Clerk advised an estimated cost of around £34. It was agreed the Clerk would action.

### **9.3 Truvelo Speed Cameras Scheme**

- 9.3.1 See 6.2

**10. Clerks Report**

- 10.1 A request for Dog Poo signs by a resident has been received following a lack of picking up by dog owners along the public footpath from Smiths End Lane to Pudding Lane. It was agreed the Clerk can purchase some.
- 10.2 Still no news from HCC on the Footpath to the Plaistow from Church End, or action regarding the rabbit holes on the footpath leading from the Cricket Field to Standard Hill behind Lovely View Stables.
- 10.3 Parish Notice Boards – Barley Maintenance Co. had been requested to advise on appropriate work to refurbish the Noticeboards.
- 10.4 A quotation for the repair of the gate leading to the Plaistow from the High Street/Bankside has been received at a cost of £380. The Council agreed the cost and requested the Clerk instruct the works accordingly.
- 10.5 Allotments. Cllr Carlisle advised the Council that he had been informed by Matthew Doggett that the water supply for the allotments had been temporarily interrupted. This is expected to be reinstated over the next few months in time for the new growing season.

**11. Items of correspondence**

- 11.1 None.

**12. Items for future discussion**

- 12.1 The Truvelo Speed Scheme. Decisions are expected to be made at the next meeting.

**13. Date of next Barley Parish meeting**

The date of the next Parish Council meeting will be 2<sup>nd</sup> December 2024, commencing at 8pm.

**Contact: [clerk@barleyparishcouncil.gov.uk](mailto:clerk@barleyparishcouncil.gov.uk)**

# **Memorandum of Understanding for the provision/operation of the '*Viacam Speed Monitoring System*' in Barley**

Between

**THE POLICE AND CRIME COMMISSIONER FOR HERTFORDSHIRE**

and

**Hertfordshire County Council**

and

**Barley Parish Council**

This ("MoU") sets out the principles and understanding which underpin the basis of a collaboration agreement between the Office of the Police and Crime Commissioner for Hertfordshire ("OPCC"), Hertfordshire County Council ("HCC") and Barley Parish Council ("BPC"). In doing so, it demonstrates the parties' commitment to collaboration and innovation in the delivery of the new speed monitoring system. The MoU defines and formalises the relationship between the parties and sets out their roles and responsibilities within the partnership.

This MoU is not a contractual document and does not impose any legal obligation on any party. The overall relationship described by the MoU is a voluntary arrangement.

## **1. Introduction and Background**

- 1.1 The parties named above have an interest (some as a statutory duty) in maintaining and promoting road safety, reducing casualties and the prevention of road traffic crime in Hertfordshire.
- 1.2 HCC is the highway authority and the traffic authority for the county of Hertfordshire pursuant to the Highways Act 1980 and the Traffic Management Act 2004 respectively, and is responsible for management of speed on all public roads in Hertfordshire except those operated by Highways England.
- 1.3 The PCC is responsible for maintaining an effective and efficient police force and for community safety and crime prevention in Hertfordshire pursuant to the Police Reform and Social Responsibility Act 2011.
- 1.4 BPC is a civil local authority that represents the interests of their residents including safety on the roads.
- 1.5 All parties involved have made this agreement to assist in delivering common tasks that are in the public interest.



- 1.6 The provision of the new speed monitoring system is considered by all parties to be an important aspect of improving road safety and particularly changing driver behaviour.
- 1.7 The device that is the subject of this MoU will be installed following a bid made by Barley Parish Council to the PCC's Road Safety Fund (RSF).
- 1.8 The RSF is used to fund new and innovative ways of improving road safety including changing behaviour.

## **2. Purpose**

- 2.1 This MoU is designed to reflect the parties understanding between themselves of how the new system will operate for the first 3 years (when the RSF is funding all aspects of the service) and beyond (when BPC become responsible for specific ongoing costs).
- 2.2 The purpose of the new device is to deter speeding and change driver behaviours. Advisory letters will be sent to the top 20 speeders (in excess of the 10% + 2 rule) each month.
- 2.3 The new device will be installed at the following 2 locations within Barley, spending 6 months at one and then moved to spend 6 months at the other each year:
  - *North end of Barley on B1368 (Cambridge Road) near junction with B1039 (Picknagge Road)*
  - *South end of Barley on B1368 (Cambridge Road) near the junction with The Mount (close to The Chequers public house)*

## **3. Partner Responsibilities.**

### **3.1 Hertfordshire County Council (HCC) will**

- 3.1.1 Permit the assets (bases, columns, camera device) to be part of the Highway with RSFs paying for any additional legal work/permits that may be required.
- 3.1.2 Make good any damage to the highway occasioned by and associated with the use/maintenance alteration, damage to or removal of the devices. In the event of an emergency, whereby the HCC need to remove the devices, any costs will be recovered from the RSF (for the first 3 years) and subsequently Barley Parish Council.

### **3.2 Office of the Police and Crime Commissioner (OPCC) will:**

- 3.2.1 Arrange for the purchase of, and own, the new device.
- 3.2.2 Ensure the RSF provides funding to cover all costs incurred by the OPCC in the first 3 years including the following ongoing costs:

Repair & maintenance cover ~10% of initial costs	£900*
Administration costs (production and posting of letters)	£500
SIM card required to enable data to be sent directly to provider	£300*
Annual calibration per camera	£250*



Camera movement cost	£350* (year 1) £700* (year 2&3)
<b>Total</b>	<b>£2,300* (year 1)</b> <b>£2,650* (year 2&amp;3)</b>

*\*costs excluding VAT*

- 3.2.3 Ensure the RSF provides funding to cover other costs associated with the devices whilst they are in operation including the following cost:

VMS - server space for data collection including OPCC access	£1,500*
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*\*costs excluding VAT*

- 3.2.4 Be solely responsible for the collection/management of information received from ViaCam Speed Monitoring system, including production of advisory letters to owners of speeding vehicles.

- 3.2.5 Prepare and distribute (to all parties) a monthly report summarising the number of letters produced/sent.

- 3.2.6 Comply with all relevant legislation with regards to data collation, processing and storage.

### **3.3 Barley Parish Council (BPC) will:**

- 3.3.1 Provide funding to cover the following ongoing costs (excluding VAT) from year 4 onwards:

Repair & maintenance - 10% of initial costs	£900*
Camera movement cost	£700*
Administration costs (production and posting of letters)	£500
SIM card required to enable data to be sent directly to provider	£300*
Annual calibration per camera	£250*
<b>Total/year</b>	<b>£2,650*</b>

*\*costs excluding VAT*

- 3.3.2 If BPC do not pay the ongoing costs after year 3 the OPCC will remove the device and sockets.

## **4. Governance**

- 4.1 This MoU is not legally binding on the parties.
- 4.2 Each of the parties will operate in accordance with this agreement.
- 4.3 The OPCC will oversee and monitor the day to day operation of the devices.
- 4.4 The OPCC will deal with any information requests relating to the scheme that are not specific to any other of the parties.
- 4.5 Each of the named parties must ensure that it has power to provide its contribution to this agreement.

- 4.6 Each party shall maintain public liability insurance to cover their respective role in this partnership and shall indemnify the other parties against any claims for which it is responsible by way of tort or against the roles/responsibilities outlined within this MoU.

## **5. Duration**

- 5.1 This MoU may be modified by mutual consent of authorised officials from, the OPCC, HCC and BPC. This MoU shall become effective upon signature by the authorised officials from the partners above and will remain in effect until modified or terminated by any one of the partners by mutual consent.

## **6. Values**

- 6.1 The MoU will be based on the following key values:
- Mutual respect and trust;
  - Open and transparent communications;
  - Co-operation and consultation;
  - A commitment to being positive and constructive;
  - A willingness to work with and learn from others;
  - An awareness of potential reputational risk to all parties in undertaking RSF duties;
  - Consistency across all OPCC/HCC/BPC departments/staff/members in following the agreed processes/protocols;
  - A shared commitment to providing excellent services to Hertfordshire's communities; and
  - Working in such a way as to make the best use of resources.

## **7. Amendments and Dispute Resolution**

- 7.1 Once agreed, the MoU may only be amended by mutual agreement, signed by the authorised signatories of all parties. Once approved, amendments should be attached as annexes to the original MoU.
- 7.2 The MoU is not intended to be legally binding, or to give rise to any liability of any kind whatsoever. The Parties will therefore not be individually liable for any costs arising from amendments to the MoU.

## **8. Termination**

- 8.1 If any of the parties wishes to dissolve the MoU, a minimum of three months' notice must be given in writing to the other Parties, with reasons for the termination.


## **9. Key Organisation Contacts**

9.1 The key contacts for the MoU are as detailed in the table below:

<b>Organisation</b>	<b>Contact Name and Role</b>
<b>OPCC</b>	Karl Stonebank, Grants & Funds Officer
<b>HCC</b>	Simon Brown, Road Safety Programme Manager
<b>BPC</b>	Melanie Chammings, Clerk

## **10. Signatories to the Memorandum**

10.1 We the undersigned, as authorised signatories of the parties to the Memorandum of Understanding, have read and accepted the terms of this Memorandum of Understanding between the identified parties.

<b>Organisation</b>	<b>Contact Name and Role</b>	<b>Signature</b>	<b>Date</b>
<b>OPCC</b>	Karl Stonebank, Grants & Funds Officer		
<b>HCC</b>	Simon Brown, Road Safety Programme Manager		
<b>BPC</b>	Jeremy Carlisle, Chair		22/07/21

## **Version Control**

<b>Version</b>	<b>Date</b>	<b>Editor</b>	<b>Comments</b>
1.0	07.07.21	Karl Stonebank	Final draft version
1.5	19.07.21	Karl Stonebank	Amended Final Version