



Barley Parish Council Meeting: 1st June 2026 at 20:00
Town House, Church End, Barley.

Meeting Minutes

Present

Vice Chair Alison Hearn (meeting chair), Cllr Jerry Carlisle, Cllr Alan Cayford, Cllr Ian Turner, Cllr Ian Northen, County Councillor Ruth Brown, District Cllr Martin Prescott, Town House Chair Alan Wiltshire, RFO Lynn Brett, Parish Clerk Alison Gibson.

In attendance - 4 members of the public.

1. Apologies Chair Yvonne Lee. County Councillor Brown had notified committee that she would be there late due to competing demands.

2. Declarations of Interest
No declaration of interest

3. Minutes
The minutes of the Barley Parish Council meeting held on May 11th were discussed, slight amendments required, otherwise approved.

4. Public Participation
Those attending for item 6.1.

5. Action updates
5.1 See attached action log.
5.2 Feedback from Annual Parish Meeting
The clerk obtained information from the Hertfordshire Association of Parish and Town Councils (HAPTC).

The Annual Parish Meeting can be held anytime from 1st March to 1st June inclusive. Councils often present an Annual Report to residents including accounts summary; however, accounts per se are not usually displayed at this meeting as there is a very tight process to follow in the May or June Full Council meeting under "AGAR" which includes Public Rights to view on your website.

Don't forget the meeting is the Parish Meeting of the residents for the residents and so an opportunity for them to learn more about what the Council is/plans to do and to ask questions of the council. However, having the MP present is very useful to attract residents to attend; please be aware that the MP should not be political and should ensure that topics discussed link directly to your community.

There are no specific guidelines for the Annual Parish Meeting for residents – you need to approve minutes of last year's APM (as distinct from approval of Council Meetings which happen at the next meeting of the Council), apologies for absence, Annual Report-back, date of next APM (i.e. next year!).

In Barley it is chaired, out of convention, by the BPC meeting chair but it is not a parish council meeting. General consensus was that we need to allow more time for Q&A to the BPC and the District and

County Cllrs, and more input by the clubs and societies, but format of this requires further discussion. This would give the village electorate the opportunity to have their say on any matters they wish to raise about the village and also for village organisations to explain what they have been up to over the year and their hopes and aspirations going forward. Chris Hinchliffe's attendance did increase the attendance, there was a view that we should invite him back to a parish council meeting. The council also agreed on trying to widen the demographic of the attendees.

6. Planning

6.1 26/00952/FP - Full Planning Permission: Erection of one detached self-build single storey dwelling with solar panels, glazed balustrade, terraced area and access steps, following demolition of existing dwelling. 5 Cambridge Road, Barley, Royston, Hertfordshire, SG8 8HN. Deadline June 5th 2026.

- This proposed development is outside the Conservation Area but within the built envelope of the village.
- The members of the public in attendance outlined their objections to the plans - these mainly concerned the position of the proposed property within the plot, the impact this would have on the privacy of neighbouring properties, the risk of noise pollution and light pollution. Concerns were also raised about the need for the additional parking at the front and the main sewer that runs behind the property for the length of Cambridge Road.
- Both the council resolved to object to the development due to the following concerns:
 - The positioning of the proposed development on the plot – moving it substantially back from the existing defined building line of the current property and the neighbouring ones. This is out of character with the other dwellings. The application states this mirrors the position of no. 8 Cambridge Road; however, this is not the case, the property appears to be set back, but this is due to the curve of the road as it leaves the village.
 - There is adequate parking and room to maneuver, so it is unclear why more space at the front of the property is required.
 - The mains waste water / sewage pipe that connects all the 8 properties runs parallel to the road at the rear of the existing properties. The proposed dwelling looks like it is built over the main sewage line connecting all of these properties.
 - The size of the new unit – an increase of 100% from 158.2msq to 316.5msq
 - The substantial increase in overlooking of the two immediate neighbouring properties brought about by these changes plus the height differential that results
 - The potential for noise travel due to the elevation of the back of the property.
 - The potential for light pollution due to the roof lights being proposed on the side elevation.
 - The substantial increase in hard standing to the front of the property, which is unnecessary and unsightly.
 - The proposed development is out of character with the rest of the road.
- Whilst it is a single storey build the slope of the ground does not appear to have been taken into consideration resulting in the height of the back of the property.
- The council have no objection in principle to the redevelopment of the site but it is a prominent site on a key approach into the village and should be designed accordingly and be sympathetic to its surroundings in terms of both design and siting on the plot.

Alan Wiltshire arrived 20:30

The council due to the points listed above therefore object to the proposal.

District Council Prescott asked the council whether they wish him to call the application in. As he sits on the planning committee, he would need to ask a colleague to support. The Council resolved to do this if the planners were minded to approve the scheme.

Action: Clerk to contact Cllr Lee to formulate response and send a copy to Cllr Prescott noting the response date of June 5th which is the extended date.

Cllr Brown arrived

Public in attendance left the meeting.

6.2 26/01091/LBC - Listed Building Consent: Remove part of rear roof light (implemented under refs: 18/02096/FPH and 18/02097/LBC) and introduce a smaller roof light within a new section of zinc roof The Old Granary, Church End, Barley, Royston, Hertfordshire, SG8 8JW. Deadline June 3rd 2026 – no objections from the council, clerk to inform the planning office.

6.3 Update from appeal meeting Barkway Road

Cllr Lee attended for part of the first two days and presented a submission on behalf of Barley, Barkway and Reed Parish Councils reflecting the Inspectors wish for similar interested parties to combine to make more efficient use of limited time. The presentation has been circulated and is available on line along with all of the Inquiry Documents and a recording of the proceedings. There were a lot of submissions from interested Parties and a group of Royston residents came together as a Rule 6 party and instructed Counsel. All of these groups raised concerns about highways and the impact of the development on the wider highways network. Several mentioned the villages and the A505 including the Flint Cross junction. None of these issues were addressed by the Appellant's barrister in his closing statement.

NHDC anticipate a decision in approximately one month of the close of the Inquiry, c20th June. Responses received to the clerk from both Barkway and Reed, thanking Cllr Lee for her work and representation of the Parish Councils.

Cllr Brown was concerned that there were some factually inaccurate statements by the appellant.

6.4 Decision notice 2 6/00308/FP Change of use of existing paddock to residential garden. The Thatched Cottage, Smiths End Lane, Barley, Royston, Hertfordshire, SG8 8LH – permission granted.

Chair also confirmed following the publication of the agenda the two other applications have been granted.

Single storey rear extension, open-sided side porch following demolition of existing side porch and C20th store. Alterations to external materials and fenestration throughout. Erection of detached double garage and installation of no.2 ASHP following removal of existing oil tank (as amended by plans received on 21/05/2026).

Single storey rear extension, open-sided side porch following demolition of existing side porch and C20th store. Alterations to external materials and fenestration throughout. Internal alterations (as amended by plans received on 21/05/2026).

The movement of the footpath has not yet been received by the council.

7. Reports from County / District Councillors

7.1 Report from County Cllr Brown

Updates given on action plan.

Road/Area	Issue/Action	Responsibility	Progress
Speed limit review on Bogmoor Road and Shaftenhoe End	National Speed Limit Review (HCC core programme, not HLB issue)	HCC	We are currently awaiting the outcome of HCC's Speed Management Strategy review. Once this has been completed, we will be better placed to discuss potential solutions to address vehicle speed concerns in rural areas. 01/06 Speed limits – 20 mph proposal for Barley has been drafted

			and will go out for informal consultation on 22/06/2026. On approach roads there is a requirement for buffer zones and therefore the speed limit will be from 60mph to 40mph and then to 20mph.
London Road	Some drains blocked with straw and Debris between Smiths End Lane Junction and Church End on London Road. (Not a HLB issue)	HCC	Reported fault: Verge encroachment Ref: 401004924856 Footway repair: Ref: 401004924857
High Street	The footpath along the front of Barley Surgery on The High St has become narrow due to spread of hedge and there is an area of uneven tarmac to the footpath causing a trip hazard that needs repairing. (Not a HLB issue)	HCC	Reported fault: Ref:401004924859
High Street	The tarmacked repair on pipework that straddles the High Street at the top end near Bankside entrance/exit by the Fox and Hounds is sinking and getting deeper. (Not a HLB issue)	HCC	Your reference number is: 102001519039 Fault type: Your description: Sinking on a road repair that was for pipework repairs. Location: By the Fox and Hounds heading towards Barkway - up the high street, High Street, Barley 01/06 To escalate this fault
London Road	Hedge status (Not a HLB issue)	HCC	Equipment broke on first attempt. Awaiting rescheduled works This work is being re-raised and added to the programme. At this stage, HCC are aiming for the removal to take place in the new year, although we are unable to confirm an exact date at present. Rescheduled for 19/02 – cancelled No other date as yet. 01/06 reports of incidents due to the hedge encroachment, to escalate concern.
Chishill Road Boundary by the Bridge (Cumberton Bottom Stream)	Frequent and problematic flooding occurring due to blocked Gully and ditch to side of road causing safety issues after almost every rainfall.	HCC	Drainage to be restored to carriageway 2025 (Funding permitting) RB - requested update from Highways
Signage Shaftenhoe End/Bogmoor Road/Smiths End Lane	Horse Riding and Pedestrian signage on roads with no pavements are needed	HCC	Additional signage to be provided through HLB funding in 2026 /2027. Order has been raised, no programme date has been provided at present for

			when works will commence.
New road signs and double yellow lines alongside the High street by Draytons close	Yellow lines need to be removed and road repaired. New road signs need to be removed and payment repaired	HCC	01/06 Double yellow lines have been removed but there is some damage. Sign posts have not yet been removed.

Residents survey is currently open for consultation.

Action: Clerk to share link on Facebook

Cllr Brown updated on a new facility on HCC website called 'Transport voice'. The new facility is for suggestions and concerns / issues but to continue to report faults through the current system.

Action: Clerk to share information through Facebook.

Locality budget is now open for bids. £5000 budget for community-based groups and projects

7.2 Report from District Cllr Prescott

There has been a road sweeper in the village but they are not able to clear London Road due to the hedge protruding.

Action: Clerk to follow up with North Herts Council on street cleaning schedule

No concerns with bin collections

Neighbourhood planning – Cllr Brown attended the briefing meeting on 13/05– advice from the officers is not to proceed at this moment due to new advice and significant change coming. The advice is to focus on a Neighbourhood priority statement. The local plan can be used as the foundation to the priority statement. It is not yet clear what weight the Neighbourhood Priority Statement will carry.

Cllr Prescott will establish whether training slides can be shared to help inform BPC regarding formulating a Neighbourhood Plan.

Cllr Brown and Prescott left the meeting.

8. Finance RFO report for the Parish Council

8.1 To consider and approve payments for the Council.

EXPENSES

Payee	Date	Amount	Inv.Ref. our ref	For
Lynn Brett	28/05/2026	£410.48	01/05/2026	RFO gross pay & expenses May
Alison Gibson	26/05/2026	£520.40	May-26	Clerk gross pay & expenses May
ROSPA Playsafety	27/5/2026	£123.60	97954	Annual inspection
HAPTC	27/5/2026	£50.00	2627/151	New clerk induction

TOTAL BPC for approval **£1,104.48**

For Information

Peninsula	26/5/2026	£223.45	U005670351	Paid via DD
Heasell Elec Serv Ltd	19/3/2026	£1,437.17	HEA13232	Electrical work for Barley Show - AGREED, NOT YET INVD
Transfer to Sinking Fund	4/5/2026	£5,000.00		

TOTAL BPC for information **£6,660.62**

PAID/PREVIOUSLY APPROVED

INCOMES**Year to Date**

VAT refund	£662.95	
Club Room	£2,794.00	Rent & Ins BBP
NHDC precept	£18,446.00	Full Precept
CTRS Grant	£266.04	
CDA Grant		
Other incomes	£164.50	Allotments
Interest		
Donations rec'd from TH		
TH Contribution		
NHDC Donation		Donation for benches
TOTAL BPC Incomes	<u>£22,333.49</u>	24/04/2026

Total BPC for approval £1,104.48

Proposed Cllr Jerry Carlisle, Seconded Cllr Ian Turner

8.2 To receive Annual Governance and Accountability Return and sign off

All required information has been submitted and the committee and now in receipt of the internal audit report.

The recommendations were reviewed and discussed:

- We confirmed that appropriate, signed tenancy agreements exist for allotment holders. However, no register of tenants was maintained for 2025-26. This has already been put in place for 2026/2027.
- We confirmed that, with reference to 'Receipts Monitoring' in BPC's risk assessment, where amounts were receivable on set dates (such as the lease rent), that appropriate controls are in place to identify income due, and when it is received / banked. Documentation of the receipt monitoring process to be completed in the Council's Financial Risk Assessment. For example, use a debtor ledger in SageOnline. Response from the council is that this is I said not necessary as the debtors list is effectively managed offline (Club Room and Allotments being the only invoices raised)
- We checked, for employees for which we had a contract, whether their salary was calculated in accordance with the approved spinal point on the National Joint Council (NJC), in accordance with their contractual terms. Where NALC spinal points are used as the basis to calculate monthly wages, please ensure the correct rate is used. Ensure the hourly rate of pay in employee contracts are correct. Council agreed that the hourly rate is adopted in year and back dated to April 1st. The rates for 26/27 are not currently agreed and available.
- We checked the asset value reported per the AGAR Section 2 Line 9 for the current and previous year matched the asset register. This was not the case due to an omission of goal posts, and

duplication of fencing asset. This was, however, later adjusted by BPC, and now agrees. Due to the errors identified, we recommend two councillors oversee the review of the asset register: one to prepare and undertake a preliminary check, and another councillor to sense check the figures independently. Agreement for Cllrs Carlisle and Northen to undertake this.

- We reviewed the accuracy of the year-end bank reconciliation with references to the bank statements, checking for any missing or mis posted entries. We reviewed the accuracy of the year-end bank reconciliation with references to the bank statements, checking for any missing or mis posted entries. Duplicated. It was noted that the accounts agreed to year end bank statement but that the original information provided to PC was based on data as at 30 March 2026. The accounts were correct
- Checked the procedures for bank reconciliation reviews, and whether they were subject to independent scrutiny. Bank reconciliations are completed every month and it was agreed these would be periodically signed off by Cllrs per IA suggest bank reconciliations are performed in Sage using information drawn from bank feeds. Ensure bank reconciliations are reviewed, independently scrutinised, and signed off by Council members routinely. Quarterly accounts to be signed off.
- We have checked the publication requirements for 2024/25 AGAR against the documents published per the Council website. Screenshot / screen-record the website at the time of uploading the publication documents to support the publication dates. Further, make note in meetings and meeting minutes confirmation of the dates for which documents are to be published. Website to be updated on June 2nd 2026.

The AGAR return form 3 was reviewed in detail. The RFO read out each line in section 1 page 4. All councillors confirmed they had read and understood the statement. It was confirmed that point 6 was addressed through the contracting of the internal auditors. Point 9 was responded to as yes due to the Town House Charitable funds.

Page 5 point 11 was originally no, this was corrected to yes

The form was signed by the chair and clerk (page 4) and chair and RFO (page 5).
To publish tomorrow (02/06/2026) the public rights.

8.3 Review and Adoption of Standing Orders (2025 Update)

The Model Standing Orders is the new document which has been aligned against the current BPC standing orders document last updated in 2022.

Gender neutral terminology to be used throughout.

Section 15 - Proper Officer - The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent. Agreed that this would be addressed as and when depending on the situation.

Section 16 - RFO - The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent. It was agreed to appoint Cllr Northen should be this required.

Section 18 - Financial risk assessment to reflect the same levels for tender as agreed in the BPC financial regulations risk assessment.

Approved following the agreed changes, RFO to circulate final copy.
Clerk to add to next agenda as a follow up for any further clarification.

9. Finance RFO report for the Town House Charity (As sole Trustee)

9.1 To consider and approve payments for the Town House Charity (as Sole Trustee).

Barley Town House Charity

EXPENSES

Payee	Date	Amount	Inv.Ref. our ref	For
Heasell Elec Serv Ltd	21/05/2026	£2,223.00	446980	Electrical work Quote prev. approved 13/04/2026
Elvira Gusejnova	27/05/2026	£558.00	May-26	Letting fees and cleaning May 26

TOTAL TH for approval **£2,781.00**

TO APPROVE FOR PAYMENT

For Information

PNET	26/5/2026	£29.99	PNET 3948488-1 TH	paid by DD
NHDC	1/5/2026	£47.00	TH	paid by DD (none Feb/march)
Octopus	13/5/2026	£165.94	6BAF094A-0043 TH	Electricity supply DD monthly charge
Everflow Ltd	26/5/2026	£52.69	5407475 TH	Water supply DD
Heasell Elec Serv Ltd	20/03/2026		quote	TH electrical work quote approved 13/04/2026

TOTAL TH for Information **£295.62**

PAID/PREVIOUSLY APPROVED

INCOMES

Year to Date

Town House YTD	£2,890.00	26/05/2026	
BPC Donation			
Bank Interest			
TH Events			gross income minus expenses
TOTAL TH Incomes	<u>£2,890.00</u>		

Total TH for approval £2,781

Proposed Cllr Carlisle, Seconded Cllr Northen

10.Reports from Working Parties, Committees and Portfolio Holders

10.1 Town House Charity (as Sole Trustee) – Alan Wiltshire / Cllr Cayford

Heasells electricians have completed their evaluation of the Town house. There are areas that require works to be undertaken. There will now be a programme of work developed with costings and priorities for attention

Report to be shared once available.

The outside lights are now working and the defib moved to a new circuit which should prevent it needing to be reset following power failure. The heaters in the top floor have been moved from under the windows and curtains.

Cllr Cayford confirmed all call points and emergency lights checked.

10.2 Plaistow, Children's Playground, Green areas – Cllr Cayford

Royal Society for the Prevention of Accidents (RoSPA) report received following the inspection of the children's play area. This has highlighted areas which require remedial works. The majority are deemed low risk.

The walking bar has been damaged since the inspection. The bar has been removed to prevent any injuries which leaves the three stumps in situ. Deemed to be minimal risk but never the less needs to be repaired.

Signage needs to be replaced with up-to-date details of whom to contact if residents are concerned about the play area.

Action - to pass on report to Broadmead to provide quote for work.

10.3 Traffic and Speed Management – Cllr Turner

Cllr Turner discussed with Hertford Heath, they have reduced from 1000 letters to 600 letters per month. The cameras have reduced average speeds in the village from 35 to 28 mph. No major accidents reported since installation. They informed Cllr Turner that post 2028 the scheme will not be continued under the OPCC and a company is being sought to take over the management of the cameras. This has not yet been communicated to BPC by the OPCC.

Cllr Turner discussed with Ruth Brown, at annual village meeting, the KMC report. In light of the 20mph zone consultation, to hold off taking forward any other actions at this time as it is possible the current requirements regarding measures to slow speeds may change.

To chase the police and crime commission for their response on the MOU.

10.4 Club room contract – Cllr Carlisle

Cllr Carlisle has reviewed the basement and is due to meet the tenant on 3rd June. There does not appear to be any deterioration in the basement, it remains damp but the sump pump is working.

10.5 Allotments – Cllr Northen

Allotments visited and income reviewed. The income from the allotments is £275.00 pa. The hedges are likely to require trimming twice a year so likely to break even if this is all the work required in the area. It is evident that waste has been allowed to build up in a number of areas. It is therefore proposed the council pay to clear this and then ensure that the tenants maintain their pathways and clear their rubbish in accordance with their contracts.

Proposal for a skip, mini digger and local manpower to clear.

Likely to be in the region of around £500. October 2024 was the last time that money was spent on the site when the hedges were cut and the paths strimmed.

Action: agreement for Cllr Northen to firm up costs.

10.6 Safeguarding policy

Cllr Hearn confirmed that she has reviewed the existing policy and will circulate for comments. We currently do not have a nominated named Safeguarding Officer which needs to be addressed and training provided.

Action: comments back to Cllr Hearn.

11. Clerks Report

- Quote received to remove ivy on the lock up. To discuss cost with councillors - £50 for clearance and further £25 for weedkiller to maintain the area. Agreed to proceed.
- Following the May meeting, Police and Crime Commissioner's Office chased regarding the MOU and charges, as of May 26th there has been no response.
- Informed by the current contractor that they have not been awarded the rights of way clearance contract. HCC contacted for update, the contract award is currently in its final stages for being awarded.
- Information uploaded to Facebook and councillors on the proposal for the North Hertfordshire planning consultation. The Local Plan is a vital document that sets out a clear vision and framework for future development. It will guide decisions on where new homes, jobs, and infrastructure should be located, while ensuring growth is supported by the right facilities and services, and that our environment is protected and enhanced wherever possible.
- Becky Edwards - Community Partnership Office HCC contacted regarding potential grant opportunities, awaiting further information.
- North Herts monitoring office informed of election of councillor Northen.

12. Communication

Clerk reminded all to respond to emails and update on actions.

13. Items of Correspondence

Email regarding the football pitch lines on the Plaistow and basketball hoop – costs to be discussed
To explore whether the football will be continuing with the Robertson family moving. If this will continue then to look at funding opportunities.

To explore with residents the level of interest and use of the basketball hoop as this will determine whether we should investigate funding opportunities.

Proposal for clothes bank for charity and a fund raiser – not supported at this time due to concerns over car parking capacity and dumping of bags.

14. Items for future discussion

Proposal for blue plaque type information on the Lock Up and the Town House.

Emergency plan

Start time of the meetings.

Dates for 2027.

Date of next Barley Parish meeting

To note the date of next Parish Council Meeting will be on 6 July 2026 at 20:00

Contact: Alison Gibson, Clerk to Barley Parish Council