



**Barley Parish Council Meeting: 2nd February 2026 at 8pm,
Town House, Church End, Barley.**

Meeting Minutes

PRESENT

Cllr and Chair Yvonne Lee, Vice Chair Ali Hearn, Cllr Jerry Carlisle, Cllr Ian Turner, Cllr Neil Cockrell Cllr Alan Cayford, District Cllr Martin Prescott, RFO Lynn Brett, Parish Clerk Alison Gibson.

IN ATTENDANCE 1 members of the public.

1. Apologies

1.1 Town House Chair Alan Wiltshire, County Cllr Ruth Brown

2. Declarations of Interest

2.1 Cllr Turner stated he would need to step down from any planning discussions concerning the submitted application for the change of use of land adjacent to 2 and 3 Wells cottages, Smiths End Lane.

3. Minutes

3.1 The minutes of the Barley Parish Council meeting held on 12th January 2026 were approved following one alteration on agenda item 13.
Proposed by Cllr Hearn seconded by Cllr Carlisle.

4. Public Participation

5. **Action updates** – all updates covered under relevant agenda items.

6. Planning

Ref: 25/01846/FP Full Planning Permission : Change of use of 2 two-storey commercial units to No.2 residential dwellings and erection of bike sheds. Land Adjacent 2 And 3 Wells Cottages, Smiths End Lane, Barley, Hertfordshire, SG8 8LJ

Planning application received today, Clerk has replied to planning department to request extension of the deadline to enable discussion at the March 2nd Parish Council Meeting.

6.1 **Ref: 25/03035/FPH: The Ramblers, High Street, Barley, Hertfordshire, SG8 8JA – Deadline 19th January; Full Permission Householder: Erection of detached outbuilding to rear garden.**

Response submitted on 19.01.2026 as per BPC decision on 12.01.26

Planning officer has contacted District Cllr Prescott due to council concern regarding lighting and the potential for light pollution. District Cllr Prescott to follow up with planning officer but no intention to 'call it in'.

6.2 Reference: 25/00867/FP: Scout Hut, Church End, Barley, Hertfordshire, SG8 8JW - Deadline 16th January: Full Planning Permission Erection of scout hut following demolition of existing scout hut.

Response submitted on 14.01.2026 as per BPC decision on 12.01.26

Approved with conditions, BPC notified 22.01.26.

Action – clerk to write to scouts and set up meeting to follow up planning consent and current condition of scout hut. Scouts are looking to get condition survey.

7. Reports from County/District Councillors

7.1 Apologies received from County Cllr Brown updates are:

The London Road hedge trimming has been rescheduled for 19th February.

Bogmoor Road sign reported.

Working on what can be done to reduce the speed limits on Shaftenhoe End and Bogmoor Road.

7.2 To receive a report from District Cllr Prescott

Nothing specific to Barley to report. Much of council's time is taken up with the March 2027 Local Government reorganisation.

No improvement with road cleaning and drainage, County issue rather than District.

Action – To request an update from County Cllr Brown for March's meeting.

8. Finance RFO report for the Parish Council

8.1 To consider and approve payments for the Council.

Barley Parish Council

EXPENSES

Payee	Date	Amount
Alice Robertson	28/01/2026	£701.58
Lynn Brett	29/01/2026	£571.14
Broadmead Leisure	07/01/2026	£456.00
Alison Gibson	25/01/2026	£526.20

Total BPC for approval £2,254.92

Proposed Cllr Carlisle, Seconded Cllr Cayford

The RFO on behalf of the council has assessed the council's financial regulations against the latest National Association of Local Councils (NALC). The summary was discussed and main points for adoption to align current legislation and proper practises including the accounts and audit regulations, the Procurement Act 2023 and Procurement Regulations 2024.

The council agreed to uplift the contracts and individual purchases limits to reflect inflation. The following will be incorporated into the council's financial regulations:

Section 5.5 - For contracts below thresholds:

- Over £5000 (excluding VAT): at least three fixed-price quotations (was previously £3000)
- £1000 - £5000 (excluding VAT): three estimates (was previously £500 to £3000)
- Below £1000: value for money (was previously £500)

Section 5.6 – Individual purchases within budget may be authorised by:

- The clerk up to £1000 excluding VAT (was previously £500)
- The clerk in consultation with the Chair up to £5000 (was previously £2000)

- The council for expenditure over £5000 (no change)

Proposal was agreed by all council members.

Action: RFO to update BPC financial regulations in accordance.

The RFO proposed to continue to use Hardcastle Burton for the council's internal audit.

Proposal was agreed by all council members.

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
North Herts Council	01/01/2026	£120.77
Alan Wiltshire	01/11/2026	£5.25
Swift Fire & Security	13/01/2026	£820.39

Total Town House for approval £946.41

Proposed Cllr Turner seconded Cllr Carlisle

10. Reports from Working Parties, Committees and Portfolio Holders

10.1 Town House Charity (as Sole Trustee)

To receive a report from the Chairman of the Town House Charity Committee together with confirmation that all necessary safety checks have been carried out.

Fault with fire alarm was resolved on January 13th 2026, Swift have rectified the issue with the fire panel. There will be additional work required at a cost in the region of £300.

Safety checks carried out weekly and recorded.

Penisular carried out a health and safety inspection on 20/01/2026. The Council are now in receipt of the required action plan which highlights one immediate action to inspect the hard wired electrical circuits. Cllr Cayford is looking into instructing an electrician.

Action: Clerk to meet Cllr Cayford and go through action log and upload onto Pensiular website. The action plan will be added to the March agenda for review of progress.

Recommendation made to ensure when bookings are made in the Town House, that fire response and evacuation is covered.

Change made to muster points to only use the Parish Council car park unless not safe to do so. This prevents confusion with having two muster points and the public crossing the road.

Cllr Cayford has amended the doors signs accordingly.

10.2 Plaistow, Children's Playground, Green areas

To receive a report and note any issues arising in the Plaistow together with confirmation that all necessary weekly safety checks have been carried out.

Safety checks carried out weekly and recorded.

Cllr Turner raised two other concerns under health and safety. One being a leaning fence next to the path between the resident's property and church graveyard. Unclear who is responsible for this.

Action - clerk to email Robert Lloyd to clarify and then take forward.

There was a fault with the electrical cable used at the Barley show which needs to be repaired. The question was whether the show was going ahead this year.

The Clerk has been in contact with Mrs Birk who is due to meet with previous organisers of the show and take handover. Any issues with the cable should be discussed with Mr Birk.

11. Clerks Report

- The work on the trees with overhanging branches from the school to the Plaistow has been delayed because of the weather - the current proposed date is now 27th January at 8.30am - work to be undertaken from the school side of the fence and will only access the Plaistow to clear any debris. The work being carried out is dependent on weather, and ground conditions (driving vans/equipment across school field etc). Delayed due to weather, no revised date as yet. Clerk to follow up.
- Following the BPC meeting on January 12th, further review of essential work on the Plaistow to replace and repair the gates took on January 22nd. Material cost approved and work to commence imminently. Original quote received as £1,766, which includes 3 days of labour, if revised work is able to be done in 2 then only the 2 days of labour will be charged.
- Fasthost hosting costs for .gov email addresses expected from March. Clerk and RFO met to transfer costs to RFO on 29/01/26.
- Response from Hertfordshire Footpaths and Rights of Way regarding footpath next to the car park and scout hut, meeting to be set up with BPC to discuss required actions.
- Following concerns raised over newly installed obstructions to Footpath 007 and planning use approved at the newly developed barn on Smiths End Lane, Herts County Council's Planning Enforcement confirmed a visit is being scheduled – awaiting update.
- Information sent to the planning department on 16.01.2026, in relation to the questioned Riparian Rights for the Surface Water Run off ditch at Drayton's Close. Awaiting response.
- Flytipping reported on Byway No.22.
Case reference is **NHDC0252539**. Currently blocking the Stock Bank Bush Byway at the Newsells access off the road. (reported by horse riders who frequently use this byway - along with walkers and car drivers).
- District Council contacted clerk to say that this has been reported on the 8th Dec by several people. It is County Council who are responsible for moving this. Escalated to district and county Cllr to resolve – fly tipping removed.
- In addition, the rubbish lining the verges along the road here that runs atop Newsells village between Barkway and the Royston Road B1039 has been escalated.
- Salt hand held shovels ordered and communication sent out through Facebook to enable residents to use the salt on the public roads – two shovels placed in Smith Ends Lane.
- Meeting held on 30/01/2026 with KMC regarding traffic calming measures. Meeting to be held with police and crime commissioner regarding the cameras, scheduled for 17/02/2026.
- Letter sent to scouts regarding planning permission 14.01.2026. Comments submitted to Alex Howard senior planning officer 14.01.2026.
- Precept as agreed at the BPC meeting on 12.01.2026 submitted on 21.01.2026.
- Email sent to Countryside and Rights of Way officer on the required repairs for the kissing gate on the field adjacent to the cricket pitch. They have made contact with the land owner and the works will be carried out within the next couple of weeks.
- Hannah Moss from the Royston Rural neighbourhood team attended the coffee and cake at the Fox and hounds on 15.01.2026. Further visit scheduled for July.

- Attending health and safety visit by Penisular with Cllr Cayford, report received and actions to be worked through led by Cllr Cayford.
- Currently no signs around not leaving cars in the parish car park. Council agreed to get quotes for signs and to continue reiterating on Facebook.
- Sign on Bogmoor road reported reference 102001746722

12. Defibrillator Guidance

12.1 Cllr Hearn went through the new guidance and on behalf of the council has reviewed our compliance against the new recommendations.

There are 2 currently in the village one at the back of the town house and one at the GP surgery.

The council discussed the pros and cons of the defibrillator being in a locked cabinet and agreed to leave as is for now as there have been no reports of individuals not being able to access the equipment and it enables Cllr Hearn to be notified when the device is deployed. Airtags are also in place to enable tracking.

Locations were discussed, a risk assessment may be required for Smiths End Lane but there would be a requirement for a domestic power supply and for it to be weatherproof.

Action – Cllr to get quotes for signage for the devices, add some information to Facebook and circulate the what3words.

Checks are all completed and uploaded on to the relevant system 'The circuit'.

Back up is required for periods of leave and post deployment, the clerk offered to support.

Consumables were discussed and the need to be stored in the town house to enable others to replace. All councillors need to have access to the town house.

Action – clerk to ensure all councillors have code.

There needs to be a checklist completed against the minimum specification.

Action - Clerk and Cllr Hearn to complete.

13. A Village / Neighbourhood plan - Chair Cllr Lee

Cllr Lee gave an overview on the principles of a neighbour plan. It is a tool to give the community a voice and sets out aspirations from residents on what they would like to see within their Parish. It sits alongside the local plan and provides more detail to the County and Government plan. It cannot contradict but can give the local interpretation of what it would mean for the community. It can support planning decisions, grant applications and gives a stronger, democratic voice to residents.

The council agreed it would be beneficial and that residents would likely be interested in having their say as they did with the local plan.

Action – First stage is to have discussions with District Council to support and provide relevant data.

Chair to write synopsis and seek other parishes perspective on the development of their plan's.

To discuss at April BPC meeting.

To discuss at village meeting in May as a working group would be required to take this further. Costs unknown at this stage.

14. Traffic Control

14.1 HCC Speed Management Strategy – Cllr Turner

Closes February 16th

Not yet submitted on behalf of the council – Cllr Turner to complete by the 16th.

14.2 Letter from Chris Hinchliff, MP

Letter was discussed and it was agreed that this is a positive step forward. A505 discussion isn't currently extended to Flint Cross which is a difficult and dangerous junction. There were also concerns around the crossroads on Picknag / Cambridge Road.

Action – clerk to extend invitation to Chris Hinchliff to a future BPC meeting to hear the council's views and concerns.

The council were informed that Mr Hinchliff is attending a Q&A session with Barkway parish 12/02/26. Anyone interested should contact the Barkway clerk.

14.3 Update on KMC discussions regarding speed reducing measures

Meeting held with KMC on 30/01/2026, present were Cllr Turner, Cllr Lee and Clerk. KMC instructed as to what could be done to reduce speeding in and out of the village. Using more visual techniques as opposed to structural.

Action - Cllr Turner sending data and photos of current calming measures and signage.

Actions would be different if we were a 20 mile per hour village as opposed to 30 mile per hour.

Report should be sent by KMC to BPC mid-February. This report and proposals could then be taken to highways to help fund and support.

Meeting with police commissioners scheduled for 17/02/2026.

15. Items of Correspondence

Consultation on bus travel in Hertfordshire closes March 9th – councillors encouraged to complete.

[Intalink Enhanced Partnership Scheme 2 | Hertfordshire County Council](#)

Resignation letter received from Cllr Cockrell. The letter was accepted with regret and thanks given to Cllr Cockrell for his contribution.

Action - Clerk to contact Hertfordshire Association of Parish and Town Councils for advice on required action to fill position.

16. Items for future discussion

Current and required policies.

17. Date of next Barley Parish meeting and items for the agenda

Review of Health and Safety Action Plan

Retention of data policy

Actions for Annual Governance and Accountability Return.

To note the date of next Parish Council Meeting which will be 2nd March 2026 at 20:00.

Apologies were received from Chair Cllr Lee.

Contact: Alison Gibson, Clerk to Barley Parish Council