



**Barley Parish Council Meeting: 1st September 2025 at 8pm,
Town House, Church End, Barley.**

Meeting Minutes

PRESENT

Cllr and Chair Yvonne Lee, Cllr and Vice Chair Ali Hearn, Cllr Jerry Carlisle, Cllr Alan Cayford, Cllr Ian Turner, County Councillor Ruth Brown, District Cllr Martin Prescott, Clerk Alice Robertson, Town House Chair Alan Wiltshire.

IN ATTENDANCE

2 members of the public.

1. Apologies

1.1 Cllr Turner sent his 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 7th July 2025 were approved, Proposed Cllr Cayford, Seconded Cllr Hearn.

4. Public Participation

4.1 2 Members of the public requested to comment on planning items. The Chair advised this would be possible during item 5.

5. Planning

5.1 **25/01949/FPH & 25/01950/LBC : Old Manor House, Shaftenhoe End, Bogmoor Road, Barley, Royston, Hertfordshire, SG8 8LE**

Single storey extension and conservatory with glazed link to garden, removal of existing bay window and existing shed and installation of external air source heat pump together with alterations to existing fenestration to the Old Manor Lodge. Internal alterations.

The Council considered these application(s) and agreed there are no objections. The only caveat is to ensure the planning department request adequate protection of Bats. The Clerk to respond the Planning Department.

5.2 Update on proposed development at Ivy Cottage following NH Planning Committee Meeting - **Ref: 25/00309/FP**

This development was approved following the NHDC Planning Committee meeting on 7th August at which this application was considered. The following take aways from that meeting are noted as:

- NHDC does not have a recognised 5 year housing land supply.

- As a consequence they considered the “tilted balance” test at para 11(d) of the NPPF comes into play and the planning policies set out in the Local Plan are considered out of date.
- The practical effect of this being NHDC will not go against the presumption in favour of development unless it can be proven that “demonstrable harm” would result from the grant of planning permission.
- In the case of Ivy Cottage the development of one house was considered to be a community benefit , contributing towards the housing supply in NHDC.
- The Senior Planning Officer’s position is that substantial harm to a listed building is when total loss/demolition would result – less than substantial harm is acceptable.
- Equally the view was expressed that one additional property cannot have a detrimental impact on the Conservation Area.

5.4 Update on the proposed “New Neighbourhood”, Barkway Road in Royston – **Ref: 21/00765/OP**

- Ex County Councillor Fiona Hill address the meeting as follows: She has been approached by members of the public in both Royston and the villages asking her for help. She asks the public to attend the Planning Committee meeting being held this week in Royston and show support for concerns around the development.
- Cllr Lee then updated the Council on her correspondence with Barkway Parish Council and Duncan Enright, of Evidence Networks and advisor to the developer.. She also advised she has been in discussion with potential highways advisers, as previously discussed at Parish Council meetings and is exploring whether this development and the BK3 site planned in Barkway, should be considered within the scope of that work.

5.3 Update on proposed Foxlea Development at The Mount – **Ref: 24/00765/FP**

BPC had asked that the planning application be called in before the summer, but Cllr Prescott informed the meeting that it’s being determined by delegated powers with the recommendation for approval. Cllr Hearn asked if there was an opportunity for the Parish council to object and appeal this decision. Cllr Prescott advised that Cllr Lee and the Parish Clerk should respond and express displeasure at this being allowed to miss the deadline when we asked for it to be called in to a committee meeting. The Clerk and Cllr Lee to action.

6. **Reports from County/District Councillors**

6.1 **To receive a report from County Councillor Ruth Brown**

County Councillor Ruth Brown advised that the works for Picknag Road re-surfacing will be revived imminently and new road markings will be repainted in October.

Patching at Picknag Road/High Street junction will be completed through the County Councillors Locality Budget.

A 20mph Speed Limit for the village will be reviewed in the coming months.

Siding out/Clearing green growth on pavements can be done through a Locality Budget. Cllr Brown will send details of this to The Clerk.

Cllr Lee asked County Councillor Brown whether Hertfordshire CC had been approached to consult on the Anaerobic Digester site on the A505; it would appear this also includes a suggestion for traffic lights to be installed at Flint Cross. Cllr Brown said that she will look into this and advise. District Cllr Prescott said he has also brought this up with NHDC planning officers too.

Cllr Lee advised Cllr Brown that the Parish Council has concerns about the National 60pmh Speed Limit in on Bogmore Road and Shaftenhoe End, this now seems inappropriate. Cllr Lee and The Clerk asked Cllr Brown to ask Highways to reduce this to 30mph and in the meantime provide pedestrian and horse signs. Cllr Brown to Action.

Cllr Brown highlighted the £5,000 local budget is open for applications. She will provide a summary to the Clerk.

6.2 To receive a report from Cllr Martin Prescott

Residents are still having issues with the new bin contract and timings with missed collections.

The Clerk advised that despite NHDC road cleaning department saying that there are no drain blockages, the road outside Butterflied was flooded and the drain to the north of the entrance couldn't cope in the recent rainfall. Cllr Carlisle confirmed that the drain runs from Barley Surgery all the way through to Picknag are blocked and do need to cleared. The Clerk to Action.

7. Finance RFO report

7.1 To consider and approve payments for the Council.

EXPENSES

Payee	Date	Amount	For
Alice Robertson	28/07/2025	£19.60	
Lynn Brett	28/07/2025	£278.07	RFO gross pay & expenses July
Lynn Brett	01/09/2025	£79.63	RFO gross pay & expenses Aug
Richard Emerson	31/07/2025	£16.97	Thumb screws for TH windows
Hardy Landscapes	16/12/2024	£132.00	Ash Tree
Yvonne Lee	4/8/2025	£6.13	Planning Seminar

TOTAL BPC for approval **£532.40**

For Information

Peninsula	26/8/2025	£223.45	Paid via DD
Alice Robertson	28/8/2025	£400.00	S/O paid as agreed with BPC

TOTAL BPC for information **£623.45** **PAID/PREVIOUSLY APPROVED**

INCOMES

Year to Date

VAT refund	£1,789.18	
Club Room	£6,579.05	Rent & Ins BBP
NHDC precept	£16,782.00	1st Half precept
CTRS Grant	£278.33	
CDA Grant		
Other incomes	£275.00	Allotments
Interest	£58.80	
Donations rec'd from TH	£12,471.51	
NHDC Donation	£1,512.00	Donation for picnic benches
TOTAL BPC Incomes	<u>£39,745.87</u>	

Bank Balances Held

account Balance

Barley Parish Council

Main	2188	£38,846.68
Savings	5127	£0.00
TH Sinking Fund	5720	£12,362.78
TOTAL BPC Banks		<u>£51,209.46</u>

Other Sections

Barley Show Profit	£2,317.39	Final
Barley Show	<u>£11,240.89</u>	
Barley Tennis Club	<u>£19,694.70</u>	Bank balances
Precept Requested 25/26	£33,564.00	
CTRS	£556.66	
Total	<u>£34,120.66</u>	

The Payments were agreed. **Proposed Cllr Carlisle, Seconded Cllr Cayford.**

- 7.2 Cllr Hearn advised new defib pads were needed - £67.20 inc. VAT x 2 – Approved by the meeting, Clerk to Action.
- 7.3 NALC PayScale increases for Clerks and RFO has been published. The Clerk and the RFO are to review the pay scales vs the job description to ensure it is correct. The Clerk and RFO agreed for any increased to start from April 2026.
- 7.4 The RFO asked for email approval on the 3rd year of the Insurance LTA which is due soon. The meeting noted.

8.0 To consider and approve payments for The Town House Charity (as Sole Trustee)

EXPENSES

Payee	Date	Amount	For
Kevin Starling	20/08/2025	£60.00	Gardening work at the TH
TOTAL TH for approval		<u>£60.00</u>	TO APPROVE FOR PAYMENT

For Information

PNET	26/8/2025	£26.99	paid by DD
NHDC	1/8/2025	£47.00	paid by DD (none Feb/march)
Octopus	12/8/2025	£85.78	Electricity supply DD monthly charge
Everflow Ltd	26/8/2025	£48.19	Water supply DD
TOTAL TH for Information		<u>£207.96</u>	PAID/PREVIOUSLY APPROVED

INCOMES

Year to Date

Town House YTD	£9,625.00
BPC Donation	
Bank Interest	19.98
TOTAL TH Incomes	<u>£9,644.98</u>

Bank Balances Held

account

Balance

Barley Town House

Main	3265	£32,504.69
Deposits	8330	£6,150.00
Savings	8104	£6,033.93
		<u>£44,688.62</u>

Deposits

Opening balance	£5,700.00
Received	£850.00
Refunded	-£400.00
Trf to main ac	
Closing Balance	<u>£6,150.00</u>

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

9. Reports from Working Parties, Committees and Portfolio Holders

9.1 **Town House Charity**

- 9.1.1 The Sound System has been set up & the first floor window replacement finished. There is investigation into whether the curtains need replacing upstairs. Work to the wiring within the building needs to be considered prior to any further painting required.

A “Call my Wine Bluff” evening in October 2025 is the first event organised to help raise much needed funds for the various refurbishment needs that the Town House is facing in the near future. More events will follow.

- 9.1.2 Cllr Cayford advised that the Health and Safety Checks in the Townhouse have been undertaken and no issues have been raised. Hertfordshire Fire and Rescue Services has advised they will be assessing the Fire Safety records on the 17th October.
- 9.1.3 The Clerk asked about the broken glass and other rubbish left in the car park following the last wedding and how this can be avoided/included in the clean-up of future events. A suitable solution is being looked into by the Town House Committee.

9.2 Plaistow & Green Areas

- 9.2.1 Following the ROSPA report and recommendations to renew the Multiplay slide surface in the playground in the Plaistow, the Clerk confirmed she had confirmed to Broadmead Leisure to go ahead with the quote they provided, to do the work at a cost of £350.
- 9.2.2 The Clerk advised she had contacted Hertfordshire Rights of Way to report the damage done to the new surface of Footpath 006 that runs between Church End and the Plaistow following a first major rain fall. The Contact that has responded that he will update us on next steps to rectify this soon.
- 9.2.3 The Clerk advised she had put in the order for the two new picnic benches for the Childrens play area. Cllr Hearn, Cllr Cayford and Cllr Carlisle all agreed to help install and remove and dispose of the rotten wooden benches.

10. Barley Parish Council Processes - Review

Following results that Cllr Lee published from the Informal Gathering held at the end of July, with the aim of increasing the effectiveness and efficiency in the running of the Parish Council, including the allocation of key subject areas to individual Councillors, the meeting agreed to implement suggested improvements and review in six months.

11. Clerks Report

The Clerk reported that:

- 11.1 Highways attempted the London Road Hedge trim in August but their equipment failed so will be rescheduled. Date TBC.
- 11.2 There has been confusion on the responsibilities surrounding the Riparian Rights of some residents on the Surface Water Run Off Ditch that runs through Draytons Close from Barley High Street. Cllr Carlisle offered to meet with the residents to clarify responsibilities of all parties.
- 11.3 A new water meter at the Allotments is required. The Council agree to ask Nick White for a quote to install one. Clerk to Action.
- 11.4 The Defib training course is going ahead on 22nd September with 30 places in total of which most are filled already. The Clerk and Cllr Hearn will continue to manage the event between them.
- 11.5 The Village Bench Project – Cllr Cayford will get details of the materials required to the Clerk to order them.
- 11.6 The Clerk advised that she is leaving the role of Clerk at the end of January 2026 and thanked the Councillors for the support given to date. A recruitment poster has been drafted and once approved will be published across magazines and social media sites. The Clerk to action.

12. Items for future discussion

Cllr Lee advised she had been liaising with a Highways contact to help put together a proposal for consideration to help support the Truvelo Camera’s and speeding issues in other places in the village.

13. Date of next Barley Parish meeting

The date of next Parish Council Meeting will be 6th October, commencing at 8pm. Cllr Lee has advised that she will not be able to attend, but that the Vice Chair will take the meeting.

Contact: Alice Robertson, Clerk to Barley Parish Council
clerk@barleyparishcouncil.gov.uk

APPENDIX

Report for Parish Council meeting 1st September

Outcome of Informal Gathering: 7pm 3rd July 2025

Purpose of gathering : to discuss increased effectiveness and efficiency of the running of the Parish Council

Attendees:

Yvonne Lee (YSL)
Ali Hearn (AL)
Jerry Carlisle (JC)
Alan Cayford (AC)
Neil Cockrell (NC)
Ian Turner (IT)
Alice Robertson (AR)

Apologies:-

Lynn Brett (LB)

1. Running of meetings

Aim: to be shorter where possible, more concise and efficient use of time

- Structure of meetings as per the issued agenda to be adhered to.
- Interaction with Public: to ensure Item 4 of the agenda - Public Participation – is respected and utilised. It is at this juncture members of the public present have the opportunity to raise concerns on matters on the agenda. After that any further comments from members of the public will be at the sole discretion of the Chair.
Also consider signs on chairs explaining ‘rules of engagement’ to minimise potential arguments.
- Interaction between Councillors: Councillors must at all times be respectful of their colleagues, not talk over each other or make asides, and all comments must be directed through the Chair.
- Papers to be circulated in a timely manner for consideration and Councillors to read the same and come prepared to meetings.
- Where planning applications are to be considered, Councillors to make themselves familiar with sites in advance of the meetings.
- YSL agreed to do a brief background summary for planning applications to be discussed at a PC meeting, covering planning framework and context. To be circulated in advance of PC meeting.

2. Communication outside meetings between Councillors, Clerk and RFO

It was agreed:-

- Responses: acknowledge receipt of emails and respond as quickly as possible
- Timelines and deadlines: respect timelines/deadlines for responding to matters. Assumption will be to agreement if no response is received within deadline.
- Email trails, subjects and cc's; use common sense approach if emails are sent to all, respond to all. Don't start a new conversation on a different matter on an existing email chain unless of direct relevance - respond to correct email trail and new email for new issues.
- Option for councillors to call extraordinary meetings if necessary

3. Role of officers to the Council

- **Clerk**

Acknowledging both the amount of the precept spent on Officers of the Council and Alice's personal need to reduce hours, how can the role be refined?

- to focus on key areas of work
- for Councillors to step up and take more responsibility?

The Clerk to the Council is Proper Officer of the Council and as such is under a statutory duty to carry out all the functions and, in particular, to serve or issue all the notifications required by law of a local authority's Proper Officer. It is a role that has to operate within the prescribed description of responsibilities. In considering how Alice's time can best be utilised this should not be overlooked.

It was agreed that an immediate action is for Councillors to step up and take more individual responsibility – see item 4 below.

It was also agreed that the possibility of a form of job sharing be considered, with a junior/deputy Clerk being appointed. This would also have the advantage of succession planning.

Alice to look into this further and report back.

- **RFO**

As with the Clerk's role, acknowledging the amount of the precept spent on Officers of the Council, is there scope for this role to be refined, without losing accountability and transparency?

- to focus on key areas of work
- for Councillors to step up and take more responsibility? For eg:-
 - consideration and arrangement of insurance for both TH and BPC.
 - Improvement and streamlining of payments process to make it more timely and efficient.
Process would need to be very clearly defined in order to be transparent and accountable
- Cut off date for invoices to be paid; if the approval deadline is missed, payee has to wait until the next month for payment – absolutely normal! Would avoid additional, last minute, time commitment from Lynn

LB was not present at the meeting but YSL discussed adjustments to BPC processes on the 21st July.

Points to note:

- Only the Clerk to the Council or the RFO can agree a contract or place an order on behalf of BPC.
Individual Councillors cannot do this.
- All Councillors need to be approved for online banking to go forward so signatories/approvers are always available.
- There must be a quarterly review of payments /accounts with LB by Councillor. Nominated Cllr to be chosen.

The recommendations for Councillors to consider are:-

- A cut-off date for payments to be formalised at the 27th of the month. This will be reviewed after three months to see that it is appropriate.
- Financial papers to be circulated the Friday before a PC meeting allowing Councillors the weekend to read and review.

4. Subject areas where Councillors could take the lead

Aim: to improve the effectiveness and efficiency of Parish Council for the benefit of all residents; and to share the workload of the PC.

Subject roles:

Subject area	Councillor lead
Highways, including speeding and liaison with other bodies, highways action plan and OPCC	IT
Planning – applications, development and policy	YSL
Environment (when the Village Plan was first prepared, it envisaged a Green Plan for the village. Probably even more prescient now.)	AC/AH
Plaistow	AC
Health and Safety	AC
Safeguarding	AH
The Tennis Club Agreement	JC/YSL
The Club House	YSL
The Scouts project	JC/AH
Regularisation of access to Town House car park	JC/YL
Policies	AH
Insurance	JC
Contracts/Agreements	YSL
Liaison/communication with the village	NC
Primary point of contact for finances	AH/JC
The Town House	Town House Committee

The operating of these responsibilities to be reviewed in six months.

5. Communication with District and County Council

We need to set out our expectations with our new County Councillor Ruth Brown, she may have other commitments but in becoming our County Councillor, she has taken on responsibilities for this community which we want to see fulfilled eg highways and locality budget.

BPC also want to be assured that there will not be a conflict of interest between CC and DC matters.

6. How to get villagers more involved

- Newsletter – to be prepared quarterly and published on Facebook, The Diary and notice boards
- Achievements – to be flagged to the village, increase awareness and hopefully interest in what the PC do and can do. Celebrate success.
- Annual Village meeting – review format before next meeting. Has become stale and needs improving. For eg financial reporting can be summarised with more detail available to those who want to see it.
- Follow up to Village Plan – survey of priorities

YSL 04.08.25