



**Barley Parish Council Meeting: 6th July 2026 at 20:00,
Town House, Church End, Barley.**

Meeting Minutes

Present

Chair Yvonne Lee, Vice Chair Alison Hearn, 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. Becca Edwards Community Partnership Officer North Herts Council.

In attendance - 2 members of the public.

1. Apologies.

2. Declarations of Interest

No declaration of interest

3. Minutes

The minutes of the Barley Parish Council meeting held on June 1st were discussed and agreed.
Proposed by Cllr Cayford Seconded by Cllr Turner

4. Public Participation

The chair confirmed that this is not a public meeting so any questions or points which the public wish to raise needs to be done at this stage of the agenda.

Both confirmed they are attending for the agenda item 10.3.2, the 20-mph consultation. They raised the following points: -

- Absence of 40mph buffer zone from direction of Barkway,
- Anomaly with the area of the Mount byroad which joins the Mount;
- Speed of traffic from Barkway;
- The start of the 20-mph limit currently proposed after the Chequers pub which has no pavement leading up to it.
- View that that we should not have speed restrictions such as speed bumps.
- Concern with the speed of cyclists and not adhering to the speed limits.

5. Action updates

5.1 See attached action log.

6. Planning

- 6.1 Update from on planning appeal on land Barkway Road – Cllr Lee updated the attendees that the appeal has not been determined yet. (A decision was subsequently issued 7th July granting consent.)
- 6.2 Update on planning for 5 Cambridge Road – Cllr Lee updated the attendees that on 24/06 the planning application was formally withdrawn.

7. Reports from County / District Councillors

7.1 Report from County Cllr Brown - no updates on action log.

Highways locality equestrian signs on order so will be installed by the end of Sept.

Two Consultations are live:

- Speed management consultation which closes on 27th July;
Action: Cllr Turner to respond on speed strategy consultation on behalf of the BPC.
- 20mph speed limit proposal for Barley consultation which closes on 19th July.
Cllr Brown updated that the strategy has changed and engineering surveys are no longer required. She commented further on the proposal: -
 - There are some residents who are against the 20 mph but there is research evidencing that there are fewer collisions, fewer casualties, a reduction in car insurance costs, greater uptake of walkers and cyclists resulting in cleaner air.
 - Journeys to schools – evidence shows accidents involving children is not outside of schools, only 20% are within school zones.
 - Average journey time is minimally increased but with no material difference.
 - Signage only is required with no engineering.
 - Area wide schemes are far more effective
 - Officer report 55 responses to date with 68% in favour of implementing a 20mph limit.
 - If areas want to be included then residents should add their comments to the consultation.
 - Around 80% of the population will slow down their speed, it will not stop completely those who will continue to speed.

Other points:

London road hedges will not be cut back until the nesting season has finished.

The dip in the road near the Fox and Hounds has been reported. Cllr Brown will continue to chase.

7.2 To receive a report from District Cllr Prescott

Cllr Hearn asked for an update on the Barkway BK3 site as works seem to be happening.

NHDC has suggested that works should proceed on the assumption that Thames water will have capacity for the additional houses.

London road hasn't been cleaned which Cllr Prescott will follow up.

Nothing in addition to report.

8. Finance RFO report for the Parish Council

8.1 To consider and approve payments for the Council.

£12.10 from the village meeting to be transferred to Town House.

£3,000 to be transferred to Town House for insurance as previously agreed.

Surplus of £17,000 which includes two quarters rent being paid by the club house due to prompt payment.

Ivy lock up work should be on the council budget rather than the Town House.

Total BPC for approval £5,921.26

Proposed Cllr Carlisle, Seconded Cllr Hearn

As no meeting in August approval via email is acceptable with a minimum of 4 responses.

BARLEY PARISH COUNCIL List of payments for approval at Meeting					Monday 06/07/2026		
Barley Parish Council							
EXPENSES							
Payee	Date	Amount	Inv.Ref.	our ref	For		
Lynn Brett	01/07/2026	£263.87	01/07/2026		RFO gross pay & expenses June		
Alison Gibson	29/06/2026	£516.97		Jun-26	Clerk gross pay & expenses June		
Alison Gibson	13/06/2026	£15.99	GB667KQIJAEUD		Dog waste bags		
HAPTC	3/6/2026	£90.00	2627/158		ClIrNorthen flying start 22&29/7/2026		
Hardcastle Burton LLP	29/5/2026	£1,800.00	74406		Internal audit y/e 31/03/2026		
Yvonne Lee	29/06/2026	£147.33	email		Village meeting & parking expenses		
Kevin Starling	13/06/2026	£75.00		4699	Remove ivy on LockUp		
Town House	30/06/2026	£3,000.00			Insurance support BPC to TH		
Town House	30/06/2026	£12.10			trf bar contn from Village Mtg to TH		
TOTAL BPC for approval		£5,921.26					
For Information							
Peninsula	26/6/2026	£223.45			Paid via DD		
Heasell Elec Serv Ltd	19/3/2026	£1,437.17	HEA13232		Electrical work for Barley Show - AGREED, NOT YET INVD		
TOTAL BPC for information		£1,660.62			PAID/PREVIOUSLY APPROVED		
INCOMES							
		Year to Date					
VAT refund		£662.95					
Club Room		£5,294.00			Rent		
NHDC precept		£18,446.00			Half precept		
CTRS Grant		£266.04					
CDA Grant							
Other incomes		£164.50			Allotments		
Interest		£135.10					
NHDC Donation							
Contribution		£12.10			Bar contribution for village meeting		
					To be transferred to TH		
TOTAL BPC Incomes		£24,980.69					

Bank Balances Held	account	Balance	as at
Barley Parish Council			
Main	2188	£23,900.89	30/6/2026
Savings	5127	£30,182.66	
TH Sinking Fund	5720	£17,515.16	
TOTAL BPC Banks		£71,598.71	
Other Sections			
Barley Show Profit		£2,317.39	10/7/2024
Barley Show		£11,240.89	07/08/2024
Barley Tennis Club		£27,647.00	31/3/2026 bank bal.
\$137 expenditure limit			
24/25	10.81	per elector	c574 electors
25/26	11.1		
26/27	11.6		£6,658.40 max
Precept Requested 26/27		£36,892.00	
CTRS		£532.08	
Total		£37,424.08	
1st Precept payment received 09/04/2026 £18712.04			

8.2 Opportunity to clarify any points on the Adoption of Standing Orders
All councillors have reviewed and document is signed off.

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

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

Total TH for approval £188.74
Proposed Cllr Turner, Seconded Cllr Carlisle

Deficit in the first quarter due to lack of bookings, more weddings in the second quarter but concerns raised that bookings are not increasing for the remainder of the year.
The Town House Committee need to look at other ways of advertising the venue or potentially fund raising which would raise small amounts to address the deficit.

Major costs of insurance and electrical works this year. There is £36k held in reserves but this would be eaten away quite quickly if income does not increase. The income is likely to be in the region of where we were in 2024. The financial 2025 / 2026 was a better year.

Action: Need a proactive approach to address the deficit. All councillors to review over the summer and provide Alan Wiltshire with some proposals. These may include reviewing the licence and restrictions, increasing the rental charge and looking at other organisations to ensure they are aware of the facility.

Barley Town House Charity						
EXPENSES						
Payee	Date	Amount	Inv.Ref.	our ref	For	
Lynn Brett	31/05/2026	£35.43	SI-19		TH software to 30/06/2026	
Alan Wiltshire	19/06/2026	£27.99	GB6023VJNKZBBI		Extractor Fan for TH	
North Herts Council	01/07/2026	£125.32	Jan-26		Trade Refuse service 01.07 - 30.09.26	
TOTAL TH for approval		£188.74			TO APPROVE FOR PAYMENT	
For Information						
PNET	23/6/2026	£29.99	PNET 3948488-1	TH	paid by DD	
NHDC	1/6/2026	£47.00		TH	paid by DD (none Feb/march)	
Octopus	10/6/2026	£140.43	KI-6BAF094A-0045	TH	Electricity supply DD monthly charge	
Everflow Ltd	23/6/2026	£58.58	5624106	TH	Water supply DD	
TOTAL TH for Information		£276.00			PAID/PREVIOUSLY APPROVED	
INCOMES						
		Year to Date				
Town House YTD		£2,675.00	30/06/2026			
BPC Donation						
Bank Interest		102.87				
TH Events						
TOTAL TH Incomes		£2,777.87				

Bank Balances Held	account	Balance	as at
Barley Town House			
Main	3265	£1,282.12	30/6/2026
Deposits	8330	£1,900.00	
Savings	8104	£35,255.86	
		£38,437.98	
Deposits			
Opening balance		£2,700.00	
Received		£0.00	
Refunded		-£800.00	
Trf to main ac			
Closing Balance		£1,900.00	30/6/2026

10. Reports from Working Parties, Committees and Portfolio Holders

- 10.1 Town House Charity (as Sole Trustee) – Alan Wiltshire / Cllr Cayford
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.
- Alan Wiltshire reported that the water is excessively hot so the water temperature has been turned down.
Condemned fan has been replaced.
- COSHH list is being updated.
- 10.2 Cllr Cayford
- 10.2.1 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.
Checks are being carried out.
Action: The broken beam to be covered prior to the Barley show.
Fence by gate needs to be screwed back in place.
- The fence against the Wrangham's has been pulled down by the ivy and shrubbery.
This needs to be reviewed, taking in to account the well which Cllr Carlisle flagged to the council. It is currently safe but there is no lock on it.
The well is not currently logged on the risk register or listed with Peninsular.
Action: to be reviewed with land owners, risk assessed and discussed with Peninsular.
- The tree by the Shaws house has been cut back but it isn't clear by whom but it wasn't council members.
- 10.2.2 Bench project - Joe Ells is being formally invited to join the Town House committee and will be asked if he could also take over the bench project as this hasn't moved forward.
- 10.2.3 Emergency Plan – this needs to be updated. Becca Edwards suggested linking in with the Hertfordshire emergency resilience team.
Action: Clerk and Cllr Hearn to take forward.
- 10.2.4 6-month review of Health and Safety actions.

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
5.7	Periodic inspection of fixed hard-wired electric circuits. The electrical installation inspection is due now.	Make arrangements with a suitably qualified, competent electrical engineer to undertake the required inspection and testing of the mains electrical installations throughout the site. Action accordingly any recommendations made by the competent engineer. The Electrical Installation Condition Report should be checked and filed in your safety records.	4-1	Six weeks		Alice Robertson	
1.5	Health, safety and welfare information for employees. A new employee has not been issued with the current Employee Safety Handbook. You can find a copy of the Employee Safety Handbook in the documents section in Brightsafe.	Ensure that Employee Safety Handbooks are distributed to all employees and that the confirmation of receipt form is returned, signed and dated and kept on file.	1-23	Six weeks		Alice Robertson	
3.11	Fire evacuation drills. Fire drills are conducted however, it has been over six months since the last drill.	Fire drills should be held at regular intervals, preferably twice per year. Whenever a fire drill is conducted details should be recorded and kept in your fire safety record book.	2-1	Six weeks		Alice Robertson	
1.1	Health and safety policy. While a suitable health and safety policy is in place, the policy has not been subject to annual review.	The Policy 'Statement of Intent' should be signed and dated by the overall responsible person for health and safety. The 'Statement of Intent' must also be accessible to all employees.	1-1	Three months		Alice Robertson	

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Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
2.6	Portable electrical appliances. During the visit it was mentioned that portable electrical appliances are inspected or tested for safety but there were no records to support this.	All items of portable electrical equipment should be itemised in an inventory and those requiring formal electrical inspection identified by risk assessment. Maintenance and testing should be arranged and carried out by a competent person. Test records should be kept on file. Visual inspection of portable electrical appliances should also be periodically carried out and recorded.	4-1	Three months		Alice Robertson	
3.6	Fire training. Some employees have not been trained in basic fire awareness.	All employees should receive basic fire awareness training. This can be carried out using the fire awareness and fire warden duties E-Learning training in your online account.	2-1	Three months		Alice Robertson	
4.10	Health and safety training. Some employees have not received relevant general and job specific health and safety training such as health and safety awareness, manual handling and fire safety awareness.	Training is a legal requirement to make sure that all individuals are competent to carry out their duties on behalf of the organisation in a responsible and safe manner. Make sure that any additional training needs identified are actioned accordingly and that relevant training records are collated and filed.	1-14, 6-5	Three months		Alice Robertson	

5.7 The first action has been completed and we are waiting for the report. Peninsula have been informed on the inaccuracy on the report of the dates.

1.5 Clerk has read and completed and sent a signed copy to the chair.

3.1.1 as discussed NA

1.1 The revised policy has been updated for sign off.

2.6 Testing is done but need to ensure this is documented

3.6 Clerk has completed the training in fire 09/02/26

4.10 Clerk has completed the training in H&S 09/02 and 02/04

Action: to pick up with Peninsular around the tennis courts, lock up and war memorial being included in report.

10.3 Cllr Turner

10.3.1 Traffic and Speed Management – Update on MOU with Police and Crime Commission. Meeting scheduled with Police and Crime commission on the 8th July.

10.3.2 20mph consultation

Two emails received from residents as well as numerous comments on Facebook. Encouraged to complete consultation.

Parked cars do support with slowing down the traffic although this also poses a risk to those trying to cross the road.

Increase in pollution would not be significant.

Cllr Northen in favour of 20 mph, not in favour of the calming measures. If we do need to have them then the one-way restrictors. Reducing the speed in any way can't hurt.

Cllr Turner – has been trialling 20 mph, need to review where the 20mph starts and take into account the KMC recommendations. Shaftenhoe End should be included.

Very supportive

Cllr Hearn – in agreement, speed cameras do get speed down. In Church end and the high street, it is currently difficult to go fast. Has seen the comments on Facebook.

Cambridge road and London Road are the roads where you can speed and will benefit from the 20-mph limit. Therefore, average speed will go down. Speed bumps are noisy and could increase emissions. Gateways to village could be more visible.

There was a discussion about the speed limit versus zones. Zones do need physical restrictors.

Cllr Carlisle supportive of 20mph but not of any restrictors or speed bumps due to the nature of the vehicles that come through the village.

10 roads currently on the consultation document are not public roads.

Buffer zones need to be reviewed on the start and length.

Consultation is for 20mph limit with no calming measures.

The speeding consultation will address the concerns around Shaftenhoe end and Bog-moor road which are currently 60 mph.

The road from the Mount needs to be included.

Cllr Brown advises that the Parish Council needs to be really clear on what it wants to have included.

All in agreement to implement the 20 mph with no traffic calming.

Action: Cllr Lee to draft a response and circulate.

10.4 Cllr Carlisle

10.4.1 Club room contract – met with tenant beginning of June. Currently no other parties interested. Need to agree when to start marketing and who to use. Lease expires in May 2027. No changes with water ingress.

Action: Cllr Carlisle to look at options for marketing

10.5 Cllr Northen

10.5.1 Allotments – around £450 to undertake the clearance work. To draft a letter to the tenants and ask for volunteers to help.

Income roughly covers hedge cutting. Water facility currently isn't paid for. There was a water meter but it didn't work. This work is outstanding.

Action: Agreement for tenants to pay for water usage.

Agreement to proceed with the work.

10.5.2 Communication

Need to set up regular updates for the parishioners, suggestion to have a newsletter every 6 months. Christmas and prior to village meeting.

Cllr Hearn raised about comments on Barley Parish Facebook pages. Concerns over anonymous comments and some of the posts.

Action: Cllr Hearn and clerk to review admin and set up of the page.

10.6 Cllr Hearn

10.6.1 Safeguarding Policy / safeguarding officer – comments received and accepted changes.

10.6.2 Health and Safety Policy – to send to Peninsular for input.

Tennis courts should be addressed within the document and not just the Plaistow.

10.7.1 Scout hut and related work

Trial pits were dug to investigate ground condition on 24/06/26.

Savills has undertaken an inspection of the Scout hut and provided verbal advice identifying essential and suggested works, a formal written report is awaited and will be shared with the PC. Savills flagged concerns about the overhanging tree, which the home owner is arranging to have cut back.

There is a visit to review the footpath damage on 08/07/2026 with a representative from the HCC Capital Works, Countryside and Rights of Way team.

There is a soak away from the bottom of the car park which needs to be cleared.

Action: to ask scouts if they could help with clearing the corner of the car park. If not to obtain a quote.

11.Clerks Report

11.1 To review updates from clerk

- Kevin Starling instructed to proceed with work to remove Ivy from the Lock Up. Works completed.
- Followed up the conversations with the police and crime commissioner regarding the MOU. Now involving HCC as talks about removing the cameras. Meeting pencilled in for July 8th.
- Informed by our 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 – no update.
- Becky Edwards - Community Partnership Office HCC chased regarding potential grant opportunities. Information received, to review possibility if basketball hoop concept approved.
- 2nd quote received and distributed for cutting back of the walnut tree on the Plaistow – circulated to councillors.
HertsCareLtd are quoting £576 against Shire Trees which was £510, both include VAT.
- Report of Hogweed reported next to Bogmoor Road. Responsible resident informed they have arranged to have it destroyed and removed.
- Cricket club contacted regarding applying for Barkway market funds for defib – funding for device approved, see action log.
- Meet with resident regarding over hanging tree which is on the scout hut roof, they will contact tree surgeon to arrange to have this cut back. Also reviewed fence between Plaistow and their property, fence has now broken away with posts due to weight of ivy and overgrowth. To discuss with Cllr Cayford.
- Concern raised by resident on Settle housing responsibilities and lack of care and attention to the village area on Picknag road. Settle contacted who will speak to their estates team.
- 20mph consultation received and added to Facebook.
- Call from parishioner's daughter regarding the ditch / waterway between Draytons close and Kind Edgar court. Passed on to Cllr Carlisle as already dealing with this issue.
- Peninsular contacted regarding annual insurance cover to seek further information.
- Met with village show committee on 24/06/2026 to go through risk assessments, awaiting updates which will be uploaded on to the peninsular website.
- No incidents or accidents reported this month.

11.2 Training for councillors

Councillors to review email which contained training sessions. Clerk to resend and request responses.

11.3 Timing of the meeting

An earlier start time was proposed, agreed to trial 19:30 start from the September meeting.

11.4 Dates for 2027

Dates for 2027 discussed, acknowledged that very early meetings in the month are challenging for the RFO. Clerk to book Townhouse for 2027 meetings.

- January 11th
- February 1st
- March 1st

- April 5th
- May 10th and village meeting May 12th
- June 7th
- July 5th
- September 6th
- October 4th
- November 1st
- December 6th

12. Recognition of buildings of importance – Cllr Hearn – to move to September

13. Items of Correspondence

Email from the Mrs Shaw confirming that the tree works have been carried out and completed.

14. Items for future discussion

Item 12 moved to September meeting.

Declaration of interest – Cllr Carlisle raised whether councillors should reference BPC being the Sole Trustee of the Town House Charity. There was a discussion about the trustee status and felt it prudent to check.

Date of next Barley Parish meeting

To note the date of next Parish Council Meeting will be on 7th September at 19:30.

Apologies received from the clerk, note taker required. To review the option of digital solutions for minute taking and action log.

Contact: Alison Gibson, Clerk to Barley Parish Council