



**Barley Parish Council Annual Meeting: 11th May 2026 at 19:30,
Town House, Church End, Barley.**

Meeting Minutes

Present

Chair Yvonne Lee, Vice Chair Alison Hearn, Cllr Jerry Carlisle, Cllr Alan Cayford, Cllr Ian Turner District Cllr Martin Prescott, Town House Chair Alan Wiltshire, RFO Lynn Brett, Parish Clerk Alison Gibson.

In attendance - 1 member of the public.

1. **Election of chair** – Cllr Lee nominated as chair, nominated by Cllr Turner, seconded by Cllr Cayford, Declaration of Acceptance of Office form signed.
2. **Election of vice chair** – Cllr Hearn nominated as vice chair, nominated by Cllr Cayford, seconded by Cllr Carlisle, Declaration of Acceptance of Office form signed.
3. **Apologies**
Apologies received from County Cllr Brown
4. **Declarations of Interest**
No declaration of interest
5. **Minutes**
The minutes of the Barley Parish Council meeting held on 13th April were approved.
Proposed by Cllr Carlisle, seconded by Cllr Hearn
6. **Public Participation**
Three matters were raised.
Utilities trench on the corner of Fox and Hounds continues to cause vehicles to move into the middle of the turning. This remains on our county councillors action log.
Increased power cuts in the village, PowerUK are coming back to do more works on the resilience. Issue also raised with parish clerk today. To also raise with MP in Q&A on 3/05/26.
Cllr Hearn raised concerns about the environment and rubbish in the allotment vicinity, this will be followed up by the council.
7. **Voting for new councillor**
Following on from the last meeting, the council received confirmation that they are not allowed to expand the number of councillors, therefore voting needs to take place. Voting slips given to councillors with the exception of Cllr Turner who was absent for the presentations at the last meeting and precluded from voting.
First vote was 3:1 in favour of Ian Northen. It was acknowledged that both candidates were appointable and both added skills and experience to the council. Ian Northen was therefore offered the position and subsequently joined the meeting for the next agenda items.
Elections will be in May 2027 where there will be further opportunities for the unsuccessful candidate to apply again. In the interim they would be encouraged to attend future meetings and there may be an option to support work required by the Town House.

8. Action updates

See attached action log.

9. Reports from County/District Councillors

9.1 Apologies received from County Cllr Brown – updated action plan received

In addition to the action plan, County Councillor Brown flagged that the Members' Locality budget for 26/27 is now open for applications for donations up to around £1000. Any community groups interested in applying should email with brief details of the purpose and the amount requested.

Two additional Herts Lynx buses have been ordered for North & East Herts to increase demand responsiveness and are due to be in service from June/July.

9.2 To receive a report from District Cllr Prescott

Planning has been quieter this month. The Planning Inquiry re land off Barkway Road and North of Flint Hall, Barkway Road, for residential development of up to 280 dwellings starts on 12th May, Cllr Lee is attending and representing the parishes of Reed, Barley and Barkway.

District Cllr Prescott asked whether the road sweeping was being carried out. With the exception of Picknagge Road it would appear the other roads remain outstanding.

Action: clerk to email with details. Cllr Prescott to obtain a schedule for the road cleaning.

District Cllr Prescott mentioned that there may be other avenues for funding opportunities and would email clerk with contact.

10. Finance RFO report for the Parish Council

10.1 To consider and approve payments for the Council.

Barley Parish Council

EXPENSES

Payee	Date	Amount	Inv.Ref.	our ref	For
Lynn Brett		£530.14			RFO gross pay & expenses April
Alison Gibson	30/04/2026	£717.00	Apr-26		Clerk gross pay & expenses April
Barley Property Maintenance	19/4/2026	£352.80	IN1495		Repairs to pot holes TH car park

TOTAL BPC for approval £1,599.94

For Information

Peninsula	27/4/2026	£186.21			Paid via DD
Heasell Elec Serv Ltd	19/3/2026	£1,437.17	HEA13232		Electrical work for Barley Show - TO BE CONSIDERED
HMRC	23/4/2026	£614.34			PAYE Jan - March 2026

TOTAL BPC for information

£2,237.72

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	£137.00	Allotments
Interest		
Donations rec'd from TH		
TH Contribution		
NHDC Donation		Donation for benches
TOTAL BPC Incomes	<u>£22,305.99</u>	24/04/2026

Total BPC for approval £1,599.94
Proposed Cllr Carlisle, Seconded Cllr Turner

Request to replace electrical cable which is required for the Barley Show.
This is supported as the BPC will be reimbursed with the monies from the show.
The village show is covered by the BPC insurance and they should report into the council including a statement of funds on a quarterly basis.
Approval to proceed. Cllr Lee to inform Barley Show committee.

- 10.2 To receive AGAR update
Information sent to Hardcastle. Internal audit is currently being completed. Only area outstanding is the contract for RFO. To send off letter which includes terms and conditions.
- 10.3 Review of standing orders and bank signatories
To defer standing orders to next month's meeting.
On line access is currently in place for Cllrs Hearn and Carlisle and the RFO. It would be preferable to have one more councillor. To pursue getting access for Cllr Cayford and if this is not feasible to consider Cllr Northen.

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

- 11.1 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
North Herts Council	01/04/2026	£125.32	699020	Trade refuse service 01.04 - 30.06.26
North Herts Council	01/04/2026	£120.90	699021	Trade recycling service 01.04.26 - 31.03.27
Swift Fire & Safety	12/04/2026	£178.51	2484	Cranford controls VTG-32E-DB-R +Attendance fee
Alan Wiltshire	10/04/2026	£10.50	email	Town House premise licence expenses
Elvira Gusejnova	28/04/2026	£616.00	Apr-26	Letting and cleaning for TH April 2026
Elvira Gusejnova	28/04/2026	£88.72	Apr-26	TH expenses paid by EG
Lynn Brett	30/04/2026	£212.58	si-11	leb software 18 m to 31/3/26

TOTAL TH for approval

£1,352.53

TO APPROVE FOR PAYMENT

For Information

PNET	23/4/2026	£26.99	PNET 3948488-1 TH	paid by DD
NHDC	1/4/2026	£47.40	TH	paid by DD (none Feb/march)
Octopus	10/4/2026	£215.08	(I-6BAF094A-0043 TH	Electricity supply DD monthly charge
Everflow Ltd	23/4/2026	£53.40	5407475 TH	Water supply DD
Heasell Elec Serv Ltd	20/03/2026	£2,223.00	quote	TH electrical work quote approved 13/04/2026
AJG Insurance	22/04/2026	£186.14		Terrorism renewal paid 22.04.26, approved in April mtg
Elvira Gusejnova	01/04/2026	£328.50	Feb/Mar 26	Lettings fee Feb - Mar 26 paid 23.04.26
P Cranwell	30/03/2026	£160.00	30/03/2026	TH Cleaning Mar 26 paid 23.04.26

TOTAL TH for Information

£3,240.51

PAID/PREVIOUSLY APPROVED

Total TH for approval £1,352.53
Proposed Cllr Hearn, Seconded Cllr Cayford

All bank statements were signed off as agreed to accounts, by Cllr Cayford.

Barley Parish Charities – Sharon Slater is standing as a trustee which was supported unanimously by the council.

12.Reports from Working Parties, Committees and Portfolio Holders

- 12.1 Communication and responsibilities– Cllr Lee
 To Elect Councillors to sit on committees and working groups
 To agree Terms of Reference of Committees and Working Groups

The council reviewed the responsibilities due to the change in membership and agreed the following:

Subject area	Councilor lead
Highways, including speeding and liaison with other bodies, highways action plan and OPCC	Cllr Turner
Planning – applications, development and policy	Cllr Lee
Environment	Cllr Cayford and Hearn
Plaistow	Cllr Cayford
Health and Safety	Cllr Cayford
Safeguarding	Cllr Hearn
The Tennis Club Agreement	Cllr Carlisle and Lee
The Club House	Cllr Carlisle and Lee
The Scouts project	Cllr Carlisle, Hearn and Lee
Regularisation of access to Town House car park	Cllr Carlisle and Lee
Policies	Cllr Hearn
Insurance	RFO and Cllr Carlisle
Contracts/Agreements	Cllr Northen
Liaison/communication with the village	Cllr Northen
Primary point of contact for finances	RFO, Cllr Hearn, Carlisle and Cayford
The Town House	Cllr Cayford
Allotments	Cllr Northen
HR contracts	Cllr Lee and Hearn

- 12.2 Town House Charity (as Sole Trustee) – Alan Wiltshire / Cllr Cayford
 Electrical inspections are taking place this week to review wiring and the changes that have been requested which includes moving the defib power supply.
 Reviewing the sound system on both floors to ensure a more even distribution.
 To review more advertising for weddings in the venue to increase business.
 The contract for water supply needs renewing and confirmation that the existing direct debit still stands.
 To review first aid kit within the Townhouse and confirm to clerk regarding replacement.
- 12.3 Plaistow, Children’s Playground, Green areas – Cllr Cayford
 Tree works are taking place at the back on the Old Granary, Cllr Cayford has arranged access across the Plaistow.

Following the last meeting a message was put out on Facebook to remind parents that children should not be climbing on the walls forming the boundary to The Granary. There is currently a warning notice on the properties fence. To monitor the issue.
 Action: Cllr Cayford to contact Peninsula to get their view on any further actions that the council should be taking.

Entry gate in to the Plaistow requires some additional work and a review of the springs on some of the other gates is required. Cllr Cayford to action.

12.4 Traffic and Speed Management – Cllr Turner (note this item was discussed prior to item 12.2 to enable Cllr Turner to leave)

Proposal received on the village cameras, the cost, after considerable debate has now been adjusted by the OPCC to £3949.20. Budget allocated for £2,500 which was an error made by the BPC when considering the budget. The previous MOU had a figure of £3,196.

Hertford Heath is the other area who use the cameras. Agreement for Cllr Turner to contact Hertford Heath and discuss their approach and costs.

Clerk to respond to Police and Crime Commission as we are not in a position to sign the MOU at this stage.

Discussion on KMC report with proposals to reduce speeding.

Waiting clarification on a couple of points. To clarify a 20mph zone versus the village wide speed limit as a zone allows other solutions.

To confirm with County Cllr Brown that the 20mph can be a zone rather than a limit. Cllr Turner to discuss. To also review whether we can hold discussions directly with County Council Highways.

Cllr Turner was now excused from the meeting.

12.5 Defib specification and action updates – Cllr Hearn

The minimal specification was reviewed by Cllr Hearn and the clerk.

Signage needs to be reviewed. Since removal of the willow tree at the GP surgery the defib is much more visible.

The Town House ideally needs more visible signs. Due to it being listed there is a requirement to ensure that signs do not adversely impact the building.

Action: Cllr Hearn and Cayford to discuss.

Ingress protection against dust / water / debris not now compliant, to replace would be £600 each. There have been no issues to date.

As this is guidance since installation rather than a statutory requirement the council agreed to keep the current devices and boxes until we have to have them replaced or there are signs of ingress.

Cricket club have confirmed that they would support a defib in the cricket pavilion. To review funding opportunities.

12.6 Club room contract – Cllr Carlisle

Notice served to end in May 2027. Requirement to have a meeting with the tenant to clarify timeline to vacation. Also it is understood the tenant has had expressions of interest in the property. Concern expressed over the potential current condition of the basement and whether there has been any deterioration as a result of dampness/water ingress.. There is a sump pump in place, and there has been no communication from the tenant that there are any concerns with this not working. Cllr Carlilse reviewed a few years ago, this was updated in the schedule at the time. It was agreed that an inspection should take place and a timeline put in place for any works to take place and a plan to identify new tenants. Cllr Carlisle to provide the Clerk with a copy of the health and safety file prepared following completion of the refurbishment prior to reletting the property 14 years ago.

Cllr Carlilse to action.

13. Neighbourhood Plan – Cllr Lee

Following on from the information previously circulated, Cllr Lee explained this has to be done under the auspices of the Parish Council but requires far more input than just the parish councillors. The district council are required to supply information to support the work. Now we have a local plan review underway, it would be very timely to develop a neighbourhood plan. The plan would follow the context of the local plan.

To raise at the village meeting on May 13th with a proposal to have a separate village meeting to take this forward. To also speak to Barkway and get an insight into their approach. This will take time and effort with sub groups being set up and a core group over seeing.

14. Clerks Report

- The work on the trees with overhanging branches from the school to the Plaistow was completed on 31/03/2026. Met Shire Trees who are quoting for the required works on the walnut trees next to the tennis courts. Roots currently not causing a problem, it is the crown overhanging and dropping debris that is the concern. Reducing the canopy would be a more efficient way of slowing down the root growth. Quote has been received and has come in at £425 plus VAT. Clerk requested to get other quotes.
 - Following concerns raised over newly installed obstructions to Footpath 007 and planning use application at the newly developed barn on Smiths End Lane, Herts County Council's Planning Enforcement confirmed a visit is being scheduled – no update.
 - 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. 07/04/26 Robert Lloyd to chase as work is outstanding. This has now been completed.
 - Email sent to Countryside and Rights of Way officer for an update on the proposed movement of the footpath by the owners of The Thatched House, Smiths End Lane – no timeline for this at present.
 - Car park work completed on April 17th.
 - Allotments contracts received and invoices paid.
- 14.1 Councillors conflict of interest declaration forms have been emailed out, to all ensure they are completed and returned.

15. BPC Policies

- 15.1 To review list for next meeting.

16. Items of Correspondence – items deferred

Email regarding the football pitch lines on the Plaistow and basketball hoop – costs to be discussed
Proposal for clothes bank for charity and a fund raiser.

17. Items for future discussion

Date of next Barley Parish meeting and items for the agenda

To note the date of next Parish Council Meeting will be on 1st June 2026

Contact: Alison Gibson, Clerk to Barley Parish Council