



**To: Cllrs Yvonne Lee (Chair), Ali Hearn (Vice Chair), Jerry Carlisle, Ian Turner, Alan Cayford, & Neil Cockrell and RFO Lynn Brett**

Councillors and RFO are respectively summoned to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press.

**Barley Parish Council Meeting**  
**12<sup>th</sup> January 2026**  
**The Town House**  
**8pm**

**A Robertson**

Mrs A Robertson

**Clerk to Barley Parish Council**

*To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.*

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**Barley Parish Council meeting: 12<sup>th</sup> January 2026 at 8pm,  
Town House**

**AGENDA**

**1. Apologies**

1.1 To receive and accept apologies for absence.

**2. Declarations of Interest**

2.1 To receive declarations of interest.

**3. Minutes**

3.1 To confirm the minutes of the Barley Parish Council meeting held on 1<sup>st</sup> December 2025 as an accurate record of proceedings.

**4. New Clerk**

4.1 Introduction of new Clerk, Alison Gibson.

**5. Public Participation**

Members of the public and councillors can raise matters of concern.

**6. Planning**

6.1 Ref: 24/00765/FP Full Planning Permission (Permission Granted): **Update following the committee meeting:** Erection of two 3 bed dwellings and one 2-bed chalet bungalow with associated parking, amenity space and access to the site through the existing access off The Mount Foxlea, The Mount, Barley, Royston, Hertfordshire, SG8 8JH

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

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

7. **Reports from County/District Councillors**  
7.1 To receive a report from County Cllr Brown  
7.2 To receive a report from District Cllr Prescott

8. **Finance RFO report for the Parish Council**  
8.1 To consider and approve payments for the Council.  
8.2 Review and agree the 2026/2027 Budget

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).  
9.2 Review and agree the 2026/2027 Budget (as Sole Trustee).

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.

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.

11. **Clerks Report**

12. **Defibrillator Guidance**  
Review of new guidance (see appendix)

13. **Club Room**  
Update from Cllr Carlisle regarding the Club Room.

13. **Items of Correspondence**

14. **Items for future discussion**

15. **Date of next Barley Parish meeting and items for the agenda**  
To note the date of next Parish Council Meeting which will be 2<sup>nd</sup> February 2026 at 8pm.

Contact: **Alice Robertson/Alison Gibson, Clerk to Barley Parish Council**  
[clerk@barleyparishcouncil.gov.uk](mailto:clerk@barleyparishcouncil.gov.uk)

## **Barley Defibrillator Provision Review Jan 2026**

### **Introduction**

The Resuscitation Council UK has recently released [guidance for communities](#) for public access defibs (PAD). BPC is currently responsible for the maintenance and upkeep of the two PADs in Barley.

This paper is a review of the new recommendations and our compliance.

### **RCUK - Underlying principles**

- Early recognition and resuscitation + defibrillation = saves lives. In 2024 defibs were used by the public in only 9% of cardiac arrests.
- Widespread installation of PADs.
- Learn CPR.
- Training, for confidence only – the PADs are designed to be used by someone with no training/experience.
- PADs should be readily available and registered on [The Circuit](#)

## Recommendations

Recommendation from RCUK	Current Compliance	RAG rating	For discussion/decision
Training	<p>Face to face training delivered x2, lastly Sept 2025.</p> <p>Training video links shared on FB 2025</p>	Orange	<p>Sharing of training materials contained in PAD Guidance docs</p> <p>Consider offering further F2F session this year</p>
Register all PADs on The Circuit	Both registered	Green	No further action
PADs should be available for deployment 24/7, 365 days a year.	Compliant	Green	No further action
All PADs should be housed in unlocked cabinets – ‘vandalism and theft rare’. If locked – should be simple locks to operate, keypads well lit, codes registered on The Circuit.	<p>Both are in locked cabinets.</p> <p>Keypads are lit and simple to operate</p> <p>Registered on The Circuit</p>	Red	Both in locked cabinets and require code from EEAST - disable locks?
		Orange	<p>If kept, locks require regular maintenance and lubrication</p> <p>Add key codes to cabinets?</p> <p>If not deployed by EEAST – we will not know if PAD taken and need to find and restore to cabinet</p>
Cabinets should have a domestic power supply for the heating element, should	Both cabinets have power supply, issue with TH reliability – x 2 resets in December.	Red	Need to urgently resolve issues with reliable TH power supply.

be weatherproof.	Both waterproof		Meanwhile, please can all check when walking past, particularly in winter months and reset as required
Location – should be located within 200m or a brisk 2 minute walk of where it is 'anticipated they could be needed'.	TH well located – central, close to village amenities and Plaistow/Tennis Club.		<p>GP surgery is perhaps less ideally located, but no obvious alternatives, perhaps the ideal is to consider undertaking risk assessment for the requirement for further PADs for Barley</p> <p>Publicise locations again when sharing training information using What3Words</p>
All PADs should undergo a routine checking procedure.  Ambulance services will often not deploy a PAD which has not had a recorded check for >3/12	All checks completed weekly and recorded on The Circuit.		More help with checks during holiday periods and post deployment. Further Guardians required please.
Signposting – prominent location, adequate signage, directional signs – visible from 50m. Cabinet should illuminated at night and exterior signs should have supplementary lighting or be made of photo luminescent material. Inspected regularly, visible from different approaches.	<p>Positioning</p> <p>TH – good</p> <p>GP – hidden behind willow tree</p> <p>Signs</p> <p>TH – nil</p> <p>GP – one sign, non directional</p>		<p>Ordering of additional signs as per Guidance to include directional signs and infographics for both GP and TH</p> <p>Consider repositioning of GP surgery PAD to front of building.</p>

<p>Post deployment arrangements – The Circuit will inform the Guardian that the PAD may have been used. Clear arrangements should be in place to return the PAD to deployment ready status asap.</p>	<p>Both PAD have Apple Airtags attached to track – batteries just replaced.</p> <p>Time consuming to track down and know when PAD returned for checking.</p> <p>Stickers to each defib with Clerks phone number to call to return</p>		<p>Stickers to be replaced with new contact info - ? remain with Clerk</p> <p>Additional Guardians</p> <p>Central store for replacement consumables if more than one Guardian</p>
<p>Recommended Minimum Specifications for PADs provided</p>	<p>Some information not available. Therefore not able to fully comply.</p>		<p>To complete checklist</p> <p>Aim to come ResusReady?</p>

## Further Reading

[Public Access Defibrillators: A Guide for Communities](#)

[ResusReady](#)

[The Circuit: Registered. Checked. Ready. Your guide to being a Defibrillator Guardian](#)