



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

Meeting Minutes

PRESENT

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

IN ATTENDANCE 1 member of the public.

1. Apologies

1.1 Cllr and Chair Yvonne Lee

2. Declarations of Interest

2.1 No new declarations, Cllr Turner reiterated potential conflict with planning application Ref: 25/01846/FP so would not participate in this agenda item.

3. Minutes

3.1 The minutes of the Barley Parish Council meeting held on 2nd February 2026 were approved.
Proposed by Cllr Carlisle seconded by Cllr Cayford.

4. Public Participation

Points of discussion:

There appears to be a new entrance from Smiths End Lane to the land Adjacent to Clear's Barn, it is unclear whether this is just some hedge work or new access.

Action: To agree approach to address this.

Work to hedge on London Road to be covered under County Cllr update.

Member of the public raised the issue of Chishill road getting narrowing due to bank slippage especially on the right-hand side, resulting in the verges needing taking back.

Action: County Cllr Brown to pick up with highways.

The issue of ivy growing up the Lock up was also raised which needs to be removed.

Action: Clerk to obtain quotes for required works.

5. Action updates – all updates as per action log.

6. Planning

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 permission granted. Council raised concern over lighting but this wasn't taken into consideration with the approval.

6.2 Ref: 25/01846/FP: 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

(Cllr Turner stepped out of the conversation).

Cllr Carlisle gave a potted history on the planning to date.

An application was made in 2019 for change of use from the original structure to residential dwellings which was refused. An application was then made under class R, permitted development rights in England allowing the change of use of agriculture buildings to flexible commercial use. There was resistance by some in the village, but the change was approved in July 2020. In July 2022 permission was granted for the development of commercial units associated with that change of use.

The planning application now being made is to change from commercial to residential.

Cllr Lee submitted a response to the application which Cllr Hearn outlined in her absence.

Concerns raised:

On the NHDC planning portal it states that the development has already commenced, so technically this is a retrospective planning application.

There is no justification given as to why there is a proposed new use of the building and why the change of use application is being made.

A change of use proposal needs to:

- Demonstrate that the loss of the building's existing use is acceptable and will not cause problems
- Explain the need for the new use and its benefits
- Engage with impacted parties, for example neighbours and the local community

Many factors need to be considered. These include:

- Planning history
- Planning context
- Local and regional planning policy
- Relevant precedents

The applicant has provided no information on the above. There is no evidence submitted that the commercial units have been marketed, there is no marketing strategy evident and in the absence of local employment opportunities the commercial space could be beneficial to the village.

There are also concerns about the application:

The proposed site plan

It is unclear what the second area edged red to the SE of the development represents and whether this area of land is considered part of the application, this needs to be clarified. Any other land in the same ownership and contiguous to the planning unit, should be edged blue.



The application form

There appear to be numerous inaccuracies and errors in the application.

- It is stated on the planning portal that the development has already commenced but this application states that it has not.
- The bin stores are not indicated on the site plan.
- With regard to the question, 'does the proposed development require any material to be used externally', the form states no, but the bike sheds, bin stores, brick wall (or post and rail fence) and new additional driveway, will all involve materials to be used externally.
- With regard to the question, 'is a new or altered vehicular access proposed to or from the public highway', the applicant has answered no but the drawings show a new additional access and by definition a new pedestrian access which has also been responded to as 'no'.
- The existing public right of way is not shown on any of the plans.
- Foul Sewage, if the mains sewer is going to be utilised, the connection to the existing draining system cannot be unknown

It was noted:

Highways have suggested refusal of the application due to lack of information.

There is no turning circle on the site and no indication that one access drive is shared with the neighbouring property. There are no supporting Design and Access Statements provided.

There is no mention on the solar panels to the rear of the properties. However, if the change of use application was approved for residential property rather than commercial there could potentially be less traffic which was a concern when the application for commercial use was made.

The property is in a conservation area and the information needs to be corrected and areas of deficit completed to allow full consideration of the application.

Conclusion and action: The council unanimously agreed that it is not in a position to approve the application due to lack of information provided and the inaccuracies in the application and therefore should object to the change of use.

Response required by 06/03/2026, copied in to District Cllr Prescott.

6.3 Ref: 25/02515/LBC: Decision Notice Old Manor House Shaftenhoe End – for information. Extend south gable end, change cladding, and alter fenestration of existing west extension. Internal and external alterations including installation of air source heat pump on west elevation of existing west extension – listed building consent granted.

6.4 Ref: 26/00259/FPH: Installation of solar panels to existing annexe roof. The Thatched Cottage and Annexe, Smiths End Lane, Barley, Royston, Hertfordshire, SG8 8LH

The proposal is for 9 solar panels facing the road and 9 towards the house, south and west facing.

Overall, the council agreed by majority to no objections, but this should be subject to the views of the Conservation Officer.

Action: clerk to respond to planning officer

6.5 Ref: 26/00308/FP: Full Planning Permission: Change of use of existing paddock to residential garden. The Thatched Cottage, Smiths End Lane, Barley, Royston, Hertfordshire, SG8 8LH

The council noted that the application to move the footpath is being applied for separately. No diversion application has been received yet by the council. It was therefore felt that the change of use application was premature until the footpath application is resolved.

Concerns were raised on the future risk to the land being used for residential build and the precedent that this might set. It was agreed that NH Planning should be asked to withdraw Permitted Development rights from any approval that may be given for change of use.

The council agreed unanimously not to support the application.

Action: clerk to respond to planning officer

6.6 Ref: 6004178: Appeal against the decision of North Herts District Council to refuse to grant planning permission

Chishill and Barkway parish clerks have been contacted around making a joint application to support the planning refusal. Chishill do not feel that this would impact them at this time. Barkway have confirmed that they would be keen to work together with BPC.

County Cllr Brown highlighted that going down the Rule 6 route would incur significant costs due to legal fees. However, that does not stop the parish councils attending and speaking at the public enquiry which is due to start on 12/05/2026.

Both District Cllr Prescott and County Cllr Brown will be present. They are also both attending the Barkway and Reed parish council meetings this week and will discuss the approach there too.

One of the concerns raised was that 140 houses were due to be built before the highway's aspect was addressed.

Action – clerk to notify the planning officer that we would like to make appropriate representation and to establish link with Barkway.

7. Reports from County/District Councillors

7.1 To receive a report from County Cllr Brown

County Cllr Brown updated the council on the budget approval since the last meeting. Work has been carried out to meet the required financial savings following the fair funding allocation.

Of note to Barley, money has been allocated to implement 20 mile per hour through the village including Smith End Lane. It does not include Bogmoor Road and Shaftenhoe End. County Cllr Brown is attending a meeting on 12/03 to take this forward. The council were supportive of this implementation.

Other news, for future speed management, connective vehicle data will be used in future to support decisions rather than speed and volume surveys. There has been a small increase in highways budget.

There will be 2 extra buses for Herts Links for more routes coming on line in the early summer. This will make it more demand responsive rather than pre bookings.

It was acknowledged the frustration with the second cancellation of the works on London Road. Whilst the temporary road closure comes into operation from 0/04/26 we are now in the nesting season so if any work is to be carried out a survey will need to be done first to check for nests.

Cllr Carlisle asked for clarification on what work is actually being carried out as it is the opinion that the county council hedge has slipped and probably needs to be removed. In addition, county council spent a lot of money and new drains were put in but because the road isn't swept and maintained the drains are blocked.

Action: County Cllr Brown to pick up with her predecessor Fiona Hill on history and plans. Blocked drains and their locations to be given to County Councillor Brown to take forward

There are several consultations underway
Consultation on Hertfordshire's local government reorganisation

[Proposals for local government reorganisation in Hertfordshire - GOV.UK](#)

Local parish councils will not change but there may be more services devolved to them following local discussions.

Air quality consultation which closes on the 22/03/2026

[Air Quality Strategy 2026 | Hertfordshire County Council](#)

Sustainability survey which also closed on the 22/03/2026

[Hertfordshire County Council | Share your thoughts on sustainability and climate change](#)

7.2 To receive a report from District Cllr Prescott

Several items already discussed.

No elections this year.

2.99% increase in council tax.

Liberal democrats and the labour party have worked together and there is agreement for a learner swimming pool to be back in Royston at the leisure centre.

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	Inv.Ref.	our ref	For
Lynn Brett	25/02/2026	£251.83	25.02.26		RFO gross pay & expenses Feb
Alison Gibson	25/02/2026	£742.97	01/02/2026		Clerk gross pay & expenses Feb
KMC Transport Planning	30/01/2026	£1,526.54	2366		Professional Fee design & drawing
John Guerrero	11/02/2026	£960.00	2		Labour for alterations to 4 gates Plaistow
Adcock Refrigeration	16/2/2026	£294.00	758146		Clubroom air con maintenance
TOTAL BPC for approval		<u>£3,775.34</u>			

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Proposed Cllr Cayford, Seconded Cllr. Carlisle.

Action: Funding for repair of pot holes to access road to the Town House car park approved following quote for £352.80, clerk to pick up with relevant groups on car parking closing to agree dates.

8.2 Actions and updates on Annual Governance and Accountability Return 2024 2025

The councillors reviewed the Annual Review of the Effectiveness of Internal Control for the financial year 2024-25.

Comments noted in the report by the auditors. Public rights notice has been addressed as we were one day early in sharing the information.

The Parish Council considered and approved the Review and concurred that the controls in place were effective.

To add the AGAR report to October agenda to ensure any new actions and findings are discussed and addressed.

The RFO asked for approval to use Hardcastle as the auditors for the year end – approved by all councillors.

8.3 Updated BPC financial regulations

Paper approved with updated thresholds as discussed at February's meeting.

Financial risk management paper and summary reviewed. Assessment provided referencing up to date risks and documents. Heat map with risks circulated.

For future to track where the changes have occurred for ease and understanding.

Timetable of deadlines and work produced, to combine with clerk's timetable

Councillors confirmed reviewed and approved.

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).

EXPENSES

Payee	Date	Amount	Inv.Ref. our ref	For
Swift Fire & Security	02/03/2026	£391.02	1729	Service Defect Works
Kevin Sterling	13/02/2026	£30.00	email	Tidy Trees at TH
Elvira Gusejnova	27/01/2026	£266.00	Jan-26	Letting Fees Jan 26
Elvira Gusejnova	23/02/2026	£224.00	email 23/02/2026	P Cranwell Nov - Jan inv pd by Ella
P Cranwell	26/01/2026	£64.00	Jan-26	TH Cleaning Jan 26
P Cranwell	23/02/2026	£128.00	email 23/02/2026	TH Jan - Feb 26 cleaning
TOTAL TH for approval		<u>£1,103.02</u>		TO APPROVE FOR PAYMENT

Total Town House for approval £1,103.02
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.

Alan Wiltshire updated on a recent wedding during which the noise limiter was covered with foam by the DJ. The DJ subsequently left negative reviews on Google and Facebook. Renter was informed of limiter when booking. Response to be made against reviews.

Still trying to source a new electrician to carry out the work required on the town house and the cables for the village show.

The electrical installation inspection was identified at the health and safety review in January by Penisular as being due. Alan W to pick up with others on the Town House committee to check dates and to review the last inspection report. To ensure that the Town House committee are sited on the report and required actions.

Action: Alan W to check last electrical installation inspection.

Action: Cllr Cayford to take Health and Safety report to be taken to Town House committee meeting.

Safety checks carried out weekly and recorded.

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.

Plaistow gate works now complete. Cllr Cayford to take required action to ensure the large gate can be opened.

10.3 Updated actions following Penisular Health and Safety Audit – Cllr Cayford

Actions have been reviewed and will continue to be worked through and updated.

To ensure that the when bookings are being made at the Town House, there is clear documentation that the health and safety aspects, fire evacuation and other hazards within the building, have been shared.

PAT testing needs to be checked and records reviewed and scanned into shared folders

Clerk - To create digital shared folder for Town House for this to store relevant information.

10.4 Review of fire evacuation procedure – Cllr Cayford

Document has been updated

Action: clerk to send to councillors for sign off at April's meeting.

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 was 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. Email response from the school 04/02 – awaiting finer weather to undertake the work.
- 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. Reply from scouts following receipt of letter, they are commissioning a condition survey, once complete a follow up meeting with the council to be set up.
- 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.
- Meeting held on 30/01/2026 with KMC regarding traffic calming measures – awaiting report.
- Meeting held with police and crime commissioner on 10/02/2026 regarding the cameras. Revised costings and actions being taken forward. Revised costings received but still outstanding questions which have been chased.
- 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.
- Following health and safety visit by Penisular on 20/01/2026 with Cllr Cayford, report reviewed and actions being worked through led by Cllr Cayford.
- Risk assessments updated.
- Parish car park signs could be purchased on line, need to review what type of fixture and fittings to get accurate quote. Agreed to get quotes for signs to attach to fences and if approved seek permissions from respective land owners.
- Sign on Bogmoor road reported reference 102001746722
- Met with Penisular and Cllr Hearn to go through the new employment laws coming in to force in April 2026 to ensure the council are compliant.
- Attended Barkway Parish Council to develop links with neighbouring councils. Contact made with Chishill.
- Attended MP visit with Cllr Cayford to Barkway village hall.
- Elections office notified of current parish councillor vacancy – information on notice board and village website. Once the date for an election is passed (16/03/2026) then expressions of interest will be sought. Agreed to update Facebook, website and diary. To ensure there is equal opportunities for parishioners to apply, fliers will be circulated.
Action: clerk to develop flier on the opportunity and expectation of role, and arrange for volunteers to undertake deliveries.

11.1 Annual Village meeting

Preparation has commenced with contact made to those who often present. Chris Hinchliffe MP has been invited and accepted subject to being recalled to the House. Agreement to try a new format with drinks at 19:30 and groups being asked to produce a poster on their year and plans ahead. County Cllr Brown commented that Reed's format worked well, they also had food vans.

Action: clerk to continue with preparation.

12. BPC Policies

12.1 Review of existing policies

12.2 Retention of documents policy – Cllr Hearn asked how do we get to a place to demonstrate adherence. We may need volunteers to start to review. RFO to check financial retention time-scales.

12.3 Review of health and safety policy and statement – Cllr Cayford
Health and safety policy and statement updated.
Action: clerk to send to councillors for sign off at April's meeting.

14. Traffic and Speed Management – Cllr Turner

14.1 Update following meeting with Police and Crime Commission on 17/02/2026
Revised costings have been received which have been reduced to £4481.40.
Postage costs have been reduced but there are still questions around the movement of the camera and the amount of admin time.
Quality of service has reduced with no understanding of why.
Still several unanswered questions that we raised at the meeting. Awaiting further response.
Cllr Hearn asked whether there an option to not send letters or reduced number of letters. It was felt that once the responses were back this could be considered and trialled.
Need the information first and then the council can review the email from Richard Emerson on autospeedwatch. This is not currently supported by the police.
The 20 mile per hour could be implemented in the next two years which would clearly make a significant impact.

14.3 Discussion on KMC report if available

No report as yet.

Action: Clerk to chase.

15. Items of Correspondence

- Email from residents on potential for dog waste bin at the Mount – agreed to obtain costs for installation and emptying
- Email from The Great Chishill Windmill Trust on proposals for expansion of car park and picnic area – Cllr Turner agreed to be contact
- Email from Richmonds – leased line work completed, for information
- Confirmation of precept received.
- Notice given by Bright for club house. Cllr Carlisle commented that the council need to ensure that there is compliance with the terms of lease and that legal terms are followed. Council will need to write a schedule.

Action: to add as agenda item for next meeting to discuss in more detail work required, next steps and future plans.

16. Items for future discussion

Current and required policies.

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

Club House lease

Due to Easter Monday, there is a requirement for Requirement for extra ordinary meeting to discuss a planning application for 1 Cambridge Road which has a deadline of 20/03/2026.

To note the date of next Parish Council Meeting which will be 13th April 2026 at 20:00.
Apologies noted from County Cllr Brown.

Contact: Alison Gibson, Clerk to Barley Parish Council