



**Barley Parish Council Extra Ordinary Meeting: 13<sup>th</sup> April 2026 at 8pm,  
Town House, Church End, Barley.**

**Meeting Minutes**

**PRESENT**

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

**IN ATTENDANCE** 2 members of the public.

**1. Apologies**

1.1 County Cllr Brown, Town House Chair Alan Wiltshire, Cllr Ian Turner

**2. Declarations of Interest**

2.1 No declaration of interest

3. The minutes of the Barley Parish Council meeting held on 2<sup>nd</sup> and 9<sup>th</sup> of March 2026 were approved.

Proposed by Cllr Cayford seconded by Cllr Carlisle.

**4. Public Participation**

Both members of the public attending as potential councillors.

**5. Action updates - see attached action log.**

**6. Presentations from potential councillors and appointment**

The chair welcomed both candidates, gave a brief overview of the role and introduced the members of the council.

Each candidate presented for three minutes and were then asked the same questions by councillors. During this time the other candidate was asked to wait in the lobby.

Candidates were again asked to wait in the lobby while councillors discussed the suitability of the candidates.

Councillors were impressed at the calibre and skills each candidate could offer, and considered both to be very suitable for appointing. It was agreed that the council would look at increasing the number of councillors to reflect growth in the community and provide greater resilience. The Clerk to discuss with NHDC as a matter of urgency

**7. Planning**

**7.1 Ref: 26/00524/FPH**

Full Permission Householder: Single storey rear extension, open-sided side porch following demolition of existing side porch and C20th store. Alterations to external materials and fenestration throughout. Erection of detached double garage and installation of no.2 ASHP

following removal of existing oil tank. The Thatched Cottage, Smiths End Lane, Barley, Royston, Hertfordshire, SG8 8LH.

Comments required by 15<sup>th</sup> of April 2026.

Comments were in line of that of the conservation officer.

No objections to the application.

## **7.2 Ref: 26/00525/LBC**

Listed Building Consent: Single storey rear extension, open-sided side porch following demolition of existing side porch and C20th store. Alterations to external materials and fenestration throughout. Internal alterations. The Thatched Cottage, Smiths End Lane, Barley, Royston, Hertfordshire, SG8 8LH.

Comments required by 15<sup>th</sup> of April 2026.

Consensus that the work will restore the building back to its original state.

No objections to the application.

Councillors expressed concern that there have been multiple planning applications for this property, including change of use of the paddock area and footpath diversion. The Parish Council has yet to be formally notified of the footpath diversion. The Clerk to check the current position with regard to the change of use application.

## **7.3 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

For information – approved.

## **7.4 Ref: 26/00396/FPH**

Single storey front extension including walk in bay window and front canopy roof. Single storey rear extension and side entrance canopy. Insertion of one front and one rear dormer windows, one second floor front and one second floor side windows and one front and one rear rooflights. Installation of solar panels and external rendering. Alterations to existing garage including raise roof height, insertion of one side dormer window and three rooflights and single storey rear extension following demolition of existing shed. Installation of garden access steps, retaining wall with railings, hard and soft landscaping and enlarged driveway. 1 Cambridge Road, Barley, Royston, Hertfordshire, SG8 8HN

For information – approved.

Currently no update on 25/01846/FP application: 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. Action: clerk to contact planning officer for status.

Cllr Hearn questioning about the outcome of the planning permission 24/00573/FPH, Wellside Cottage, Part two storey, part single storey rear extension following demolition of existing conservatory and outbuildings. Installation of flue following demolition of chimney stack, and alterations to fenestration.

Wellside Cottage, Smiths End Lane, Barley, Royston, Hertfordshire, SG8 8LJ. Planning permission was granted, to review about movement of drive.

## **8. Reports from County/District Councillors**

### **8.1** Apologies noted from County Cllr Brown, no updates on highways report or on implementation of the 20-mph speed limit.

## 8.2 To receive a report from District Cllr Prescott –

- attended opening of Barkway local history museum.
- Most of his time recently has been spent on planning:-
  - Barkway BK3 site is still under discussion as there is no current resolution on the required additional draining capacity by Thames Water. Until there is agreement, no work can commence. Additional housing was approved off the A505 between Flint Cross and Royston (Burrllows site) providing an additional 320 houses. South Cambridgeshire DC has approved around 3500 houses north of Royston off the Bassingborne Road. There will be additional sports facilities, jobs and opportunities with this build. There are also an additional 3400 houses in Baldock and more houses planned for Stevenage.

It is Cllr Prescott's view that it is likely North Hertfordshire will achieve their 5-year housing target without changing the landscape of the local villages.

Barkway Road Appeal commences on May 12<sup>th</sup>. Important that Parish Council voice is heard and Cllr Prescott urged Barley and Barkway to co-ordinate their request to speak at the Inquiry.

Chair's view was that we should have used the rule 6 to enable cross examination.

## 9. Finance RFO report for the Parish Council

### 9.1 To consider and approve payments for the Council.

Expenses for BPC, narrative to be corrected for 2<sup>nd</sup> instalment rather than Q2 for speed cameras.

#### BARLEY PARISH COUNCIL List of payments for approval at Meeting

Monday 13/04/2026

#### Barley Parish Council

#### EXPENSES

Payee	Date	Amount	Inv.Ref.	our ref	For
Lynn Brett	08/04/2026	£326.61	08.04.26		RFO gross pay & expenses Mar
Fasthost Internet Ltd	18/03/2026	£195.89	85044757		RFO & Clerk exchange mailbox pd LB
ICO	02/04/2026	£47.00	13634113		Data protection fee pd by LB
Alison Gibson	28/03/2026	£624.60	01/02/2026		Clerk gross pay Mar
Host IT	24/03/2026	£35.98	230480		Host IT 18.3.26-17.03.27 paid AG
Alison Gibson	30/03/2026	£30.88	email		A5 flyers councillor vacancy
Hertfordshire Constabulary	17/3/2026	£1,598.00	H0010417		Q2 25/26 Speed cameras
Broadmead Leisure	12/3/2026	£108.00	3108		Quarterly Inspection village playground 03/03/2026
HAPTC	1/4/2026	£15.00	2627/110		AG training subs Employment Law 18.03.26
KMC Transport Planning	27/3/2026	£540.00	2469		Professional Fees Barley village traffic calming

#### TOTAL BPC for approval

**£3,521.96**

#### For Information

Peninsula	26/2/2026	£223.45			Paid via DD
HAPTC	13/11/2025	£476.62	2627/11		Membership Subscription 2026-2027 pre-approved awaiting invoice April 2026
Yvonne Lee		£50.00			Alice leaving gift

#### TOTAL BPC for information

**£750.07**

**PAID/PREVIOUSLY APPROVED**

Total BPC for approval £3,521.96

Proposed Cllr Carlisle, Seconded Cllr Cayford

The cost of the speed cameras is allocated in the 2026/27 budget at a cost of £2,500. The current quote from the police commission is now £4481.40. Clerk to make further contact to address larger than anticipated budgetary increase.

End of year accounts were approved by council.  
 Trial balance for 2026/2027 were shared and discussed.

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

### 10.1 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
The Diary	17/03/2026	£80.00			One years advertising in The Diary
Heasell Electro Servs	20/03/2026	£2,223.00		quote	TH electrical work
Alan Wiltshire	23/03/2026	£279.00	HM-10388		Hallmaster Single Venue Booking Licence
Brian Haughey	19/03/2026	£54.00			2 X toilet seats for TH
Swift Fire	20/03/2026	£489.09		2279	6monthly check alarms/lighting
AJG Insurance	15/04/2026	£6,136.52			Insurance renewal 15/4/26

**TOTAL TH for approval**

**£9,261.61**

**TO APPROVE FOR PAYMENT**

#### **For Information**

PNET	23/3/2026	£26.99	PNET 3948488-1	TH	paid by DD
NHDC		£0.00		TH	paid by DD (none Feb/march)
Octopus	11/3/2026	£88.24	6BAF094A-0042	TH	Electricity supply DD monthly charge
Everflow Ltd	23/3/2026	£51.68	52944811	TH	Water supply DD

**TOTAL TH for Information**

**£166.91**

**PAID/PREVIOUSLY APPROVED**

Total Town House for approval £9,261.61 plus agreement to pay the additional insurance terrorism premium in the region of £100  
 Proposed Cllr Carlisle seconded Cllr Cayford.

There has been an increase in the annual premium of some £240 which equates to an increase of 4.6% over last year. This arises due to increases in the building cost and contents sums insured as a result of indexation of 5% and 3% respectively. Otherwise, the policy remains unchanged.

Currently insured by Hiscox, Cllr Carlisle reviewing whether this should be an automatic renewal.

Discussion and agreement on transferring a contribution towards the Town House insurance of £3,500 when this becomes due for payment.

Quarterly and end of year accounts were approved by council.  
 Trial balance for 2026/2027 were shared and discussed.

### 10.2 To discuss transfer of sinking fund to Town House budget.

The council discussed an increase in the sinking fund allocated to the Town House to cover potential future major build works.

It was agreed to transfer £5000 to the sinking fund account.

## 11. Reports from Working Parties, Committees and Portfolio Holders

### **11.1 Town House Charity (as Sole Trustee)**

Chairman of the Town House Charity Committee unable to attend meeting so item delayed until May meeting. Cllr Cayford was able to confirm all necessary safety checks have been carried out.

### **11.2 Review of fire evacuation procedure – Cllr Cayford**

Meeting held with Town House representatives. Confirmation that verbal instructions given to those hiring the building with regards to actions in the event of a fire.

Agreement to review placing emergency contacts on a notice board at the assembly point. Procedure to be amended to reference wheelchair users.

### **11.3 Updated actions following Peninsula Health and Safety Audit – Cllr Cayford.**

Actions have been reviewed. The critical action regarding the electrical report has been amended and uploaded to the Peninsula portal. This is due January 2027.

### **11.4 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.

### **11.5 Report from Broadmead Leisure on playground inspection – Cllr Cayford**

Low actions have not been completed but will be reviewed following the Royal Society for the Prevention of Accidents (RoSPA) inspection which is due in May 26.

Safety notice removed from gate as this was linked with covid restrictions, to consider a new sign on who to contact if there is faulty play equipment.

## **12. Clerks Report**

### **12.1 To review updates from clerk**

- 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.
- 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.
- Met with Peninsula and Cllr Hearn to go through the new employment laws coming in to force in April 2026 to ensure the council are compliant. Workshop attended 18/03/26. Several areas that required addressing for those employed by BCP.
- A quote for an additional dog waste bin for the mount has been received:  
Cost of new bin and post is £354.16 plus installation.  
Cost of Installation will be: £51.97.  
Cost to empty the bin weekly = £2.90 per week  
£406.13 one off costs and then the weekly costs.

Council agreed to place information on Facebook, place new signs and review again. Concerned that the introduction of the dog bin by the Doctors surgery has not resulted in a reduction in dog waste left on paths. Need to be convinced that another bin would have a positive impact on behaviour.

- Car park work arranged for April 17th, stakeholders engaged and informed.
- Allotments contracts and invoices sent out.

### **12.2 To receive an update on the village meeting scheduled for May 13<sup>th</sup> 2026.**

Pizza van confirmed and confirmation on the various club, societies and businesses in the village who will be attending and producing posters and information. Councillors to be allocated roles for the lead up and day itself.

## **13. BPC Policies**

### **13.1 Review of health and safety policy and statement – Cllr Cayford. Due to time constraints moved to May meeting.**

14. **Communication and responsibilities**– Cllr Lee. Due to time constraints moved to May meeting.
15. **Traffic and Speed Management** – Cllr Turner - apologies noted.
- 15.1 Update following meeting with Police and Crime Commission on 17/02/2026 regarding the proposed costings and performance of the village cameras. Concerns remain over the costs. Clerk to address with police commission and arrange a follow up meeting.
- 15.2 Discussion on KMC report with proposals to reduce speeding - to add to May agenda.
16. **Defib specification and action updates** – Cllr Hearn - Due to time constraints moved to May meeting.
17. **Club room contract** – Cllr Carlisle – Due to time constraints moved to May meeting.
18. **Items of Correspondence**

Email regarding the football pitch lines on the Plaistow and basketball hoop – costs to be discussed - deferred

Request for additional dog waste bin behind the chequer – costs to be discussed, as per clerk’s report

Email from villager regarding increase in heating costs and any plans to address by the council. Email response to concerned villager advising this is not within the remit of the Parish Council but guidance given as to potential help from local charities and NHDC. In addition, informed local MP will be addressing the Annual Village meeting and there will be a Q&A.

Proposal for clothes bank for charity and a fund raiser – deferred to May meeting.

Email from resident regarding damage to flint wall adjacent to the Plaistow – agreement to raise on Facebook and review potential to remove trees on this boundary to prevent the wall being scaled by children
19. **Items for future discussion**

Neighbourhood Plan to be discussed at the May meeting and all deferred action items.
- . **Date of next Barley Parish meeting which will be the Barley Parish Council Annual Meeting** - 11<sup>th</sup> May 2026 at 20:00. (post meeting note – moved to 19:30 due to number of agenda itmes)

**Contact: Alison Gibson, Clerk to Barley Parish Council**

# Post meeting amendment to financial section

BARLEY PARISH COUNCIL List of payments for approval at Meeting

Monday 13/04/2026

## Barley Parish Council

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**TOTAL BPC for approval** **£3,474.96**

### For Information

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Yvonne Lee		£50.00			Alice leaving gift
ICO	02/04/2026	£47.00	13634113		Data protection fee pd by DD
<b>TOTAL BPC for information</b>		<b><u>£797.07</u></b>			<b>PAID/PREVIOUSLY APPROVED</b>

### INCOMES

	Year to Date	
VAT refund	£6,682.85	
Club Room	£13,411.93	Rent & Ins BBP
NHDC precept	£33,564.00	Full Precept
CTRS Grant	£556.66	
CDA Grant		
Other incomes	£385.00	Allotments
Interest	£258.74	
Donations rec'd from TH	£5,777.18	
TH Contribution	£2,000.00	
NHDC Donation	£1,512.00	Donation for benches
<b>TOTAL BPC Incomes</b>	<b><u>£64,148.36</u></b>	

### Bank Balances Held

account	Balance	as at
<b>Barley Parish Council</b>		
Main	2188 £1,482.71	31/3/2026
Savings	5127 £40,088.00	
TH Sinking Fund	5720 £12,474.72	
<b>TOTAL BPC Banks</b>	<b><u>£54,045.43</u></b>	

### Other Sections

Barley Show Profit	£2,317.39	10/7/2024	Final
<b>Barley Show</b>	<b><u>£11,240.89</u></b>	07/08/2024	
<b>Barley Tennis Club</b>	<b><u>£19,694.70</u></b>	23/1/2025	Bank balances

### £137 expenditure limit

24/25	10.81 per elector
25/26	11.1

<b>Precept Requested 25/26</b>	<b>£33,564.00</b>
CTRS	£556.66
<b>Total</b>	<b><u>£34,120.66</u></b>

1st Precept paid 09/04/2025  
2nd Precept paid 10/09/2025

**Barley Town House Charity**

**Lynn Brett**

Payee	Date	Amount	Inv.Ref.	our ref	For
The Diary	17/03/2026	£80.00			One years advertising in The Diary
Alan Wiltshire	23/03/2026	£279.00	HM-10388		Hallmaster Single Venue Booking Licence
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Swift Fire	20/03/2026	£489.09		2279	6monthly check alarms/lighting
AJG Insurance	15/04/2026	£6,136.52			Insurance renewal 15/4/26 plus terrorism when advised
<b>TOTAL TH for approval</b>		<b><u>£7,038.61</u></b>			<b>TO APPROVE FOR PAYMENT</b>

**For Information**

PNET	23/3/2026	£26.99	PNET 3948488-1	TH	paid by DD
NHDC		£0.00		TH	paid by DD (none Feb/march)
Octopus	11/3/2026	£88.24	6BAF094A-0042	TH	Electricity supply DD monthly charge
Everflow Ltd	23/3/2026	£51.68	52944811	TH	Water supply DD
Heasell Elec Serv Ltd	20/03/2026	£2,223.00		quote	TH electrical work quote approved 13/04/2026

**TOTAL TH for Information**

**£2,389.91**

**PAID/PREVIOUSLY APPROVED**

**INCOMES**

**Year to Date**

Town House YTD	£27,040.00	31/03/2026	
BPC Donation			
Bank Interest	139.04		
TH Events	£573.96		gross income minus expenses
<b>TOTAL TH Incomes</b>	<b><u>£27,753.00</u></b>		

**Bank Balances Held**

**Barley Town House**

account	Balance	as at
Main	3265	£10,371.39
Deposits	8330	£4,200.00
Savings	8104	£36,152.99
		<b><u>£50,724.38</u></b>

**Deposits**

Opening balance	£5,000.00
Received	£480.00
Refunded	-£800.00
Trf to main ac	-£480.00
Closing Balance	<b><u>£4,200.00</u></b>

31/3/2026