



**Barley Parish Council meeting: 7th October 2024 at 8pm,
Town House, Church End, Barley.**

Meeting Minutes

PRESENT

1.1 Cllr Jerry Carlisle (Chair), Cllr Alan Cayford, Cllr Ian Turner, District Cllr Martin Prescott, County Cllr Fiona Hill, Cllr Neil Cockrell, Nick Shaw,

IN ATTENDANCE

3 members of the public.

1. Apologies

1.1 Cllr Hearn and Cllr Lee sent apologies.

2. Declarations of Interest

2.1 No declarations of interest were made.

3. Minutes

3.1 The minutes of the Barley Parish Council meeting held on 2nd September 2024 were approved as a true and accurate record of proceedings. Proposed Cllr Turner, Seconded by Cllr Cayford.

4. Public Participation

4.1 None.

5. Planning

5.1 **Ref: 24/02067/LBC - Listed Building Consent at 1 Sells Close Cottages, High Street, Barley, Hertfordshire, SG8 8HY:** Internal alterations to include insertion of staircase to loft, partition walls to first floor, alterations to existing first floor internal door position, repairing existing first floor ceilings and insertion of loft floor, and **Ref: 24/02066/FPH - Full Permission Householder - 1 Sells Close Cottages, High Street, Barley, Hertfordshire, SG8 8HY:** Insertion of 2No. conservation rooflights to existing rear roofslope to facilitate conversion of loftspace into habitable accommodation.

Barley Parish Council considered these applications for this property and resolved as follows:

The Council note that the Conservation Officer had not yet commented on the applications. Subject to any comments and requirements he may have Barley Parish Council had no objection to these proposals in principle. However the Council also noted that an adjoining owner occupier had raised a request that due to “overlooking” concerns the proposed rooflight be fitted with obscure glass to mitigate this concern, a request that the Parish Council would support.

5.3 **Ref: DM/6006/24 ~ Proposed Waiting Restrictions in High Street, Barley, Royston (On hold)**

The Clerk has requested further information for this application, a response is yet to be received.

6. Finance RFO report

6.1. To consider and approve payments for the Council.

Barley Parish Council

EXPENSES

Payee	Date	Amount	Inv.Ref.	For
Alice Robertson	26/08/2024	£10.00	BPC0019	Clerk gross pay balance Aug
Alice Robertson	26/09/2024	£202.00	BPC0020	Clerk gross pay balance Sep
Lynn Brett	30/09/2024	£356.72	leb0924	RFO gross pay & expenses Sep
Broadmead	10/9/2024	£108.00	Inv- 2792	1/4 inspection playground 10/09/24
Broadmead	3/7/2024	£108.00	Inv 2742	1/4 inspection playground 10/06/24
TOTAL BPC for approval		<u>£784.72</u>		

For Information

Peninsula	26/9/2024	£223.45	BAR523/U004202111	
Alice Robertson	28/8/2024	£400.00		S/O paid as agreed with BPC
Alice Robertson	28/9/2024	£400.00		S/O paid as agreed with BPC
Gallagher Insurance	17/9/2024	£3,745.30	537226230	Insurance 01/10/24-30/09/25
TOTAL BPC for information		<u>£4,768.75</u>		PAID/PREVIOUSLY APPROVED

INCOMES

	Year to Date	
VAT refund	£2,020.59	
Club Room	£7,044.00	Rent & Ins BBP
NHDC precept	£32,000.00	First Half precept
CTRS Grant	£543.01	
CDA Grant		
Other incomes	£165.00	Allotments
Interest	£51.59	
Barclays Bank	£150.00	Compensation
Alice Robertson	£2,295.00	Goal Donation
TOTAL BPC Incomes	<u>£44,269.19</u>	

Bank Balances Held

	account	Balance	as at
Barley Parish Council			
Main	2188	£50,976.78	28/9/2024
Savings	5127	£0.00	
TH Sinking Fund	5720	£13,845.22	
TOTAL BPC Banks		<u>£64,822.00</u>	

Other Sections

Barley Show Profit	£1,004.06	8/7/2023	Final
Barley Show	<u>£12,820.98</u>	18/10/2023	
Barley Tennis Club	<u>£13,019.60</u>	31/3/2022	Bank balances

Precept Requested 24/25	£32,000.00
CTRS	£543.02
Total	<u>£32,543.02</u>

The Payments were agreed. Proposed Cllr Turner, Seconded Cllr Cayford

- 6.2** The RFO advised that she had produced and circulated to all Councillors a half year budget review. In respect of which the RFO advised that we have received the second half of the Precept, a quarter early. Similarly, two lots of rent have also been received early so the balances appear to show a surplus total received. The RFO advised that we are 4,000K under budget as things stand as nothing spent on footpath and highway maintenance and there are savings on grass cutting and Plaistow maintenance.
- 6.3** The RFO had also produced a draft budget for 2025/2026 which included some suggestions for Councillors to consider. Cllr Carlisle suggested we go through this in detail in November's meeting and in the meantime asked all Councillors to consider prior to the next meeting. In particular the Chair noted that the draft did not include any allowance for the Truvelo speed cameras. The Council are due to bare certain costs under the terms of the Memorandum of Understanding with the Police Commissioners Office (see appendix at the end) with effect from April 2025. We have been advised however that additional costs will apply although at the time of the meeting these were still awaited.
- 6.4** Cllr Carlisle asked the RFO to request updated balances for The Tennis Club & The Barley Show from each committee.

7.0 To consider and approve payments for The Town House Charity (as Sole Trustee)

Barley Town House Charity

EXPENSES

Payee	Date	Amount	Inv.Ref.	For
Swift Fire	24/09/2024	£93.00	INV- 11226	Intruder Alarm Annual Service
Swift Fire	24/09/2024	£144.00	INV - 11227	6 mth fire alarm & lighting service
Swift Fire	24/09/2024	£60.00	INV - 11228	Fire extinguisher annual service
Ella Gusejnova	27/09/2024	£597.00	aug-sep	Ella 2 months fees and expenses
Nicholas Shaw	30/09/2024	£402.00	jul-sep	N M Shaw expenses
NHC	01/10/2024	£114.99	506699	Trade refuse 1/10-31/12/24
TOTAL TH for approval		<u>£1,410.99</u>		TO APPROVE FOR PAYMENT

For Information

PNET	23/09/2024	£28.04	PNET 3948488-1	paid by DD
NHDC	9/9/2024	£37.00		paid by DD (none Feb/march)
Octopus	16/07/2024	£190.89	KI-6BAF094A-0016	Electricity supply DD monthly charge
Everflow Ltd	23/09/2024	£44.52	2662163	Water supply DD
Hardcastle	12/09/2024	£954.00	67360	Review of accs yr end 31/03/24
TOTAL TH for Information		<u>£1,254.45</u>		PAID/PREVIOUSLY APPROVED

INCOMES

Year to Date

Town House	£14,210.00	28/09/2024	
YTD			
BPC Donation	£5,777.18	14/05/2024	Donation re Insurance
Bank Interest	22.16		
TOTAL TH	<u>£20,009.34</u>		

Incomes

Bank Balances

account Balance as at

Held

Barley Town House

Main	3265	£39,222.27	28/9/2024
Deposits	8330	£3,760.00	
Savings	8104	£5,948.18	
		<u>£48,930.45</u>	

Deposits

Opening balance	£3,760.00	
Received	£300.00	
Refunded	-£300.00	
Trf to main ac		
Closing Balance	<u>£3,760.00</u>	28/9/2024

The payments were agreed. Proposed Cllr Turner, Seconded Cllr Cockrell

- 7.1** The RFO advised that she had produced and circulated to all Councillors a half year budget review. The RFO advised that the accounts have a surplus of £6,424 and are looking very healthy.

8. Reports from County/District Councillors

8.1 To receive a report from County Cllr Hill

Cllr Hill reported that:

- 8.1.1 The Highways Action Plan has been updated and sent to all parties, work ongoing.
- 8.1.2 Picknag Road will have a surface dressing in the coming months. Date TBC
- 8.1.3 The Mount also has local carriage way works due. Date TBC.
- 8.1.4 With Lloyds Bank in Royston closing soon - The new banking Hub location is in offices behind the Royston's Town Hall.
- 8.1.5 At Royston Library, the Lego and Code Club have started up again.
- 8.1.6 Step to skills adult learning is holding a job fair in Stevenage football club on the 24th October. 9-4pm
- 8.1.7 There is a proposal of a junior park run in Royston with funding and location in development. They are still looking for volunteers to help.
- 8.1.8 A Cybercrime Protection Evening is being held on the 8th October at 7pm in Royston Town Hall presented by the Police. Running Time is 90 mins.
- 8.1.9 Cllr Hill asked if we needed another salt bin serviced by Highways – The meeting suggested to add one at the top of Bakers Lane.

8.2 To receive a report from Cllr Martin Prescott

Cllr Prescott reported that:

- 8.2.1 A meeting with the cleansing team here in Barley happened on the 16th September. The Clerk confirmed the following: We discussed the issues and lack of cleaning in certain areas still being experienced. NHDC arranged for an additional working party to clear the leaves by the Church and footpath outside the Manor to the shop which was completed. They also arranged a rolling cleanse up London Road along the hedge (south side). A date for the required hedge trimming along this section of London Road which is the responsibility for HCC to carry out is still to be confirmed. They also advised they will be looking to remove 30% of public waste bins in all communities. We will be notified about this in due course and invited to respond.
Cllr Cockrell offered to leaflet-drop around the village to let residents know about the street cleaning schedule for the next 6 months.

9. Reports from Working Parties, Committees and Portfolio Holders

9.1 Town House Charity

- 9.1.1 Cllr Cayford confirmed all weekly Health and Safety checks had been carried out and there were no particular items to report.
- 9.1.2 Clerk confirmed the Fire Risk Assessment and Health and Safety Review with Peninsula on the 1st Oct was completed.
- 9.1.3 Nick Shaw confirmed that we should have planning consent granted for the 4 windows that are in need of replacement by the end of the month. The start date is still to be confirmed. In the meantime a grant has been applied for.
- 9.1.4 There is a new cleaner at The Townhouse.
- 9.1.5 The Town House committee are currently in negotiations with a new supplier of electricity. The option of installing a smart meter is being considered.
- 9.1.6 The committee is continuing to look into an electronic key system for the building.

9.2 Plaistow & Childrens Playground

- 9.2.1 Cllr Cayford carried out weekly checks on the playground and Plaistow. No further issues to report other than outstanding caps and other fixes to be completed by Broadmead Leisure.
- 9.2.2 One of the Paving steps down to the Tennis Courts is broken. The Council agreed that it is for the Tennis Club to replace. Cllr Turner advised he had heard from The Tennis Club and they are looking to fix these.
- 9.2.3 The Clerk advised children have been climbing the new fence in the playground. It was suggested the addition of chicken wire would help resolve the problem. It was agreed the Clerk would purchase a roll of suitable wire netting which the councillors would organise to be erected in due course.
- 9.2.4 The Clerk reminded the Council that the playground bench will soon need replacing – It was agreed the Clerk would obtain suitable replacement quotations.
- 9.2.5 It was noted that it was nice to see the Plaistow in use for football again. It was agreed that white lines marking a pitch could be painted at the proposed location.
- 9.2.6 The proposed works to improve the footpath from Church End to the Plaistow, and the need to deal with the rabbit holes in the footpath that leads from the Cricket field to Shaftenhoe End are ongoing with HCC Countryside and Rights of Way Department.
- 9.2.7 The Clerk advised that Bullards have completed the agreed works to the allotments. Updated Agreements will be finalised in the coming weeks and sent to existing and new plot users. The Clerk can advise the applicant at the top of the waiting list can now start using the available plot.

10. Clerks Report

- 10.1 The Clerk advised there was a mixed response to the Facebook survey she had undertaken about installing a 3rd defibrillator in the old Phone Box on Smiths End Lane. In the circumstances the Council decided not to pursue this at the present time but would keep the matter under review.
- 10.2 Road Salt has been ordered and should be delivered in November 2024.
- 10.3 It was agreed that the Council would apply for a grant towards the cost of repairing/replacing some of the wooden benches around the village. The Clerk would pursue.
- 10.4 The Clerk requested an update from Cllr Turner and Cllr Hill regarding getting The Armed Forces Covenant with Town and Parish Councils in place. Cllr Turner and Cllr Hill confirmed this will be finalised soon.
- 10.5 The Clerk requested a local contract to quote for refurbishing the Parish Notice Boards.
- 10.6 The clerk understood that proposals for a Bus Shelter located outside Richmonds Garage were continuing although there were issues with land availability. County Cllr Hill is pursuing.
- 10.7 The Clerk advised that she had received a quote to replace the dead tree in the Plaistow for a Mountain Ash (Rowan) at a cost of £109 excluding labour. The Council agreed to purchase the tree which a member of the public kindly offered to plant.
- 10.8 A meeting with the local Police was suggested to discuss Speed Management in the village and any other policing matters that the Parish council should be aware of. The Clerk to arrange as soon as possible.

11. Items of correspondence.

- 11.1 Correspondence from Chishill Parish Council was received regarding overgrown verges and hedges from Chishill Road toward Church End and into Bogmor Road from May Street. The Clerk advised Chishill Parish Clerk that BPC are continuing to push for Herts County Council to carry out foliage trims ASAP and that we had contacted the landowners to request they trim back their hedges.
- 11.2 Scouts Correspondence – The Chairman requested all Councillors to respond with any comments they may have on the latest and final version and hopefully final version of the Scouts proposals of the new hut that he had circulated. Under the lease the Councils consent is required for any Planning Application and the Scouts wish to proceed to make an application in the near future.

12. Items for future discussion

- 12.1 The Village Speed Cameras – The Clerk advised we are waiting on a cost break down from the PCC to determine costs and responsibilities for Barley Parish Council to consider, should we decide to continue with the Tuvelo Camera Scheme when the pilot scheme ends in April 2025. Dates for meetings being confirmed with The Police, The Police Commission, and The Parish Council for discussion.

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

The date of next Parish Council Meeting which will be 4th November 2024 commencing at 8pm.

Contact: clerk@barleyparishcouncil.gov.uk

BARLEY PARISH COUNCIL
QUARTERLY ACCOUNTS 2024-25

	Budget 24-25	Budget Qtr 1	Budget Qtr 2	Actual Qtr 1	Actual Qtr 2	Cum. Actual YTD	Variance Fav/(adv)	
INCOME								
Precept	32,586	16,293		16,271	16,271	32,542	16249	rec'd early
Allotment Rent	275	275		165		165	-110	
Bank Interest	220	55	55	52		52	-58	
Clubroom rent	9,000	2,250	2,250	2,250	4,500	6,750	2250	rec'd early
Clubroom Ins+Costs -refund	1260		1260		294	294	-966	incl AC recovery
Donations & Grants	-		-	100	2,345	2,445	2445	contra goal posts
VAT Refund	5,250	1,313	1,313	1,887	134	2,021	-604	
	0							
TOTAL	48591	20186	4878	20725	23544	44269	19206	

EXPENDITURE

Allotments		-	-			-	0	
Clerk & RFO	15,000	3,750	3,750	3,602	2,534	6,136	1364	
Club Room	0	0	0			0	0	
Special Projects - see below ***		0	0			0	0	
Donations	500	125	125		448	448	-198	PCC re churchyard
General repairs & maintenance	4,000	1,000	1,000	200	2,540	2,740	-740	contra goal posts
Footpath & Highway Maintenance	2,000	500	500			0	1000	
Health & Safety Inspections	2,500	625	625	657	558	1,215	35	
Insurance - Parish Council	4,256		4,256		3,745	3,745	511	
Insurance Donation - Town House	5,511	5,511		5,777		5,777	-266	
IT Costs	250	63	63		54	54	71	
IT -Website	250	63	63	151		151	-26	
Other/contingency	1,440	360	360	66		66	654	
Parish Plan	0	0	0			0	0	
Plaistow & Play Area Grass Cutting	2,500	625	625	90	281	371	879	
Plaistow & Play Area Maintenance	2,500	625	625		397	397	853	
Professional fees	1,000	250	250	372	315	687	-187	ico/IA/PKF
Stationery & Postage	884	221	221	156	156	312	130	
Subscriptions	500	125	125	418	36	454	-204	haptc/cda
Town House Roof (see below)	-	-	-			-	0	
Training	250	63	63			0	125	
VAT	5,250	1,313	1,313	2,523	134	2,657	-32	
Village cleaning/maintenance		0	0			0	0	
TOTAL	48,591	15,217	13,962	14,012	11,198	25,210	3969	
EXCESS INCOME OVER EXPENDITURE	0	4,969	-9,084	6,713	12,346	19,059	23175	

Transfer to Earmarked Reserves
Town House Sinking Fund £ 5,000 £ 5,000 to be completed towards year end when results for yr are known

*** Special Projects to include Changing Room Facilities 5k, Containers Replacement 12.5k, Potential drainage repairs on PC owned land 7.5k
recs hidden

BARLEY TOWN HOUSE ACCOUNTS

	Year ended 31 March 2025	Quarter 2 30 September 2024	Quarter 1 30 June 2024	YTD ye 31 March 2025	YEAR ENDING 31 March 2024	YEAR ENDING 31 March 2023	YEAR ENDING 31 March 2022
INCOME							
Lettings		7840.00	6370.00	14210.00	23121.61	20417.50	10,600.00
Bank Interest			22.16	22.16	70.50	12.76	4.93
Grants & Donations			5777.18	5777.18	600.00		1,000.00
Other							
TOTAL	£	7,840.00	£ 12,169.34	£ 20,009.34	£ 23,792.11	£ 20,430.26	£ 11,604.93
EXPENDITURE							
Advertising/Marketing		44.00		44.00	388.80		523.50
Building work & maintenance incl materials		265.96	176.46	442.42	1828.86	2497.05	6,144.96
Caretaking		114.99	286.01	401.00	902.45	619.39	
Cleaning		781.85	395.00	1176.85	2385.25	2522.82	140.00
Computing IT		54.00		54.00			
Council tax		111.00	115.62	226.62	340.57	324.35	602.24
Deposit Return							
Electrical work		86.40	91.20	177.60	1710.77	795.84	1,115.57
Electricity		190.89	507.57	698.46	2169.47	3961.86	561.78
Equipment & materials			3.06	3.06	361.57	957.46	
Fire Extinguishers/Alarm/Emergency Lighting			480.89	480.89	204.00	815.50	1771.78
Insurances			5877.98	5877.98			
Legal & Professional fees	2154.00	1		2154.00			
Letting Officers fees	345.50		984.00	1329.50	2730.50	2903.95	1,155.50
Marriage Licence					319.00	1310.50	
Other			80.00	80.00	595.16		
Wifi/Broadband	84.12		84.12	168.24	234.72	254.15	484.28
VAT							
Water rates	132.13		137.66	269.79	518.28	536.69	375.20
Wedding attendance					200.00		
TOTAL	£	4,364.84	£ 9,219.57	£ 13,584.41	£ 14,889.40	£ 17,499.56	£ 12,874.81
EXCESS INCOME OVER EXPENDITURE	£	3,475.16	£ 2,949.77	£ 6,424.93	£ 8,902.71	£ 2,930.70	-£ 1,269.88
CLOSING BANK BALANCES							
Community Account		39222.27	35747.11	35747.11	32819.50	23987.29	21,069.35
Premium Account		5948.18	5948.18	5948.18	5926.02	5855.52	5,842.76
Saffron BS							
Total	£	45,170.45	£ 41,695.29	£ 41,695.29	£ 38,745.52	£ 29,842.81	£ 26,912.11
Event Deposit Account	£	2,860.00	£ 3,360.00	£ 3,360.00	£ 3,710.00	£ 3,212.50	£ 3,900.00
All money held	£	48,030.45	£ 45,055.29	£ 45,055.29	£ 42,455.52	£ 33,055.31	£ 30,812.11

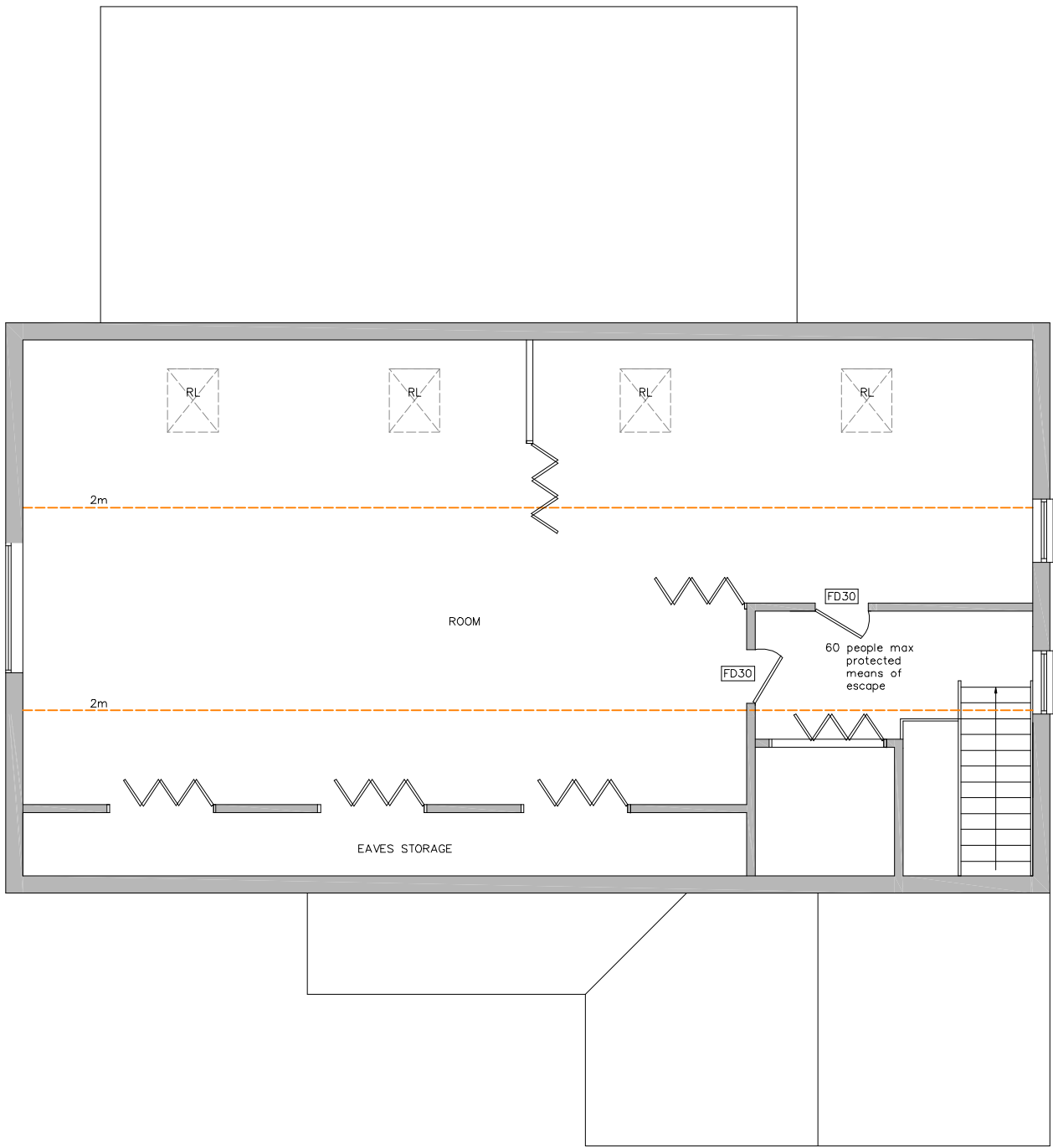
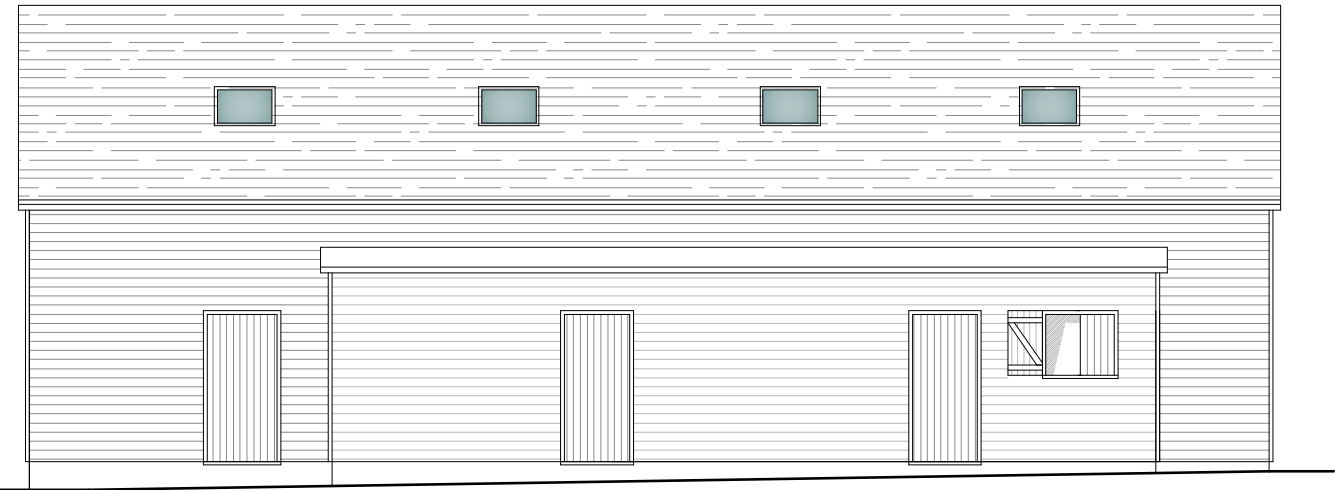
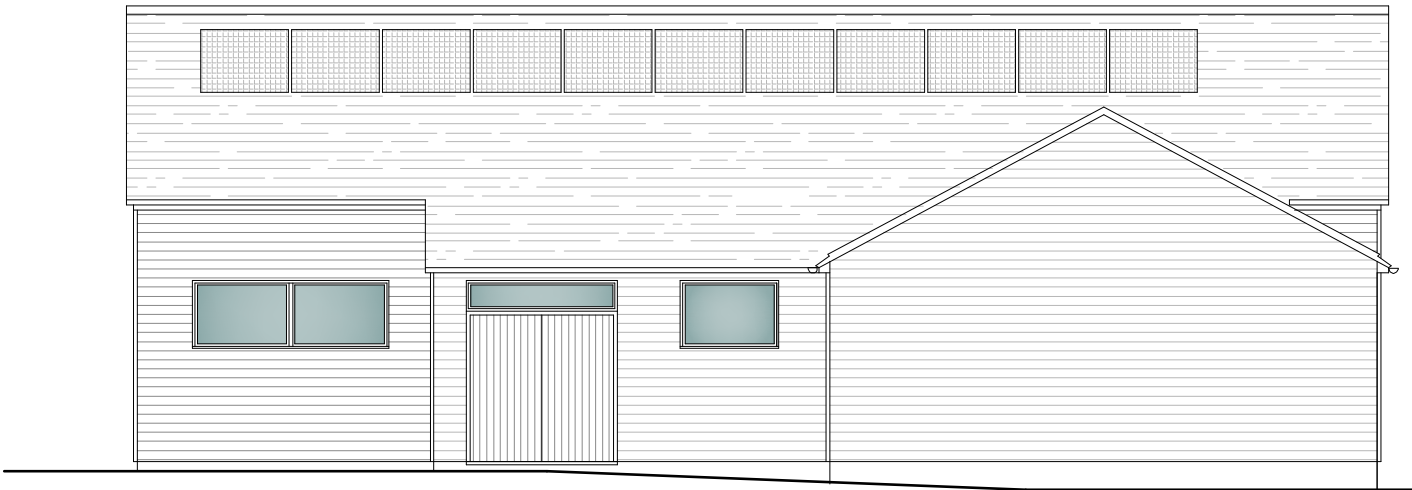
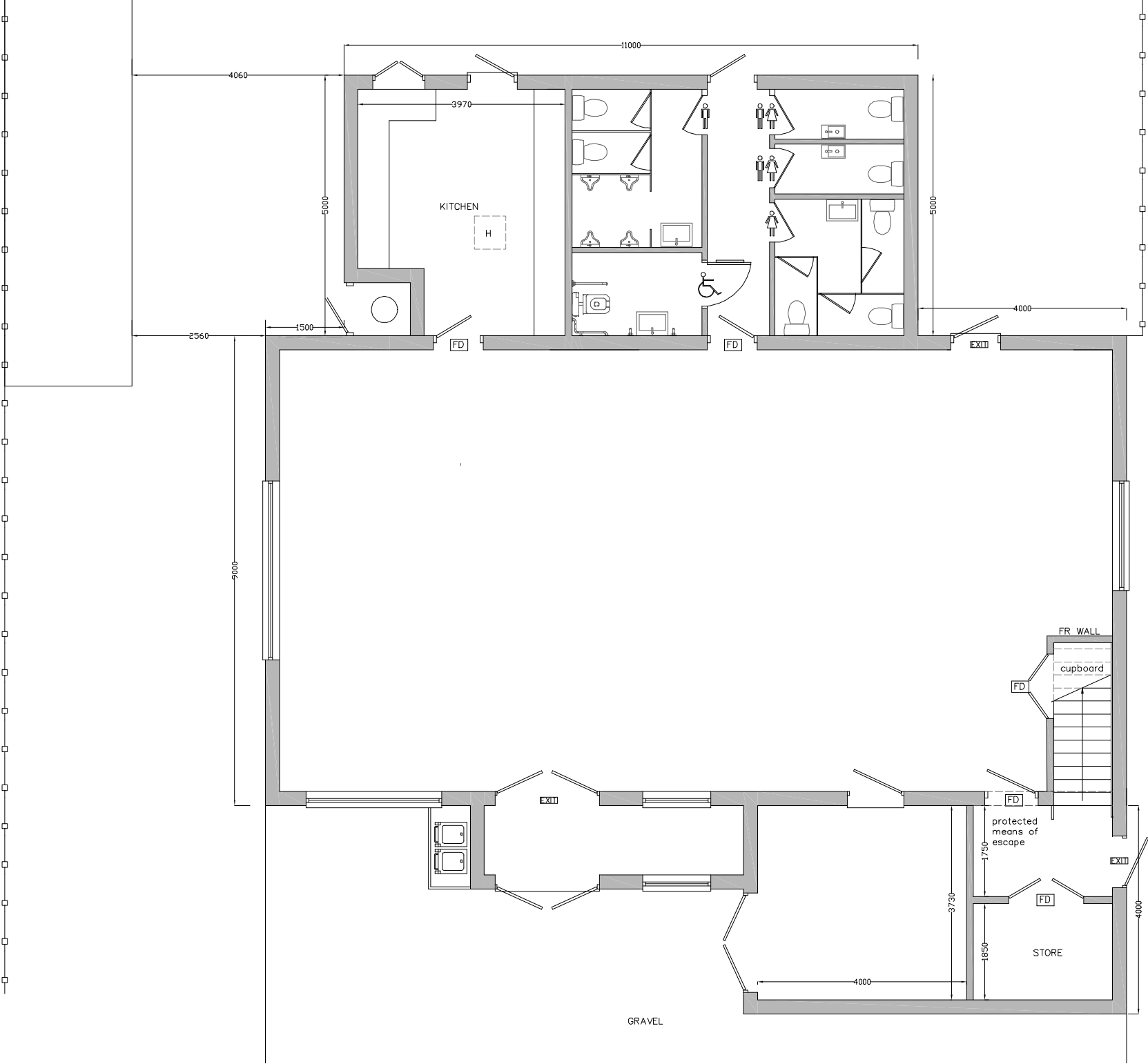
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Sapele 1200,
Hardcastle 954

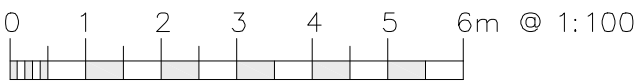
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BPC re ins

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Schedule of Revisions:		
Rev:	Description:	Date:
X	X	X





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CIAT
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Board

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Registration
Board

Client:
Cordell

Project:
Barley Scout Hut

Drawing:
Plan and Elevations as Proposed

Scale: As indicated @ A2	Scale: 1:100	
Date: X	Checked By:	Revision:
Drawing No: 268 - 03 V1		

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All dimension to be checked on site or in the worktop before work commences.
Only figured dimensions to be worked to. Any discrepancies to be reported to
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Memorandum of Understanding for the provision/operation of the '*Viacam Speed Monitoring System*' in Barley

Between

THE POLICE AND CRIME COMMISSIONER FOR HERTFORDSHIRE

and

Hertfordshire County Council

and

Barley Parish Council

This ("MoU") sets out the principles and understanding which underpin the basis of a collaboration agreement between the Office of the Police and Crime Commissioner for Hertfordshire ("OPCC"), Hertfordshire County Council ("HCC") and Barley Parish Council ("BPC"). In doing so, it demonstrates the parties' commitment to collaboration and innovation in the delivery of the new speed monitoring system. The MoU defines and formalises the relationship between the parties and sets out their roles and responsibilities within the partnership.

This MoU is not a contractual document and does not impose any legal obligation on any party. The overall relationship described by the MoU is a voluntary arrangement.

1. Introduction and Background

- 1.1 The parties named above have an interest (some as a statutory duty) in maintaining and promoting road safety, reducing casualties and the prevention of road traffic crime in Hertfordshire.
- 1.2 HCC is the highway authority and the traffic authority for the county of Hertfordshire pursuant to the Highways Act 1980 and the Traffic Management Act 2004 respectively, and is responsible for management of speed on all public roads in Hertfordshire except those operated by Highways England.
- 1.3 The PCC is responsible for maintaining an effective and efficient police force and for community safety and crime prevention in Hertfordshire pursuant to the Police Reform and Social Responsibility Act 2011.
- 1.4 BPC is a civil local authority that represents the interests of their residents including safety on the roads.
- 1.5 All parties involved have made this agreement to assist in delivering common tasks that are in the public interest.

- 1.6 The provision of the new speed monitoring system is considered by all parties to be an important aspect of improving road safety and particularly changing driver behaviour.
- 1.7 The device that is the subject of this MoU will be installed following a bid made by Barley Parish Council to the PCC's Road Safety Fund (RSF).
- 1.8 The RSF is used to fund new and innovative ways of improving road safety including changing behaviour.

2. Purpose

- 2.1 This MoU is designed to reflect the parties understanding between themselves of how the new system will operate for the first 3 years (when the RSF is funding all aspects of the service) and beyond (when BPC become responsible for specific ongoing costs).
- 2.2 The purpose of the new device is to deter speeding and change driver behaviours. Advisory letters will be sent to the top 20 speeders (in excess of the 10% + 2 rule) each month.
- 2.3 The new device will be installed at the following 2 locations within Barley, spending 6 months at one and then moved to spend 6 months at the other each year:
 - *North end of Barley on B1368 (Cambridge Road) near junction with B1039 (Picknagge Road)*
 - *South end of Barley on B1368 (Cambridge Road) near the junction with The Mount (close to The Chequers public house)*

3. Partner Responsibilities.

3.1 Hertfordshire County Council (HCC) will

- 3.1.1 Permit the assets (bases, columns, camera device) to be part of the Highway with RSFs paying for any additional legal work/permits that may be required.
- 3.1.2 Make good any damage to the highway occasioned by and associated with the use/maintenance alteration, damage to or removal of the devices. In the event of an emergency, whereby the HCC need to remove the devices, any costs will be recovered from the RSF (for the first 3 years) and subsequently Barley Parish Council.

3.2 Office of the Police and Crime Commissioner (OPCC) will:

- 3.2.1 Arrange for the purchase of, and own, the new device.
- 3.2.2 Ensure the RSF provides funding to cover all costs incurred by the OPCC in the first 3 years including the following ongoing costs:

Repair & maintenance cover ~10% of initial costs	£900*
Administration costs (production and posting of letters)	£500
SIM card required to enable data to be sent directly to provider	£300*
Annual calibration per camera	£250*

Camera movement cost	£350* (year 1) £700* (year 2&3)
Total	£2,300* (year 1) £2,650* (year 2&3)

**costs excluding VAT*

- 3.2.3 Ensure the RSF provides funding to cover other costs associated with the devices whilst they are in operation including the following cost:

VMS - server space for data collection including OPCC access	£1,500*
--	---------

**costs excluding VAT*

- 3.2.4 Be solely responsible for the collection/management of information received from ViaCam Speed Monitoring system, including production of advisory letters to owners of speeding vehicles.

- 3.2.5 Prepare and distribute (to all parties) a monthly report summarising the number of letters produced/sent.

- 3.2.6 Comply with all relevant legislation with regards to data collation, processing and storage.

3.3 Barley Parish Council (BPC) will:

- 3.3.1 Provide funding to cover the following ongoing costs (excluding VAT) from year 4 onwards:

Repair & maintenance - 10% of initial costs	£900*
Camera movement cost	£700*
Administration costs (production and posting of letters)	£500
SIM card required to enable data to be sent directly to provider	£300*
Annual calibration per camera	£250*
Total/year	£2,650*

**costs excluding VAT*

- 3.3.2 If BPC do not pay the ongoing costs after year 3 the OPCC will remove the device and sockets.

4. Governance

- 4.1 This MoU is not legally binding on the parties.
- 4.2 Each of the parties will operate in accordance with this agreement.
- 4.3 The OPCC will oversee and monitor the day to day operation of the devices.
- 4.4 The OPCC will deal with any information requests relating to the scheme that are not specific to any other of the parties.
- 4.5 Each of the named parties must ensure that it has power to provide its contribution to this agreement.

- 4.6 Each party shall maintain public liability insurance to cover their respective role in this partnership and shall indemnify the other parties against any claims for which it is responsible by way of tort or against the roles/responsibilities outlined within this MoU.

5. Duration

- 5.1 This MoU may be modified by mutual consent of authorised officials from, the OPCC, HCC and BPC. This MoU shall become effective upon signature by the authorised officials from the partners above and will remain in effect until modified or terminated by any one of the partners by mutual consent.

6. Values

- 6.1 The MoU will be based on the following key values:
- Mutual respect and trust;
 - Open and transparent communications;
 - Co-operation and consultation;
 - A commitment to being positive and constructive;
 - A willingness to work with and learn from others;
 - An awareness of potential reputational risk to all parties in undertaking RSF duties;
 - Consistency across all OPCC/HCC/BPC departments/staff/members in following the agreed processes/protocols;
 - A shared commitment to providing excellent services to Hertfordshire's communities; and
 - Working in such a way as to make the best use of resources.

7. Amendments and Dispute Resolution

- 7.1 Once agreed, the MoU may only be amended by mutual agreement, signed by the authorised signatories of all parties. Once approved, amendments should be attached as annexes to the original MoU.
- 7.2 The MoU is not intended to be legally binding, or to give rise to any liability of any kind whatsoever. The Parties will therefore not be individually liable for any costs arising from amendments to the MoU.

8. Termination

- 8.1 If any of the parties wishes to dissolve the MoU, a minimum of three months' notice must be given in writing to the other Parties, with reasons for the termination.


9. Key Organisation Contacts

9.1 The key contacts for the MoU are as detailed in the table below:

Organisation	Contact Name and Role
OPCC	Karl Stonebank, Grants & Funds Officer
HCC	Simon Brown, Road Safety Programme Manager
BPC	Melanie Chammings, Clerk

10. Signatories to the Memorandum

10.1 We the undersigned, as authorised signatories of the parties to the Memorandum of Understanding, have read and accepted the terms of this Memorandum of Understanding between the identified parties.

Organisation	Contact Name and Role	Signature	Date
OPCC	Karl Stonebank, Grants & Funds Officer		
HCC	Simon Brown, Road Safety Programme Manager		
BPC	Jeremy Carlisle, Chair		22/07/21

Version Control

Version	Date	Editor	Comments
1.0	07.07.21	Karl Stonebank	Final draft version
1.5	19.07.21	Karl Stonebank	Amended Final Version