Barley Parish Council Meeting: 5th October 7th 2026 at 19:30, Town House, Church End, Barley.

Meeting Minutes

Present
Vice Chair Alison Hearn (meeting chair), Cllr Jerry Carlisle, Cllr Alan Cayford, Cllr Ian Turner, Cllr Ian Northen, RFO Lynn Brett, District Councillor Martin Prescott, County Councillor Ruth Brown, Chair for Town House Management committee Alan Wiltshire, Clerk Alison Gibson.

In attendance – 3 members of the public.

1. **Apologies –** Chair Cllr Yvonne Lee

2. **Declarations of Interest** – Noted that Cllr Carlisle raised that he was friends with the applicant for item 6.2 but felt he was able to comment on the principles of the application.

3. **Minutes**
   The minutes of the Barley Parish Council meeting held on 7th September 2026 required some minor amendments, following which they were signed off as an accurate record of proceedings.

   Proposed Cllr Turner, Seconded Cllr Carlisle

4. **Public Participation**

   The chair confirmed that this is a Parish Council meeting and not an open public meeting so any questions or points which the public wish to raise needs to be done at this stage of the agenda.

   Three members of the public were in attendance. Two specifically in relation to the planning agenda item 6.2. Planning in principle on the land adjacent to Pear Tree Cottage. There have been 26 objections including their own to the planning in principle which can be viewed on the portal. They also raised concerns around the National Planning Framework which came out in August 2026 which will make it easier for those wanted to apply for planning following the changes. This could result in houses being built outside the current village boundary.

   The other attendee wished to raise concerns over the straw that had been dropped on the village roads and the general condition of the roads.

5. **Action updates**

   The action log was reviewed and updated.
   Thanks were given to Lynn Brett for her work on the AGAR submission resulting in no required actions, and assurance in the work carried out.

6. Planning

6.1 Tree works within the conservation area - for information

T1: Norway Maple - Pollard at 3m. 3x stems from 2.5m. T2: Norway Maple - Re pollard at 3m. T9: Norway Maple - Fell single dead stem. Barley Church Of England Vc First School, Church End, Barley, Royston, Hertfordshire, SG8 8JW reference: 26/02136/TCA – approved

T1: Weeping Willow - Reduce crown by up to 5m all over and remove dead wood. 4 Crossways, Barley, Royston, Hertfordshire, SG8 8AQ reference: 26/02264/TCA - approved

T1: Horse Chestnut - Selected limb reductions to avoid potential snap outs due to previous limb failures. Belfry, Manor Farm, Church End, Barley, Royston, Hertfordshire, SG8 8JW reference: 26/02112/TCA - approved

In addition, there was a further notification after the agenda had been sent out

T009: Ash - Sever Ivy and Pollard by 50% Land West Of, Butterfield, Barley, Hertfordshire, SG8 8FD reference: 26/02292/TCA – approved.

6.2 Permission in Principle: Erection of one dwelling Land Adjacent to Peartree Cottage, Smiths End Lane, Barley, Hertfordshire, SG8 8LH reference: 26/02154/PIP comments on the above application by 14 October 2026.

Comments were received from the councillors.

Cllr Carlisle reiterated his personal conflict of interest as the applicant is a personal friend.

All objections and submissions have been reviewed. The information submitted by Mr and Mrs Lovell sums up the case very well.
The only threat to any objection to the submission is the 5-year land supply deficit, although even current plans are only valid for 3 years. Cllr Carlisle stated that he felt a permission in principle was the wrong application as there are no details on what is being proposed, and is not sufficient to address concerns.
Objections cover all the various concerns including the property being outside the boundary of the parish in a separate hamlet and lack of detail on how the concerns around the wildlife aspect would be addressed. Also, the concern that this would encourage further development along Smiths End Lane with the field opposite the cricket pitch recently up for sale.
For note the pond is man-made but this doesn't change the feeling about the possibility of its removal and its value for wildlife.
District councillor supported decision to object due to lack of details with a permission in principle.

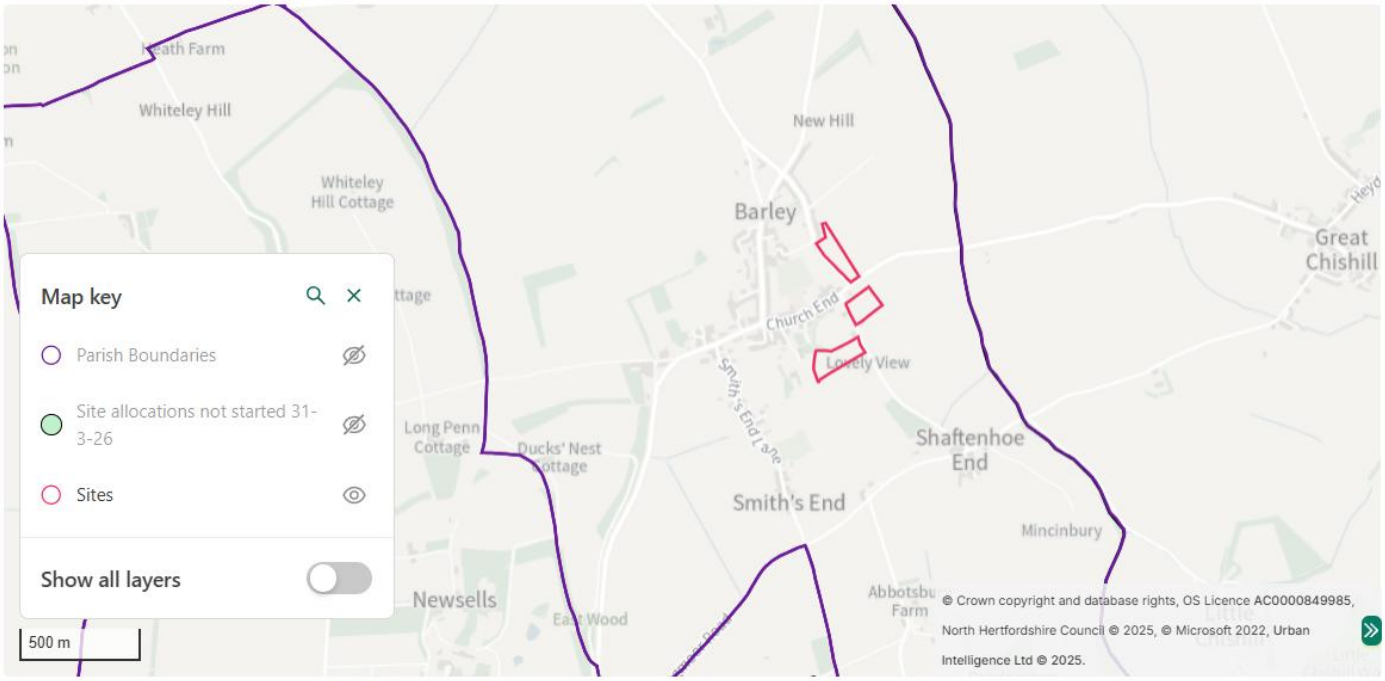
All councillors objected.
Action: Council to write to planners to object by October 14th.

6.3 Discussion on the call for sites for planning submissions consultation – closes 5pm on 24 November 2026.

Cllr Hearn attended a meeting this morning on the North Herts local plan and the national scheme of delegation. A summary was given to council.
There will be no ability for call in to the Planning Committee from October 31st 2026 with the new planning changes. Proposals under 10 houses will be decided by the local planning officer. Local plans are being rewritten, current houses in the pipeline will count towards the new targets. Plan for adoption end 2028 early 2029.

Call for sites is currently in progress with a call for 20% of sites being smaller sites of less than 2.5 hectares. Barley has three sites which have been submitted. Of note, anyone can submit a site and

they don't have to be the land owner. The consultation for the sites is currently open but there are concerns that residents may not be aware or understand the implications.



Barley Parish

It is important to also review Barkway and Royston and the impact on the villages as there are already the two sites in Barkway and Royston which have been approved.
All proposed sites will be assessed for suitability, availability and achievability. Planners are keen for local knowledge when reviewing submissions.

Neighbourhood plans will be superseded by these news plans. Neighbourhood priority statements will be considered.

East Herts is also calling for sites too.

Local Government Reorganisation is currently on hold and being reviewed so it is unclear whether this will have any impact.

Action: Agreed to hold a village meeting so that the parish are aware of the changes, what is being asked for and the impact that this might have on the village. Clerk to set up.

Action: The settlement hierarchy form needs to be completed – clerk to circulate for comment.

6.4 Update on scout hut build.

Structural drawings have been circulated to council for their information. Any comments to be submitted to Cllr Lee.

7. Reports from County/District Councillors

7.1 To receive a report from County Cllr Brown

7.1.1 Updated action plan was circulated to council.

Horse Riding and Pedestrian signage is now in place in Shaftenhoe End/Bogmoor Road/Smiths End Lane.
London road hedge works are to take place on 19th October and 20th.

There was also the discussion around the electrical work required on Church End which is also commencing at this time. More information is being requested from Freedom Utility works on the closure and implications.
Concerns were raised on the dip in the road outside the Fox and Hounds. This was previously reviewed and not deemed to meet the criteria for repair.
Action: Clerk to report again.

County Cllr Brown reported that more resources are being put forward to address pot holes and defects but the works are prioritised.
There is no team to monitor when utilities work is done but if not done satisfactory then residents should report and escalate.
Barley Parish Council feel it would be beneficial to have a contact with someone from the contractors who work on behalf of Herts County Council to enable a closer working relationship to be established.

Road cleaning is district's responsibility and drain clearage is county's responsibility so not all work is cut and dry.
For several years many of the gulleys on London Road have been blocked and not flowing. It was agreed that the work would be done to cut back the hedge and then the parish council would ask for a visit to inspect.

County Cllr Brown has written to the Rands about the straw falling off their vehicles, but has not had a response.

7.1.2 Hedge impeding footpath outside doctor's surgery
Action - to report again, previous reference Ref:401004924859

7.1.3 Pavement on London Road distorted and uneven on much of its length from The Mount to Fox & Hounds
Highways could undertake this work on their locality budget.
Action - Cllr Turner to report and submit reference number.

7.1.4 Update on 20 MPH consultation – this is currently in the design phase taking into account feedback and comments. Site surveys and more detailed information will be provided. Highways locality budget could support with changing the villages flashing signs and location and quantity.

7.1.5 Update on proposal for traffic lights at Flint Cross
A reminder that the Flint Cross junction actually sits in Cambridgeshire and regrettable there was no dialogue with Hertfordshire about this decision. County Cllr Brown has written to them and information will be shared once available.

Barley community garden has applied for a small grant from Herts County Council.

Local transport plan 5 is out for public consultation, it opened on September 28th and closes on November 9th.
Action. BPC to respond, Cllr Turner to take forward.
Action: Clerk to send link to Cllr Turner.

7.2 To receive a report from District Cllr Prescott
7.2.1 To update on briefing note regarding the introduction of the National Scheme of Delegation
Both District and County Cllrs attended training. In addition to the points already discussed there are changes with retrospective applications, there will be more weight to reject these if it is demonstrated that the developer progressed despite knowing they hadn't followed process.

7.2.2 To discuss impact of transportation of straw on street cleaning and drains
The topic has been bought up by District Cllr Prescott with the respective team in Herts County Council. He reminded attendees that it is an offence and is classified as fly tipping. One of the public attendees has photos of one of the offending vehicles which will be reported.

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	29/09/2026	£581.00	Sep-26		RFO gross pay & expenses September
Lynn Brett	14/09/2026	£70.86	SI-24		BPC Software for 6 mths to 30/09/2026
Alison Gibson	22/09/2026	£425.49	Sep-26		Clerk gross pay, back pay & expenses September
Broadmead Leisure Lt	09/09/2026	£546.00	3219		Quarterly operational inspection 07/09/2026
Broadmead Leisure Lt	29/09/2026	£720.00	3239		Repairs to playground Multi activity unit
TOTAL BPC for approval		**£2,343.35**			
For Information					
Peninsula	26/09/2026	£223.45	U005915780		Paid via DD
TOTAL BPC for information		**£223.45**			**PAID/PREVIOUSLY APPROVED**
INCOMES		**Year to Date**			
VAT refund		£994.72			
Club Room		£7,794.00			Rent
NHDC precept		£36,892.00			Full precept
CTRS Grant		£532.08			
CDA Grant					
Other incomes		£164.50			Allotments
Interest		£259.96			
NHDC Donation					
TOTAL BPC Incomes		**£46,637.26**			

Total BPC for approval £2343.35

It was confirmed that payment has been received from the Barley show.
Proposed Cllr Northen, Seconded Cllr Carlisle

Cllr Northen has also verified the bank statements on the parish council current account.

The quarterly accounts have been issued and were reviewed.

The cumulative position demonstrates a surplus of £26,865. The income is as expected but there is a favourable variance due to the clubroom paying promptly. This will rectify itself by the end of the year. Well within expenditure at present.
The council are awaiting the insurance renewal which despite being chased has not yet been received, this will be pursued. The council have requested confirmation that there is no break in policy. Agreement to sign off proposal outside the meeting through email if a minimum of 4 councillors support the renewal.

8.2 To discuss budget requirements for 2027/2028

The RFO went through some of the budget lines and principles. It was agreed that council should work on the assumption that there will be a shortfall in income for a 10-month void for the clubroom. The current tenants will be there during April and May but it will take time to rent. Cllr Carlisle confirmed that he is waiting for potential letting agents to agree a date to visit. The council will need to continue to pay rates on the property. Cllr Carlisle advised that surveyors will need to be appointed to prepare a schedule of dilapidations in respect of works that the tenant will be required to carry out under the terms of the lease prior to vacation.

It was agreed to include £275 from income for the allotments, an estimated pay increase, contribution of £3000 for the Town house and 5% inflation. Some contingency for repairs to be included.

Cllr turner to get an indication of costs for the speed cameras. Cllr Hearn commented that the defib cabinet at GP surgery may need to be replaced.

Agreed to have a separate budget setting meeting in November – action clerk to set up.

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).

Barley Town House Charity					
EXPENSES					
Payee	Date	Amount	Inv.Ref.	our ref	For
Lynn Brett	14/09/2026	£70.86	SI-25		TH Software for 6 mths to 30/09/2026
Elviria Gusejnova	28/09/2026	£132.00	Sep-26		Cleaning and Letting fee Sept 26
Elviria Gusejnova	28/09/2026	£35.33	Sep-26		Cleaning expenses
Swift Fire & Safety	17/09/2026	£275.18	4270		Fire extinguishers maintenance
Hertfordshire CC	01/10/2026	£1,730.00	Application		Approval of Premises for Marriages
					For approval and HOLD
TOTAL TH for approval		**£2,243.37**			**TO APPROVE FOR PAYMENT**
For Information					
PNET	23/9/2026	£29.99	PNET 3948488-1	TH	paid by DD
NHDC	1/9/2026	£47.00		TH	paid by DD (none Feb/march)
Octopus	10/9/2026	£77.18	BAFO94A- 0048	TH	Electricity supply DD monthly charge
Everflow Ltd	23/9/2026	£55.38	5946266	TH	Water supply DD
TOTAL TH for Information		**£209.55**			**PAID/PREVIOUSLY APPROVED**

Total TH for approval £2243.37
Marriage approval invoice has not been received but accounted for £1,730.
Heasells invoice will be on next month's report.

Proposed Cllr Northen, Seconded Cllr Turner

9.2 To discuss budget requirements for 2027/2028
Action: Ian Wiltshire is working on requirement for 2027 2028 will send to RFO.

£3519 deficit for the first 6 months Income is £10,000 less than last year.

The 'Annual Review of the Effectiveness of Internal Control for the Financial Year 2025–26' was reviewed, both internal and external auditors were satisfied with how the council are managing their finances. The report was approved.

10. Reports from Working Parties, Committees and Portfolio Holders

10.1 Town House Charity (as Sole Trustee) – Alan Wiltshire / Cllr Cayford

Alan Wiltshire commented that he was surprised about the terms of reference being rewritten. Cllr Hearn stated that it had been discussed at the previous meeting and that was one of the topics for discussion at the joint meeting, agreement on the date remains outstanding. Cllr Cayford and Cllr Turner sit on both committees and could provide the link to feedback on items.
Neither Cllr Turner and Cllr Cayford saw their role as the link with the Town House committee.
The purpose of the joint meeting was to clarify roles, responsibilities and for all to feel supported.

10.1.1 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.

All checks have been completed.

10.1.2 To receive an update on the electrical required works and action plan – certificate has now been issued following works. The wiring to the defib has been changed to a different circuit. Wiring to the sound system is in place.

10.1.3 To receive an update on income generation for the Town House – at the last Town House meeting, there was discussion over the advertising including restructuring the village website and greater online presence.

Fund raisers included Burns night supper on 24/01/2027 and 'Call my wine bluff' on 27/02/2027.

10.1.4 To discuss revised terms of reference for the Town House Management Committee – discussion around the Town House chair not being involved with the development, it has been circulated for comment and apology given.

Three candidates were interviewed for the letting officer, appointment to be made. Handover will take place with overlap until the end of the year.

10.2 Cllr Cayford

10.2.1 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.

Broadmead have reviewed and carried out some of the work including ordering parts for the balance beam. These are on order from the manufacturers, but the lead time is approx. 12 weeks from order, so should be in early November, and will then be installed.

The floors on the multi activity unit are being repaired in the new few days.

New sign proposed which is appropriate with a cost of £60 plus VAT – approved.
Cllr Turner and Cllr Cayford have done some repairs on the fencing.

10.3 Cllr Turner

10.3.1 Traffic and Speed Management – Update on MOU with Police and Crime Commission.
Cllr Turner to reply to the last email on the cameras. It is hoped that the joint meeting will be scheduled in the next few weeks.

10.3.2 20mph consultation - as previously discussed.

10.4 Cllr Carlisle

10.4.1 Club room contract and marketing
As previously discussed.

10.5 Cllr Northen

10.5.1 Allotments
Hedging quote has been received on the works required. Concern that the costs far outstrip the income received. Discussion around that this isn't an income generator but a service for the village on the land which is leased by the Parish Council from Hertfordshire County Council for use as allotments. Under the terms of that lease the Parish Council are required to maintain the hedges. Agreement to carry out the hedge work and continue exploring where to put a skip.

10.5.2 Communication policy and strategy
Comments back to Cllr Northen by end of October 26th for ratification on November 2nd

10.6 Cllr Hearn

10.6.1 Safeguarding Policy – revised policy sent round.

This was approved and signed off.

11. Clerks Report

11.1 Parish Councillor elections May 2027
The clerk informed the council that elections for parish councils will take place in May 2027. Further information to follow, councillors to think about whether they want to stand again.

11.2 To review updates from clerk

- Shire Trees instructed and are submitting application to North Herts Council for consent to carry out the works in the Plaistow which is necessary as it lies in the heart of the Barley Conservation Area.
- H&S policy sent to Peninsular for review. Have updated BPC H&S against the full Peninsula document and submitted to them for comment. Email reminder sent.
- 20 salt bags ordered, delivery expected in November.
- Follow up on incident which occurred on Sunday 16th August around 3pm, involving the firing of an air rifle from a residence on Bankside which narrowly missed a player on the tennis courts. Reported to police Incident Reference Number: HC - 07092026 - 0549. The police have visited the property and spoken to the person involved. There has been reports of another occasion were sounds of the firing of an air rifle were heard which has also been reported. The school has also been informed.
- The clerk attended the Royston and villages community forum meeting representing the parish council and fed back to councillors via email on updates.
- Actions as per action log.
- No other incidents or accidents reported this month.

Concerns were raised on the risk of flooding on Picknage Road. Anglia Water are to be chased to clear the ditch running down to the sewage works to help keep surface water flowing properly away from the road. Due to the volume of surface water discharging from the High Street particularly in periods of heavy rainfall into the ditch situated on Matt Doggetts land, the council need to request Matt Doggett that he ensures this in turn is kept clear to maintain water flow.
Action: clerk to contact both parties.

Following positive village feedback on the possibility of a basketball hoop, it was agreed to get some more information including health and safety risks.
Clerk to action

To remind residents that they can use the salt on roads during icy condition.
Clerk to action

12. Items of Correspondence
Nothing in addition to topics covered.

13. Items for future discussion

Date of next Barley Parish meeting
To note the date of next Parish Council Meeting will be on November 2nd 2026 19:30
No apologies received.

Contact: Alison Gibson, Clerk to Barley Parish Council
clerk@barleyparishcouncil.gov.uk