



Barley Parish Council meeting: 2nd Dec 2024 at 8pm,
Town House, Church End, Barley.

Meeting Minutes

PRESENT

1.1 Cllr Jerry Carlisle (Chair), Cllr Alan Cayford, Cllr Ali Hearn, Cllr Neil Cockrell, District Cllr Martin Prescott, County Cllr Fiona Hill.

IN ATTENDANCE

10 members of the public.

1. Apologies

1.1 Cllr Yvonne Lee sent her 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 4th November 2024 were approved as a true and accurate record of proceedings. Proposed Cllr Hearn, Seconded by Cllr Cockrell.

4. Public Participation

4.1 None.

5. Planning

5.1 **Reference: 24/02112/FPH** - Full Permission Householder: Single storey front and rear extensions and roof extension including raised ridge height, part hip to gable end and insertion of 3 no. rooflights and second floor side window to facilitate conversion of loft into habitable accommodation.

The Basset, High Street, Barley, Royston, Hertfordshire, SG8 8HU

5.2 **Reference: 24/02158/FPH**- Full Permission Householder: Single storey side and rear extensions and roof extension including raised ridge height, part hip to gable end and insertion of 3 no. rooflights and second floor side window to facilitate conversion of loft into habitable accommodation.

The Gray, High Street, Barley, Royston, Hertfordshire, SG8 8HU

Following NHDC letter of 21st November 2024 confirming that further details about the proposals had been provided the Council reconsidered both applications and resolved as follows:-

BPC have no objection in principle to the proposals set out in these applications but as they are two separate applications rather than one single application covering both properties we would have concerns about the roofs if only one was implemented. We would therefore ask NHDC, if they are minded to approve the applications to include a condition in each consent, if such a condition is enforceable, such that no work to the roof and chimney of either property could be undertaken without the same work being carried out to the other property as part of those works.

Alternatively, if there is doubt about the enforceability of any such condition, we would suggest that perhaps the work to the roofs and chimneys be omitted from each of the current applications and the applicants be required to submit an additional single application covering both properties just for the work to the roofs and chimneys. This would then hopefully ensure that, if either individual applicant wanted to proceed but for some reason the other did not, then the proposed work to the roofs and chimneys of either property could not be carried out in isolation but could only be carried out if the same work was undertaken on the adjoining property at the same time.

- 5.3 Reference 24/02416/FPH** - Full Permission Householder: Single storey side extension following demolition of existing conservatory and erection of front porch. Erection of detached garage in rear garden with partial conversion of garage space into habitable accommodation. Hilltop, Pudding Lane, Barley, Hertfordshire, SG8 8JX

Barley Parish Council considered this application at their meeting on the 2nd December 2024 and resolved that there are no objections to these proposals.

- 5.4 Reference: 24/02383/FPH** - Full Permission Householder: Erection of detached garage and single storey rear extension following demolition of existing outbuilding. Front porch with roof to extend over existing attached garage and replace existing front garage door with windows to facilitate garage conversion. Replace existing first floor side balcony with glazed infill and replace existing No.2 rear dormer windows with No.1 box dormer. Installation of external cladding and alterations to fenestration. Woodcroft, Picknag Road, Barley, Royston, Hertfordshire, SG8 8HP

Barley Parish Council considered this application at their meeting on the 2nd December 2024 and resolved as follows:

The Council were disappointed to note that despite the application site lying within Barley Conservation Area there was unfortunately no Design and Access Statement provided as part of the application.

Nevertheless having considered the rest of the information raised Barley Parish Council had no objections to the proposals generally, but would ask that the proposed cladding which is quite extensive, is of a suitable material sympathetic to, and in keeping with the surrounding properties many of which have cladding to part of all of the elevations.

- 5.5 Ref: DM/6006/24** ~ Proposed Waiting Restrictions in High Street, Barley, Royston (Deadline 27th November 2024)

The Clerk advised the meeting that following comments made by BPC and others on this consultation the matter is now being considered by Herts County Council and we await further information in due course.

- 5.6 Reference 24/00219/1ENF** - Planning Enforcement Complaint, Land Adjacent To 7, Butterfield, Barley, Hertfordshire, SG8 8FD

The Clerk informed the meeting that there is an outstanding enforcement query on the removal of this tree, and that we are waiting to hear more on this.

6. Reports from County/District Councillors

6.1 To receive a report from County Cllr Hill

Cllr Hill reported that:

Highways Action Plan

The updated Action Plan had been forwarded to the Parish Council. The hedge in London Road has now been cut back. Verges have also been cut.

Highways Updates

The consultation on yellow lines opened again. Cllr Hill made a submission and also endorsed the submission of Barley Parish Council.

Salt Bins

An additional salt bin will be placed in Shaftenhoe End, near Lovely View Stables, as requested, following the update that the original site is on the gritting route so was not the best site.

Street Cleaning/Drainage

Cllr Hill continues to work with District Councillor Martin Prescott on street cleaning and the North Herts (District) Council "consultation" on the litter bins. She has responded to the District Council regarding her concerns on the proposals and the impact it will have on the village, which is particularly disappointing after all the joint working between the District/County Councils to ensure the street cleaning is good and does not block the drains.

Public Health/Adult Care

- A number of volunteers have signed up to help with the proposed Junior Park Run but more are required to ensure the project is sustainable.
- Small Acts of Kindness has supplied bags for use in the community. These are available from Royston Fire Station for eligible residents.

Events

- Cllr Hill attended various services on Remembrance Sunday and Armistice Day and laid a wreath.
- The Councillors' Surgery in Royston Market was well attended by residents from Royston and the villages.
- Royston and District Forum is being held on Wednesday, 5th December at 7.30 p.m. in Royston Town Hall
- The next Business Breakfast at The Woodman in Nuthampstead takes place on Friday, 6th December at 8.30 a.m.
- There is a Surgery being held in Ermine Ward for any issues relating to District or County Council. Martin Prescott and Cllr Hill will be attending. This is at The Woodman in Nuthampstead on Saturday, 7th December at 10 a.m.
- Royston Fire Station were to hold the Christmas Extravaganza on 3rd December. The Fire Station will also be hosting SEND schools and clients from care homes throughout the week.

6.2 To receive a report from Cllr Martin Prescott

Cllr Prescott reported that:

- A Rural Councillors' Surgery in Nuthampstead went ahead with Cllr Fiona Hill on Saturday, 2nd November
- He is continuing to work closely with all parties on the monthly road sweeping cleaning rota in the village.

7. Reports from Working Parties, Committees and Portfolio Holders

7.1 Town House Charity

7.1.1 Cllr Cayford confirmed all weekly Fire, Health and Safety checks had been carried out.

7.1.2 The meeting noted that Nick Shaw had regrettably resigned as Chairman of the Town House Management Committee although was to continue as a committee member. The Council wish to express their thanks to Nick Shaw for all his work and efforts over recent years as Chairman, and wish to record our thanks in the minutes of this meeting. The Council acknowledged and thanked Alan Wiltshire for taking on the role as Chairman following Nick Shaw's resignation.

- 7.1.3 Alan Wiltshire confirmed that neither grant that had been applied for to cover some of the cost to replace the windows have been successful. Other grants are available and will be applied for in the next financial year, and the committee are considering further ways of raising money to pay for the replacement of these windows.
- 7.1.4 The key locks to the Town House will be changing on the 31st January 2025 to an electronic lock system. This will enable tracking of all use the Town House, and will ensure a higher level of security for the building.

7.2 Plaistow & Childrens Playground

- 7.2.1 Cllr Cayford carried out weekly checks on the playground and Plaistow.
- 7.2.2 The gate and posts from the High Street to the Plaistow has now been replaced.
- 7.2.3 “No Climbing” signs for the new Plaistow fence have arrived. Cllr Cayford will install.

8. Truvelo Speed Cameras Scheme

- 8.1 See also 10.2

Cllr Carlisle advised the meeting that under the terms of the current Memorandum of Understanding with the Police Commissioners Office (see appendix at the end) for the Truvelo Camera Scheme, BPC are due to commence paying certain costs with effect from April 2025 following the initial 3-year free pilot scheme. It was noted that additional costs due to inflation and salary increases would also now apply from the OPCC, on top of the expected costs listed in the original MoU.

The meeting discussed possible alternatives to continuing with the Truvelo scheme with the OPCC but it was acknowledged that in the absence of support from both the OPCC and the Police such alternatives would be difficult to sustain. Although there were some frustrations with the way in which the current scheme operates the meeting felt that by keeping the camera scheme this would be beneficial so far as the village is concerned and the costs can be accommodated within the council budget for 2025/26 with some expected savings being achievable elsewhere in the budget.

The meeting resolved to proceed with the existing Tuvelo Scheme but to keep the performance of the scheme under review. As part of this review, the council will explore alternative options for speed management with the OPCC and Police.

9. Finance RFO report

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

Barley Town House Charity - Expenses

EXPENSES				
Payee	Date	Amount	Inv.Ref.	For
N Shaw	27/11/2024	£291.70		Oct-Nov expenses
Rebecca Taw	02/12/2024	£350.00	INV-Nov-Dec 24	Town House cleaning Nov-Dec 24
TOTAL TH for approval		<u>£641.70</u>		TO APPROVE FOR PAYMENT
For Information				
PNET	25/11/2024	£28.04	PNET 3948488-1	paid by DD
NHDC	1/11/2024	£37.00		paid by DD (none Feb/march)
Octopus	13/11/2024	£185.70	KI-6BAF094A-0016	Electricity supply DD monthly charge
Everflow Ltd	25/11/2024	£44.52	2662163	Water supply DD
TOTAL TH for Information		<u>£295.26</u>		PAID/PREVIOUSLY APPROVED
INCOMES		Year to Date		
Town House YTD		£15,435.00	28/11/2024	
BPC Donation		£5,777.18	14/05/2024	Donation re Insurance
Bank Interest		44.4		
TOTAL TH Incomes		<u>£21,256.58</u>		
Bank Balances Held				
	account	Balance		as at
Barley Town House				
Main	3265	£35,838.14	28/11/2024	
Deposits	8330	£3,210.00		
Savings	8104	£5,970.42		
		<u>£45,018.56</u>		
Deposits				
Opening balance		£3,210.00		
Received		£300.00		
Refunded		-£300.00		
Trf to main ac				
Closing Balance		<u>£3,210.00</u>	28/11/2024	

The Payments were agreed.

Proposed Cllr Turner, Seconded Cllr Cayford

10. Finance RFO report for the Parish Council

10.1 To consider and approve payments for the Parish Council.

EXPENSES				
Payee	Date	Amount	Inv.Ref.	For
Alice Robertson	26/11/2024	£360.48	BPC0022	Clerk gross pay balance Nov & expenses
Lynn Brett	30/11/2024	£270.64	INV-301124	RFO gross pay & expenses Nov
Stewart Bullard	15/11/2024	£2,364.41	Inv - 7810	Footpath, Palistow, TH & Scout Hut maintenance
PCC	28/11/2024	£924.00		Jun-Nov churchyard maintenance
HAPTC	18/9/2024	£17.00	2425/200	Into to Parish/Town Councils Cllr Cockrell
John Guerrero	1/12/2024	£380.00	Inv- 86	Work at high street entrance to the Plaistow
TOTAL BPC for approval		<u>£4,316.53</u>		
For Information				
Peninsula	26/11/2024	£223.45	U004566295	Paid via DD
Alice Robertson	28/11/2024	£400.00		S/O paid as agreed with BPC
HAPTC	7/11/2024	£444.12		Membership Subscription 2025-2026 pre-approved awaiting invoice April 2025
TOTAL BPC for information		<u>£1,067.57</u>		PAID/PREVIOUSLY APPROVED
INCOMES		Year to Date		
VAT refund		£2,397.87		
Club Room		£7,044.00	Rent & Ins BBP	
NHDC precept		£32,000.00	Full precept	
CTRS Grant		£543.01		
CDA Grant				
Other incomes		£165.00	Allotments	
Interest		£103.37		
Barclays Bank		£150.00	Compensation	
Alice Robertson		£2,295.00	Goal Donation	
TOTAL BPC Incomes		<u>£44,698.25</u>		
Bank Balances Held				
	account	Balance	as at	
Barley Parish Council				
Main	2188	£43,439.00	28/11/2024	
Savings	5127	£0.00		
TH Sinking Fund	5720	£13,897.00		
TOTAL BPC Banks		<u>£57,336.00</u>		
Other Sections				
Barley Show Profit		£2,317.39	10/7/2024	Final
Barley Show		<u>£11,240.89</u>	07/08/2024	
Barley Tennis Club		<u>£13,019.60</u>	31/3/2022	Bank balances
S137 expenditure limit				
22/23	8.82			
23/24	9.93			
Precept Requested 24/25		£32,000.00		
CTRS		£543.02		
Total		<u>£32,543.02</u>		
2nd Precept paid 09/09/2024				

The Payments were agreed.

Proposed Cllr Turner, Seconded Cllr Cayford

10.2 Finalise 2025/2026 Budget

The RFO confirmed that the draft of the proposed budget for 2025/26 represents a 3% increase from last year due to salary and NI changes from central government. It includes the anticipated costs for the Truvelo Camera Scheme for the year and savings that have been identified to mitigate these costs (see attached).

The Chair asked all Councillors to review the proposed draft budget again ahead of the next council meeting on the 6th January 2025 at which it was proposed the council resolve to agree the draft as the budget for 2025/26 and hence the Precept required.

10. Clerks Report

- 10.1 CDA Herts have contacted the Clerk to advise that they have a new team in place, and they requested a meeting to discuss undertaking a Housing Needs Survey. The Clerk will arrange with CDA Herts.
- 10.2 Cllr Cayford advised we should revisit the Probation service and Village Bench Project refurbishment in the Spring. This was agreed.
- 10.3 The Clerk advised that there was still no news from HCC on the proposed works to improve the footpath to the Plaistow from Church End, or action regarding the rabbit holes on the footpath leading from the Cricket Field to Standard Hill behind Lovely View Stables.
- 10.4 Parish Notice Boards – Barley Maintenance Co. had been requested to advise on appropriate work to refurbish these.

11. Items of correspondence

- 11.1 None.

12. Items for future discussion

- 12.1 The Truvelo Speed Scheme MoU. Decisions are expected to be made at the next meeting.

13. Date of next Barley Parish meeting

The date of the next Parish Council meeting will be on the 6th January 2025, commencing at 8pm.

Contact: clerk@barleyparishcouncil.gov.uk

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 (Picknape 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*
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**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