Clerks Report

8TH September 2025

Planning the Full Council Meeting of the Parish Council;

The formal **parish council meeting** agenda was produced to discuss ongoing projects, address community concerns, and discuss decisions regarding upcoming initiatives.

War Memorial enhancement/Cenotaph Installation;

- **Transfer of the memorial plaque** to prepare for the new structure. **Now complete**
- **Installation of foundations** to ensure stability. **Now complete**
- **Removal of shrubs. Now complete**
- **Installation of the base** for structural support. **Now complete**
- **Installation of the new cenotaph**, marking a significant milestone in the project. **Now complete**
- **Management of a public event to mark the opening of the new site. In progress**

Additional Infrastructure Enhancements;

Several supporting installations are planned to enhance the site:

- **Installation of railings** for safety and aesthetics. **Now complete**
- **Installation of surface wiring** to support lighting **In progress**
- **Installation of resin-bonded resurfacing** to provide a durable and visually appealing finish. **On order for 8th September 2025**

Normal Duties - Management of Funerals, staff, website, allotments and day to day administration

Cemetery;

I work to ensure that funeral arrangements and legal documentation are handled respectfully and efficiently. This includes liaising with families, funeral directors, and maintaining cemetery records.

New Funerary Methods Consultation

I have engaged with the ICCM Consultation as a part of the Law Commission's overall Burial, Cremation, and New Funerary Methods project. New funerary methods are ways to break down a body other than burial, cremation or burial at sea.

Granite Vaults; An additional x10 vaults have been installed to meet demand. A total of 3 vaults have been sold in the last month.

Invoices have been paid on time

Finance records; have been maintained and monitored

Staff payroll; has been paid on time and annual leave recorded

General enquiries; to the office have been answered or referred to council for decisions.

Appointments; I have facilitated appointments to see people face to face in the council chambers an average of 5 times per week.

Cemetery Software and Mapping Training

Training in **cemetery software** and **cemetery mapping** is currently being undertaken to improve record-keeping, enhance efficiency and ensure accurate documentation of burial plots. These training sessions have been suspended due to other projects which take precedence due to dates of events. The data entry of burial records 2016 - 2025 remains a priority for October 2025

Management of Events;

The opening of the new war memorial on Jubilee Corner is scheduled for **Sunday 12th October 2025.** To mark this significant milestone in the history of Barnton and the Parish Council. I am involved with the planning, risk assessment and coordination to include a road closure and engagement with BMH for refreshments after the service.

Remembrance Sunday falls on **9th November 2025.** I am involved with the planning, risk assessment and coordination with local organisations to ensure a meaningful and respectful service for the community.

Installation of community benches;

I have applied for members budget funding to facilitate the installation of benches in the community. I applied to CW&C for 3 licences to place benches on the public highway. Licences for two benches have been approved by CW&C. (Runcorn Road, Stoneheyes Lane) The licence for a bench on Broadway was refused due to objections received.

Insurance;

I have ensured that Barnton Parish Council insurance policy is up to date and added a request for approval to renew to the agenda for September 2025

5 year strategic plan

I am working to establish/advise a working group to produce a strategic 5 year plan for Barnton Parish Council

CW&C Local Plan Consultation

I attended the meeting and submitted BPC comments on the local plan on time.

Vandalism

Over the weekend of 31st August 2025, I responded promptly to complaints regarding graffiti on council-owned property. In addition to addressing the immediate concerns, I reported further instances of graffiti on non-council sites to Cheshire West and Chester Council. The graffiti on council property was removed by a local contractor on Monday 1st September 2025

Training;

I have offered training opportunities to BPC members and staff;

Worknest HR Workplace harassment training 4th September 2025 - 2.00pm – 3.00pm

ChALC Roles and Responsibilities for Local Councils Tuesday 16th September at 6.30pm, or Thursday 18th September at 10am

T. Critchlow, 02/09/25