

Clerks Report - July 2026

Cemetery

Funeral arrangements and legal documentation handled respectfully and efficiently. This includes liaising with families, funeral directors, stone masons etc.. and maintaining cemetery records.

- Replaced cemetery maps
- Installed grave markers to ensure correct grave identification (grave digger/stone mason/funeral director (prevents erroneous memorial numbering & to facilitate location of new graves)
- May/June funerals and associated administration average 3 per week
- New signage on order for main gates
- Quotes sought to replace the access gates (refuse area)
- Cemetery Availability; x21 full grave spaces, x28 RC grave spaces, x266 cremated remains spaces plus 10 vaults.

It is recommended that BPC start to plan for the use of the extension in the cemetery via the commission of an environmental consultant in 2027/28 and budget accordingly;-

- Groundwater risk assessment
- Hydrogeological survey (to prove water table depth)
- Soil/bedrock assessment
- Burial capacity calculations
- Site layout plan showing buffer distances to watercourses, drains, wells, etc.

It is recommended that the extension remains un-consecrated land and therefore open to all faiths or none. Burial authorities must ensure a sufficient un-consecrated area remains available*.

**Article 5(2) of the Local Authorities' Cemeteries Order 1977 (LACO 1977) refers.*

Allotments

- Allotment Inspections carried out

Finance

- Records, spreadsheets etc.. have been maintained and budgets monitored
- Staff payroll has been paid on time and annual leave/sickness leave recorded
- Invoices have been paid on time.
- Audit in progress
- VAT reclaimed in the sum of £10,735.78
- Chasing outstanding payments as necessary
- Bank Mandates changes applied for (x2 signatory additions)

General enquiries

- Visitors to the office have been received, emails and telephone calls answered and/or referred to council for decisions

Complaints

- Dealt with complaints in a timely manner and offered reassurance where necessary.

Trees

- Tree report commissioned on dog walk – awaiting tree surgeon quotes

Appointments;

- Facilitated appointments to see people face to face in the council chambers an average of 4 times per week.

Office Management

- Cleaned offices and toilet
- Updated policies and procedures

Contractors

- Grounds maintenance contract due to renew for 2027 – 2030 – working on specifications and tender packs to be approved and distributed September 2026
- Ensured staff leave was covered
- Working with volunteer to continue improvements in the cemetery

Play Areas

- Play inspections carried out monthly
- Acted in a timely manner to facilitate repairs where necessary
- New signage installed at NRRG to prevent ASB
- Working on actions required from ROSPA annual inspections 2026
- Damage to fencing on dog walk – taking remedial action

Barnton Football Club

- Working with BFC/Northwich 1874 re; extension of the ground share licence.

Communication/Consultations/Planning

- Working with Restore Habitat UK, members and residents CW&C Highways on proposals put forward for community land use at RRRG
- Planning applications and consultations distributed and comments submitted where necessary

Planning the Meetings of the Parish Council;

- The formal parish council meeting agendas and associated documents produced for committees and Full Council Meetings
- Minutes produced and distributed in a timely manner.

Website/Assertion 10

- Updated & Published TRO's etc.. to website,
- Published agendas and minutes to website

Staff;

- Working with HR companies to procure affordable HR advice.
- Working on recruitment of cemetery clerk plus contract etc..
- Covering for staff sickness

Training;

- Working with ChALC to facilitate Appraisal training
- Continued training in cemetery software and cemetery mapping via Edge IT, FTC and Pear mapping

Newsletter;

- Newsletters delivered 14th July 2026 – distribution to commence 15th July 2026

Café

- Continue to source other funding (not Warm Spaces)

PCSO Reporting

- 06/07/26 - youths throwing mortar into the war memorial
- 14/07/26 – damage to fencing on dog walk

Upcoming Annual Leave;

- Asst Clerk 3rd August – 12th August inclusive
- 21st September – 23rd September inclusive
- Clerk 2nd September – 11th September inclusive
- Village Orderly 31st August – 4th September inclusive