



Barnton Parish Council

1. Cllr Hooper
2. Cllr J Devine
3. Cllr Diane Devine (Chair)
4. Cllr Burgess
5. Cllr Gray
6. Cllr Overy

MINUTES

Full Council Meeting Tuesday 4th August 2026

Time; 5.00pm

Venue; Clerks Office, Barnton Cemetery, Hayes Drive, CW8 4JX

Agenda Item

1 Apologies

1.1/08/26

NOTED;

Apologies for absence were received and accepted from Cllr Phoenix (holiday), Cllr Carter (illness)

2 Declarations of Interest

2.1/08/26

NOTED;

Declaration of interests were noted from Cllr Burgess in relation to staffing matters.

3. Public Forum

3.1/08/26

NOTED;

There were no members of the public in attendance

4 Approve & sign minutes

4.1/08/26

RESOLVED;

It was proposed, seconded and agreed to approve and sign the minutes of the last meeting of the 20th July 2026 as a true record. 1 abstention.

5. Part B/Closed Session

5.1/08/26

NOTED;

No members of the press or public were present, therefore, no exclusion was required.

5.2/08/26

NOTED;

A confidential staffing report was received from the Clerk

5.3/08/26

NOTED;

It was noted that a member of staff had resigned. It was agreed that the current vacancy (for 8 hours) would be withdrawn and the staffing roles would be restructured to allow for 25 hours. It was noted that the Clerk was currently working above her contracted hours but was unable to take time off in lieu due to the current staffing situation.

5.4/08/26

RESOLVED;

It was proposed, seconded and all agreed to approve that the two statutory roles — Clerk (Proper Officer) and Responsible Financial Officer (RFO) be separate jobs for a period of 3 months.

5.5/08/26

RESOLVED;

It was proposed, seconded and agreed to approve the temporary appointment of a locum Responsible Financial Officer for an initial fixed-term period of three months. 1 objection

5.6/08/26

RESOLVED;

It was proposed, seconded and all agreed to delegate authority to the staffing committee to review the temporary arrangement before the expiry of the initial three-month term.

5.7/08/26

NOTED;

A confidential cemetery report was received from the Clerk

5.8/08/26

RESOLVED;

It was proposed, seconded and all agreed to approve a dispensation for the pre-purchase of a burial plot

6. Date of next Meeting

6.1/08/26

NOTED;

The date of the next FCM is 21st September 2026