

Clerks Report - September 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.

- Memorial rock test revealed several damaged graves in September 2026 – laid down and notices attached.
- Graves levelled and seeded by volunteer, Mike.
- Procured new grave digging services
- Quotes sought to replace the access gates (refuse area) – refuse bin moved to prevent further fly tipping costs.

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 £5000 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

- RFO - 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.
- External Audit in progress
- 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 – actions required include raising the canopy, lop leylandii, reduce side shrubs – cost of £1200.00 J & J Landscapes

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
- Facilitated annual CCTV service
- Facilitated annual Intruder alarm service
- Facilitated annual Fire systems service

Contractors

- Grounds maintenance contract due to renew for 2027 – 2030 – working on specifications and tender packs to be approved and distributed September 2026 - suspended
- Ensured staff absence was covered

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 producing quotes for actions required from ROSPA annual inspections 2026
- Damage to play equipment at RRRG – requested inspection under guarantee Creative Play

Remembrance

- Working on opportunity for attendance of school choir at this years event
- Working with resident on knitted Poppy tribute for JC railings
- Working with Rev Dalby, RBL on programme for the event

Communication/Consultations/Planning

- 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

Staffing;

- Working with Bright HR on-boarding team
- Working additional hours to cover additional workload
- **Additional Hours Owing for October payroll;**
- June 2026 5 hours
- July 2026 11 hours
- August 2026 14.5 hours

- Cancelled non-essential annual leave
- Working with RFO on payments, records, AGAR and meetings
- Set up email account for Admin Officer/cemetery clerk - outstanding
- Admin Officer/cemetery clerk Job spec created
- Admin Officer/cemetery clerk Job advert written and approved
- Admin Officer/cemetery clerk vacancy advertised within the sector and with Newsquest group 11th September 2026
- Contract drafted for HR scrutiny

Upcoming Annual Leave;

- Clerk 12 - 16 October inclusive

Training;

- Appraisal training - outstanding
- Working with Edge IT in cemetery software/Pear mapping in preparation for new member of staff training

Café

- Funding bids (not Warm Spaces) - suspended