Storm trees tiles Clerks Report - November 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.

- Confidential Cemetery matter resolved.
- 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
- Worked with RFO on draft budget for 2027/28
- Staff payroll has been paid on time and annual leave/sickness leave recorded
- Invoices have been paid on time.
- External Audit now complete
- Chasing outstanding payments as necessary

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 works instructed on dog walk (raising the canopy, lop leylandii, reduce side shrubs – cost of £1200.00 J & J Landscapes) – awaiting start date.

Grants

- Launched the Grants Scheme – runs 1.10.26 – 31.3.27

Appointments;

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

Barnton Football Club

- Correspondence/meetings with club representatives and residents in relation to tree works - ongoing

Office Management

- Cleaned offices and toilet
- Updated policies and procedures

Contractors

- Grounds maintenance contract renewed to 2028
- Tender process work in progress
- 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
- Damage to play equipment at RRRG – damage not covered under guarantee (Creative Play) therefore the equipment remains out of order.

Remembrance

- Facilitated a successful Remembrance 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.
- 2027 Meeting dates published 11.11.26

Website/Assertion 10

- Updated & Published TRO's etc.. to website,
- Published agendas and minutes to website within the legal timeframe

Staffing;

- Appointment of Admin Asst/Cemetery Clerk – references obtained
- Starting date of 4th January 2027 agreed subject to full council approval and satisfactory references.

- Contract drafted for HR/BPC scrutiny
- Staff Handbook updated – awaiting HR scrutiny
- Working with Bright HR on-boarding team
- Working additional hours to cover additional workload
- Working with RFO on payments, records, AGAR and meetings
- Set up email account for Admin Officer/cemetery clerk - outstanding

Training;

- Appraisal training - outstanding
- Induction & Training package in progress for new member of staff
- Note; Clerk agreed to be Office based 5 days per week throughout January 2027 for training purposes.

Café

- Funding bids (not Warm Spaces) –Members budget application refused on the grounds that the Ward Councillors wish to fund new initiatives only

Elections 2027

- Working with CW&C in preparation for 2027 elections

Cllr Burgess

- Sent condolence card to the family – awaiting funeral details
- Working with CW&C re; council vacancy

Upcoming Annual Leave;

Clerk;

- 7th December 2026
- 21st December 2026 – 1st January 2027 inclusive

Park Warden;

- 6th – 9th December 2026 inclusive

Village Orderly;

- 28th December – 4th January 2027 inclusive