

**MINUTES OF BARNTON PARISH COUNCIL'S FULL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER
ON
MONDAY 18th FEBRUARY 2019**

Present: Cllr Hooper, Cllr Phoenix, Cllr Clifford, Cllr Webb, Cllr Hughes, Cllr Beech,

Visitors :

MIN FC 1472/02 /2019 Apologies/Absence: Cllr Wright, Cllr Hammond, Cllr Gibbon, PCSO Wiggins

Visitors :

MIN FC 1473/02/2019 DECLARATIONS OF INTEREST RE; ITEMS ON THE AGENDA

No declarations of interest received

MIN FC 1474/02/2019 TO APPROVE Barnton Parish Council STANDING ORDERS FEBRUARY 2019 REVIEW AND AMENDMENTS

Cllr Hughes proposed Barnton Parish Council approve the proposed amendments, seconded by Cllr Hooper, All agreed.

MIN FC 1474/02/2019 PUBLIC OPEN FORUM

Barnton Parish Council standing orders were suspended to allow public participation.

Members of the public are invited to address the Parish Council on any matter relevant to its work. In order for the Clerk to undertake any background research, please submit any questions to the Clerk at least three working days before the Meeting. Members of the public will be allowed to speak for a maximum of 3 minutes **after which they cannot take any further active part in the rest of the Council meeting.**

No visitors were present

MIN FC 1475/02/2019 CHESHIRE WEST AND CHESTER WARD CLLR REPORT

No Ward Councillors were present

MIN FC 1476/02/2019 PCSO REPORT

PCSO was not present. Cllr Beech suggested the Clerk request a ward report from the PCSO ahead of each meeting. Clerk to action.

Barnton Parish Council standing orders were reinstated which prohibits further public participation.

MIN FC 1477/02/2019 To approve minutes of the previous meeting, 21st January 2019

Cllr Clifford proposed Barnton Parish Council accept the minutes as a correct record of the meeting. Seconded by Cllr Phoenix. All agreed.

MIN FC 1478/02/2019 CLERK'S REPORT / CEMETERY REPORT

- a) Attendance at last weeks Conference was very informative. Clerk gained an insight into the election process and also made contact with two companies who can update the cemetery plan and computerise the cemetery system. Clerk to feedback with more information on further investigation. Estimated costs £1000 - £2000 at this stage.

- b) Parking issues raised at the last meeting. Clerk contacted CW&C highways department and received the following responses;-
- c) In relation to parking at Barnton Community School and concerns about illegal parking causing a hazard due to the amount of cars at certain times of the day;- ‘Having examined the site on Townfield Road, the school does benefit from extensive “KEEP CLEAR” markings at the frontage preventing vehicles waiting for a significant portion of Townfield Road. Naturally at school pick-up/drop-off times there will be a higher volume of vehicles in the area but I am not convinced further restrictions will increase safety and may actually create issues pushing vehicles onto bends and around junctions. Given the nature of Townfield Road (relatively wide) some parking is beneficial acting as a natural form of traffic calming by reducing space, encouraging caution and subsequently reducing vehicle speeds and as such I am not minded to amend the existing arrangement. In your submission you mention illegal parking and violations of the “KEEP CLEAR” markings This would be an enforcement matter. Barnton Parish Council & Barnton Community School may wish to contact our Road Safety Team to consider a Parent Parking Charter programme which would be very suitable for the issue of parking around the school, this is a joint scheme with the school and community led by the school council and Junior Safety Officers’.
- d) In relation to Lydyett Lane, resident complaints about suitability of passing points parking restrictions and possibility of out of hours parking allowances;- ‘Lydyett Lane has been examined and fairly recently (last 2 years) various additional restrictions implemented. There is already considerable areas of double yellow lines and restrictions on Lydyett Lane and we are very much mindful that many of the properties in the area do not benefit from off-street parking. In my experience of using Lydyett Lane I have had no issues when navigating parked vehicles (there are many similar arrangements elsewhere on the network) and given the already limited available parking I think we would face considerable opposition to further changes. In my view the existing arrangement strikes the correct balance between maintaining traffic flow whilst providing parking for residents and businesses’.
- e) Barnton Parish Council contact cards were distributed to all councillors. Councillors were asked to request that members of the public use the information on the cards to contact the Clerk via the office to lodge comments and concerns. This will ensure all correspondence is recorded and responded to correctly.
- f) Complaint received from a resident regarding older children at the childrens play area at Nursery Road Recreation Ground. The Clerk explained that the area was a public space and therefore open to all ages. It was noted that the equipment was intended for children of 11 years of age or younger. The Clerk was asked to ensure that the rules made this restriction clear and request via signage that older children refrain from using the equipment. The Clerk has previously displayed signs about reporting anti-social behaviour. The Clerk was asked to make the PCSO aware of this issue.
- g) Newsletter Deadline is 20th February – Clerk requested Cllr ideas for the next issue. Cllr Phoenix suggested an article which introduced the staff of Barnton Parish Council. Cllr Webb to email Lifechurch events. Clerk was requested to email the other Churches for their events. A request for Barnton FC Football fixtures was also suggested. Cllr Clifford request the Clerk contact Weaver Vale Housing Trust Community Engagement officer, Gemma for more information about this new role in the village.

MIN FC 1479/02/2019 Review of Barnton Cemetery

The cemetery has been managed by the Clerk's office since August 2018
No formal training or legal guidance has yet been undertaken however,

- Training resources have been sourced via the internet
- Guides for burial ground managers via the Department for Constitutional affairs and from the ICCM (Institute of cemetery and crematorium management) have been downloaded.
- Copy of The Churchyards Handbook has been procured.
- Colleagues at Northwich Town Council have also provided invaluable advice and guidance
- Clerk will procure formal training at the earliest convenience.

I am working on implementing new systems and introducing more robust procedures to ensure Barnton Parish Council is legally compliant.

As an estimate, the role currently requires 10 - 20 hours per week

Once training and procedures are complete, I estimate the role to take 10 – 15 hours per week.

An Administration Assistant (to assist the Clerk) at 10 hours per week was recruited in July 2018.

One month later, in August 2018, the Clerks office began managing the Cemetery.

As a result, the Administration Assistant hours were taken up with Cemetery work almost entirely, (thus affecting the expectation of the original job description for the admin assistant).

1.

Supervision of the Cemetery

Barnton Parish Council (via the Clerk) have a legal responsibility of ownership, and are accountable for the cemetery, Therefore, I advise a policy of **stricter control of works undertaken in the cemetery grounds.**

I intend to formalise this policy by setting up new procedures and liaising with funeral directors, gravediggers and memorial masons, to ensure the Clerks office is notified in writing, by phone or e-mail to of any intention to enter the cemetery to conduct work (grave testing, marking, digging, memorials etc.).

2.

Legal ownership of burial rights.

To ensure Barnton Parish Council are legally compliant and to avoid litigation,

I advise the introduction of Statutory Declarations in cases where ownership is unclear.

This involves the transfer of ownership of burial rights which ensures that only the owner of a grave can authorise interment/grave re-opening/memorials.

This can be a complicated procedure, involving a legal document (Statutory Declaration).

This will take additional administration time in liaising with solicitors and supporting the public to undertake this Task and Finish Group (Statutory Declarations were not previously offered within the cemetery service). Proposed by Cllr Beech. Seconded by Cllr Hooper. All agreed.

3.

Burial registers

There is a legal requirement to keep a register of grave spaces. We have a register for full graves, however, we have no separate register of cremated remains (originating in 1982). Therefore, I have procured a new grave space register in accordance with the legal guidelines. This will involve a considerable amount of time to 'reconstruct' from the register of grave purchases and burials. I have procured a second register to replace the Register of Grave spaces (full graves) which is almost full.

4. Cemetery Rules Policy.

Cemetery rules ensure all users behave in a safe and legal manner.

There are currently **no cemetery rules in place**.

I advise adoption of a Cemetery Rules Policy to outline Barnton Parish Councils' expectations of cemetery users, and, subject to Full Council approval, I would issue the policy to purchasers of new graves, as well as publish the policy to Barnton Parish Council website and publicise via a notice board on public display at the cemetery.

5.

Cemetery plan.

The plan is outdated and not complete.

Provision of a cemetery plan is a legal requirement. This will involve considerable cost and work to reconstruct. I estimate a cost of £1000 - £2000 including the plan and IT software to record burials.

6.

Notice Boards.

The existing notice boards refer to the old joint burial committee and need replacing with new information and the provision of Cemetery Rules. Clerk to obtain quotation.

7.

Cemetery Fees pricing structure

The current pricing structure is overly-complex.

I recommend Full Council approval of a new, simplified version with some amendments.

8.

Flexibility

A flexible approach in the management of the cemetery is required in order to provide an Out of Hours service to accommodate faith requirements, marking out of graves, liaison with Funeral directors/Family/grave diggers etc..

9.

Additional Notes

- It should be noted that the waiver of burial fees for children under the age of 18 was proposed in England in April 2018, and I am awaiting confirmation of its implementation.
- I would advise the council to re-visit the 'double fees' policy, and consider reducing this from 10 to 5 years.
- I would also advise that the option to pre-purchase grave spaces (before death) be withdrawn due to the limited space available in the cemetery.

MIN FC 1480/02/2019 CORRESPONDENCE AND CONSULTATIONS

- Barnton Memorial Hall Request for tri-partite agreement on the maintenance of the shared driveway. Barnton Parish Council ground contract now includes the maintenance of this area therefore no agreement is necessary. Clerk to respond.
- Resident comments received in relation to the War Memorial requesting the war memorial and clock be moved to the Memorial Hall. Clerk to respond with the link to the war memorial consultation.

MIN FC 1481/02/2019 PLANNING APPLICATIONS.

1. 19/00025/FUL 10 Whitley Avenue, Barnton. Demolition of detached garage and erection of two storey side and part single / part two storey rear extension. No objections or issues raised.

MIN FC 1482/02/2019 FINANCE

1. A receipts and payments summary was received from the clerk. Cllr Hooper proposed Barnton Parish Council accept the summary. Seconded by Cllr Beech. All agreed. Cllr Hughes requested a larger format for the summary be provided in future. Clerk to action.
2. Retrospective approval for x2 registers for cemetery use was requested – proposed by Cllr Hughes, seconded by Cllr Webb. All agreed.

3. The cemetery and allotment fees were reviewed and approved;-

	<u>Current fees:</u>	<u>Non-resident fees</u>	<u>2019/20 Proposed fees:</u>	<u>Non-resident fees</u>	<u>* Increase (£) Approx. %</u>
Pre-purchase of new grave	£561.00	£1122.00	PRE-PURCHASE NOT AVAILABLE DUE TO SPACE CONSTRAINTS/FAIR PRACTICE	N/A	
Pre-purchase of new CR plot	£266.00	£532.00	PRE-PURCHASE NOT AVAILABLE DUE TO SPACE CONSTRAINTS/FAIR PRACTICE	N/A	
New grave + interment	£834.00	£1668.00	£850.00	£1700.00	£16/£32 2%
New CR plot + interment	£464.00	£928.00	£470.00	£940.00	£6/£12 1%
Re-open full grave	£315.00	£630.00	£320.00	£640.00	£5/£10 2%
Re-open CR plot	£240.00	£480.00	£240.00	£480.00	No change
Non-production of grave deed	£50.00	£50.00	£50.00	£50.00	No change
Change to agreed date/time of interment	£50.00	£50.00	£50.00	£50.00	No change
Exhumation of cremated remains for interment elsewhere	£50.00		£250.00	£250.00	Increase reflects actual hours/work involved
Supervised scattering of ashes			£200.00		
			Introduction of full waiver of burial fees for u/18s (as per the Children's funeral fund for England est. 1/4/18)		
			Introduction of Out of Hours service (according to faith) £100	£100.00	
			Consider reducing applicable non-resident fees from 10 to 5 years		
Allotments x17 remains unchanged.		£60.00			

- a) Cllr Beech proposed the option to pre-purchase a full grave plot be removed due to space constraints. Seconded by Cllr Hughes. All agreed.
- b) Cllr Beech proposed the option to pre-purchase a cremated remains plot be removed due to space constraints. Seconded by Cllr Hooper. All agreed.
- c) Cllr Beech proposed the introduction of Statutory Declarations. Seconded by Cllr Hooper. All agreed.
- d) Cllr Hooper proposed an increase in fees of 2% for a new full grave with interment. Seconded by Cllr Hughes. All agreed.
- e) Cllr Beech proposed an increase in fees of 1% for a new CR grave with interment. Seconded by Cllr Clifford. All agreed.
- f) Cllr Beech proposed an increase in fees of 2% for the re-opening of a full grave. Seconded by Cllr Hooper. All agreed.
- g) Cllr Hughes proposed an increase of £200.00 for the exhumation of cremated remains for interment elsewhere due to the administration hours required. Seconded by Cllr Hooper. All agreed.
- h) Cllr Webb proposed the introduction of a fee for Our of Hours service provision. Seconded by Cllr Hooper. All agreed.
- i) Barnton Parish Council did not approve the reduction of 5 years for none resident fees therefore this will remain at 10 years at the discretion of Barnton Parish Council.
- j) The annual cost for allotments remains unchanged at £60.00 per year.

MIN FC 1483/02/2019 ENVIRONMENTAL

- a) To review grant applications;-
 1. **Barnton Village Show** – request £250.00 towards the purchase of rosettes for 2019 show
 2. **Barnton Silver Band** – request £1000.00 towards transport costs, insurance, registration costs, printing, music, certificates and awards. Instrument maintenance.
 3. **Barnton Memorial Hall** – request £912.00 towards cost of internal sound and lighting system
 4. **Rosebank School** – request £519.64 for books and equipment
 5. **Barnton Community Group** – request £1000.00 towards insurance, electricity for tree lights, spring bulbs, prizes for scarecrow competition, refurbishment of horse trough on canal, signpost on chutes to direct boaters to shops, donation to Rotary Club, spot light for jam butty boy.

Item moved to part B for further discussion.

- b) To agree plan of footpath provision at Runcorn Road Recreational Ground – clerk to obtain quotes for concrete entrance path plus gravel paths around the play areas. Clerk to send proposal of plan to Cllrs along with quotes.
- c) To launch photographic competition to provide images for use on Barnton Parish Council website.
- d) To receive nominations for 2019/20 Community Awards/Certificates of Appreciation for approval in March.
 - Cllr Hughes nominates Mr & Mrs Steadman for their help at the Community Lunch Club and Bingo.
 - Cllr Webb nominates Nathan Morris for his voluntary services within the community.
 - Cllr Phoenix nominates Barnton Cricket Club for a Certificate of Appreciation for its services to the community in holding of charity events
 - Cllr Hooper nominates Barnton Co-Op for a Certificate of Appreciation fundraising and donation of prizes for good causes.
- e) To approve Barnton Parish Council Cemetery Rules Policy.

Cllr Beech proposed Barnton Parish Council approve the Cemetery Rules policy – seconded by Cllr Clifford. All agreed.

- f) To approve provision of a new notice board at Barnton Parish Council – clerk to investigate possibility of attaching new notice board to wall or railings and quotes. Clerk to action.
- g) To obtain advice on date change for Annual Meeting. Clerk to action.

MIN FC 1484/02/2019 PUBLICITY/PUBLIC INFORMATION

1. To consider whether any publicity should be sought on any agenda item discussed at this meeting. Photographic competition to press, notice boards and website.

Meeting closed at 9.30pm

