

Clerk's Report for the December 2024 Full Council Meeting

Actions taken 28th September to 29th November inclusive

Tasks specific to this period

- Have chased Magnolia Square to prepare drawing for Deed of Easement.
- Following a question from a member of the public regarding the proposed re-opening of closed churchyards I have found out the following:

The Law Commission has proposed radical changes to laws on reusing graves in local authority, church and private cemeteries.

In a [consultation](#) open until 9 January 2025, it said the proposals sought to update laws that in some cases date back 170 years and this had been prompted by concerns about legal complications when cemeteries faced running out of space and wanted to reuse older graves.

There are also proposals on when closed burial grounds could be reopened.

The Law Commission said burial space is running out across England and Wales.

- The grass had been cut in the churchyard following the October meeting.
- Richard Crighton, Clerk to Newland Parish Council has set up a Clerk's networking session for parishes in the west of the Forest to discuss topics of shared interest. The first meeting is on 22nd November and I will report back at the December meeting.
- I attended the inaugural meeting for the West Forest Clerks – agreed to set up list of recommended contractors, work together to press points of concern with GAPTC etc, help mentor new clerks, support other clerks through internal audit.
- Contacted Clear Councils re: trail equipment vandalism and obtained quote for replacement trail.
- Met with Chairman and Vice Chairman re: resignation and job advert. To be advertised with closure date 3rd January – interviews 9th January with a view to handover during January.
- Attended online info session on the new GAPTC Internal Audit Service which unfortunately puts much more of the onus on Clerks for preparation.

Routine tasks

- Preparation of minutes from previous meeting and undertaking necessary actions.
- Preparing full agenda for the upcoming meeting, distributing with relevant documents to councillors at least 3 clear days before and publishing agenda in good time on the website.
- Updating the council website with meeting minutes and agendas.

- Preparing a list of expenditure and payments to be made at the upcoming meeting.
- Filing bank statements received and logging transactions in the Cash Book.
- Collating appropriate correspondence for information, circulating as necessary between meetings.
- Receiving and administration of planning applications.
- Checking and responding to e-mails daily.

Carol Hinton

Clerk to the Council – 29/11/2024