

**Minutes of Health and Safety Committee held at 9.15 am on Wednesday, 16<sup>th</sup> January 2019 at Caldicot Town Council.**

**Present:** Cllrs D Evans, Chair; O Edwards, J Higginson; M Mitchell; F Rowberry; J Williams

[In attendance: S King, Deputy Clerk; B Hodges, Admin Officer; T Bowen, Monmouthshire Housing Association (MHA); D Hedges, MHA]

**The meeting commenced at Dewstow Cemetery (site visit with MHA Officers), followed by a site visit at KGVPF**

**1. Apologies**

There were no apologies.

**2. Declarations of Interest**

There were no declarations of interest.

**3. To meet at Dewstow Cemetery:**

**(i) Monmouthshire Housing Association – consideration of boundary hedge**

Town Council had received correspondence from Monmouthshire Housing Association which had reported issues regarding the hedge overgrowing garages at Birbeck Road, with leaves causing blockages in the guttering. MHA apologised that Caldicot Town Council had not been consulted prior to the renovation of the garages. During discussions, the following points were noted:

- Possibility that cost could be split between Monmouthshire Housing Association and Town Council
- Discussed options with MHA officers
- Fencing to replace the hedge, or cut back the hedge to below the height of the garages to resolve the issue
- The hedge was located very close to the children’s section and extreme care would be required in removal and reinstatement of fencing or hedge cutting
- Ecological and environmental - nesting season, replacement of hedging

It was suggested that MHA would come back with some proposals and a report for Town Council to consider. It was acknowledged that MHA would have to consult on dates and times with the Town Council office regarding machinery and works and to be sensitive when funerals were taking place.

**Health and Safety Committee recommended that:**

- **MHA provide proposals and a report for Town Council to consider**

**(ii) Cemetery pathway – to consider style, material, location, etc**

Health and Safety Committee considered the pathway leading to the new cemetery area and noted the following:

- It was suggested that the path should run from the turning area to the edge of the extension, through the existing line of graves
- The pathway will allow access for trolleys and pedestrians to reach the new field
- Turning area kerbs dropped to accommodate works
- It was suggested that 'No Parking' signage could be erected/marked on road
- Grave owners in vicinity of path to be contacted prior to works taking place

Some cemetery extension work had to be completed, i.e. clearing/tidying ground, new gate to extension and allotment boundary hedge.

**Health and Safety Committee recommended that:**

- **Town Council to receive quotations for pathway to cemetery extension**

**4. To meet at KGVPF:**

**(i) To consider requirement for further bollards**

Health and Safety Committee looked at the bollards and agreed that all missing posts should be replaced.

**Health and Safety Committee recommended that:**

- **Replace bollards where gaps are evident, at KGVPF**

**(ii) To consider Trident Water report re. Bowls Club**

The committee considered the report and recommendations from Trident Water. It was noted that the water heater located in the Bowls Club kitchen should be left switched on to minimise water borne bacteria, set to give hot water at >50°C to ensure compliance.

**Health and Safety Committee recommended:**

- **To agree the recommendation to leave the water heater on to minimise water borne bacteria, set to give hot water at > 50°C to ensure compliance**

**5. To consider other items at the discretion of the Chairperson**

No other items were raised.

**The meeting ended at 10.00am**