

Minutes of Annual meeting of Health and Safety Committee meeting held at 12.00 noon on Wednesday 16th October 2019 at Caldicot Town Council.

Present: Cllrs D Evans, RJ Higginson, M Mitchell, F Rowberry

L Dawkins, Health and Safety Officer

T Bowen, D Hedges - Monmouthshire Housing Association, MHA (cemetery only)

[S King - Deputy Clerk]

1. Apologies

Apologies were received from Cllrs O Edwards, R Garrick.

2. Declarations of Interest

There were no declarations of interest.

3. To meet with Laurence Dawkins, Health & Safety Consultant, to undertake Annual Health & Safety Inspection of Town Council Facilities

The Health and Safety Officer, undertook Annual Health and Safety Inspection of Town council facilities, as follows:

(i) Cemetery

(a) Boundary hedge/Birbeck Road Garages

The meeting commenced at Dewstow Cemetery with Monmouthshire Housing (MHA) Representatives.

The Committee commented that there was a substantial amount of debris behind one of the garages, which was visible from the cemetery. MHA confirmed that the debris would be cleared and the gate next to the garage would be locked to prevent access.

Discussions were held regarding the cemetery boundary hedge/Birbeck road garages. MHA had received complaints that garages were damaged due to debris from the hedge collecting in garage gutters, it was suggested the hedge was cut down to enable clear guttering.

The Chair of the Committee highlighted the following:

- MHA had not consulted Caldicot Town Council in relation to the replacement garages
- The location of the hedge is adjacent to junior cemetery area
- Town Council contractor/groundsman maintains the hedge

MHA suggested that the hedge could be cut down to the height of the garage guttering or replaced with a fence. The Committee considered the area for a fence and it was estimated that cost implications would be significant (approx. £10,000).

The Deputy Clerk highlighted that one condition of the cemetery extension hedge being removed was that a hedge had to be planted elsewhere within the cemetery.

The committee discussed the possibility of MHA adapting garages/guttering, so that the cemetery hedge remained unaffected. MHA agreed that a drainage system/adaptation could be installed which would ensure that debris did not collect in the guttering of garages.

Suggestions were discussed as follows:

- Town Council contractor to cut hedge down to 6ft – one off cut to enable drainage maintenance
- MHA to provide costs for fence replacement
- Reduce height of hedge and MHA remove guttering and install soak away

The Health and Safety Officer suggested a drainage system which would prevent debris clogging.

The Committee agreed that a system would be trialled by MHA on garages closest to the cemetery shelter, guttering areas would be cleared and drainage would be installed.

Members noted that there was a significant gap in the hedge between the cemetery shelter and children's section.

The Committee recommended that prices were obtained for fixing and installing a new fence (in the section) or fast growing hedge.

(b) Location of bench (near CRS)

Deputy Clerk to advise family that bench could be located near CRS/extension boundary area.

**(ii) King George V Playing Fields – Bowls Club, Play Area, AFC, Compound
(a) MCC storage benches/material**

There were no issues noted at the Bowls Club and Play Area.

The Committee noted that Mon CC had stored benches in the compound area, which were to be used by Caldicot Town Team as part of the Caldicot Regeneration project.

The Council had been advised that Mon CC no longer required the benches, and these could be utilised by Caldicot Town Council. Mon CC had advised that any unwanted materials should be disposed of by the Town Council.

The Committee agreed that the matter would be progressed by the Health and Safety Officer, for Mon CC to dispose of any unusable material.

The Committee recommended that the benches could be utilised around KGVPF playing fields.

It was suggested that two could be located at Oakley Way shops (bottom of steps), if appropriate.

(b) Trees (back of Factory Shop)

The Committee received correspondence regarding overhanging trees at the back of the Factory Shop, causing large volumes of leaves to collect on the roof of the building.

The Committee recommended that the trees were inspected.

The correspondence would be acknowledged.

(iii) Allotments – Oakley Way, Sandy Lane, Rear Bowls Club

Plots were generally well maintained. Tenants should be reminded of responsibilities:

- No hazards impeding footpaths
- Ensure stability of sheds
- No glass

(iii) Copse – top of Sandy Lane

There were no issues noted.

**(iv) Town Council Building
(a) Boundary fence**

There were no issues noted.

(v) Jubilee Way Toilets

There were no issues noted.

(vi) Crossway Nursery

There were no issues noted.

4. Other – at Discretion of Chairperson

There were no other matters discussed.

The meeting ended at 1.20pm.

Annual Health and Safety Review Assessment Report – October 2019

Site	Date visited	RISK L/M/H	Action	Recommendations	Completed	Observations
Dewstow Cemetery	16.10.19	L	Inspection of area MHA to maintain garages	Cemetery works extension complete – no issues Monmouthshire Housing Association (MHA) to maintain garages – adjacent to boundary hedge	16.10.19 Ongoing	Risks mitigated through work being undertaken by competent contractors
Allotments – • Oakley Way • Sandy Lane • Rear Bowls Club	16.10.19	L	Observations of sites	No issues Responsibilities of tenants highlighted in tenancy agreement	16.10.19	Tenancy agreements signed (by tenants) specifying rules for allotments
Copse (top of Sandy Lane)	16.10.19	M	Area inspected by officer	No issues	16.10.19	Risks mitigated through ongoing tree inspections
King George V Playing Field – • Bowls Club • Play area • AFC • Compound	16.10.19	L	Inspection of area	No issues <u>Bowls Club</u> – PAT testing <u>KGVPF</u> – Trees	PAT to be undertaken Periodic tree inspections	Risks mitigated through appropriate inspections, testing Risks mitigated through tree inspections.
Jubilee Way Toilets	16.10.19	L	Inspection of facilities	No issues Mon CC to monitor area under ramp outside toilets	Regular attendance by operative	Risks mitigated through effective management by Mon CC
Crossways Nursery	16.10.19	L	Inspection of facilities	No issues	16.10.19	Building well maintained by tenant
Town Council Building	16.10.19	L	Building observations	No issues Testing of defibrillators and fire extinguishers	Equipment regularly tested	Health and Safety policy and Hire Agreement to be followed accordingly.