



## Llangattock Community Council CYNGOR CYMUNED LLANGATWG

meeting of Llangattock Community Council's **Central Services Committee** to be held online **Monday 15<sup>th</sup> March 7pm, 2021**. This meeting was held online via **GO TO MEETINGS**.

Attendance: Cllr M Reynolds (Chair), Cllr R Jones, Cllr J Rees, Cllr G Dobbs, Cllr G Jones, Cllr S Ady

Kay Bailey – Clerk  
County Councillor – Jackie Charlton  
Cllr T Jones

**Public Participation:**  
**None**

At the start of the meeting the Chair (Cllr M Reynolds) stated that he had internet connection problems and requested a replacement be agreed in case he could not partake.

Proposed that Cllr G Jones be elected to fill this position. Seconded by Cllr M Reynolds  
All agreed.

<b>12/21</b>	<b>Apologies for absence</b>	None
<b>13/21</b>	<b>Members' declarations of interest</b>	None
<b>14/21</b>	<p><b>Minutes from the meeting of the 18<sup>th</sup> February 2021, agree as true and accurate, and matters arising from this meeting (this report will be available on the day)</b>  <b>Proposed:</b> Cllr J Rees  <b>Seconded:</b> Cllr S Ady  <b>Resolved:</b> that the minutes are true and accurate record.</p> <p><b>Matters arising:</b>            09/21 Leaves cleared from Cemetery; invoice paid.            09/21 Invoice for banner and signs paid, Cllr R Jones installed the signs, and the banner completed (fixings bought and ready for payment, placed in FULL Meeting until April budget start).            09/21 Western Power substation creation. A meeting on the 18<sup>th</sup> of March where all Councillors have been invited to discuss the development of this project. Path quotation for the path through the Glebe field has been received, with an estimated cost of £11,000, WPD confirmed that their contribution is around the £2,000 mark. This quote to go to Powys for the access path bid grant.</p>	

Ms. K Bailey – Clerk & RFO  
16 Kennelwood, Gilwern, NP7 0BD



Cllr S Ady, is this money guaranteed. The Clerk confirmed that this is unknown at this time. Cllr R Jones is the whole amount £11,000 being quoted to Powys. The Clerk confirmed that she will be placing the whole estimate will Powys as no money had been received by Western Power Distribution at this time.

Cllr G Jones queried the position of this new path. Cllr R Jones confirmed the position.

09/21 Dog link for reporting is now on the website – Clerk/Cllr T Jones COMPLETED.

09/21 Banner for the recreation ground – not due until April, on Clerk's "to do" list.

The Clerk needs to confirm the words for the banner for the recreation ground. Cllr G Jones stated that the inspection from 2020 highlighted the need for contact details. Cllr R Jones mentioned that there is now a no smoking rule for this area. Cllr M Reynolds enquired if the signs can be purchased from Powys. The Clerk suggested to use their current sign supplier.

09/21 Cllr M Reynolds contact Powys regarding dog fouling, Clerk sent her previously written report to (Cllr M Reynolds)

No response yet, he has logged a general fouling item with Powys. The specific officer has not responded yet either.

09/21 Policies so far – any comments from Councillors? Clerk has sent her job description and contract to Cllrs Jones and Ady. Cllr M Reynolds is still looking at the H&S policy.

Cllr M Reynolds was happy with his first read through. Cllr G Jones asked if they are available on the google drive, the Clerk confirmed that they are. Cllr G Jones enquired if anyone needed help to access the drive.

Clerk has sent the contract and job description to Cllrs Ady and G Jones.

09/21 Health & Safety/List of works update

09/21 Still being worked through ready for a new report – Cllr R Jones, Dobbs and Rees are still working on them.

09/21 Cllr G Jones and Clerk to meet on the 24<sup>th</sup> of March to start updating volunteer pack/risk assessment.

10/21 Cllr Ady & Jones are looking at the contract, Cllr Ady & Jones update.

Cllr S Ady summarised the work being done so far. Contract hours and the description need to be looked at over the next few months. The extension to meetings bought up a particular childcare issues and they wished to bring forward supporting the Clerk with this potential cost and placing this in overtime for the time being.

**Proposed: Cllr M Reynolds**

**Seconded: Cllr R Jones**

**Resolved:** that the contract and job description will be looked at over the next few months and that childcare will be supported if necessary, via the overtime budget heading.



	<p>Cllr T Jones wanted to highlight the new system can</p> <p>10/21 Kissing gates charge to be incorporated with the new Cemetery forms set up, set up due to start this Thursday. Clerk's "to-do" list.</p> <p>10/21 Continue with policies that are required, Cllr S Ady Code of Conduct feedback.</p> <p>Cllr S Ady had now finished the Code of Conduct, she felt this document was incredibly useful. Requested that the Clerk resend this to everyone.</p> <p>10/21 Start work on risk assessments review – Cllr S Ady has started, reviewed the general overall risk assessment, all fine and will redo covid ones on lockdown. Cllr G Jones looking at volunteer risk assessments. Still have asset risk assessment to complete.</p> <p>Cllr Ady has looked at the risk assessments, she believes that the risk assessment and it appears to cover everything.</p> <p>Covid risk assessments will need to be looked at again when the regulations change.</p> <p>Asset risk assessments need to be looked at as we move forward.</p> <p>Cllr G Jones will be looking at the risk assessment relating to volunteers with the Clerk. Sign in sheets are especially important going forward with all the new work being undertaken.</p> <p>10/21 Allocate LCC Plan work, this work is ongoing.</p> <p>The Clerk cofired that the Plan is in the drive for everyone to have input to.</p>
<b>15/21</b>	<p><b>Tree inspection – to receive the updated tree inspection report from (Cllr G Jones)</b> <i>Agree to gather quotes to attend to these works one permission has been received from National Parks Planning Authority. Agree to use the Tree Felling budget in these cases.</i></p> <p>Cllr G Jones gave a report of the inspection that took place, the report was shared onscreen.</p> <p>The report has been sent to National Parks Authority for a request to be allowed to work through the outcomes. Tree 43 will require either a limb or the whole tree, this will require a budget.</p> <p>Cllr R Jones, the wood is normally used by the sub-contractor, so if the Council wished to use it, this might put the price up.</p> <p>Cllr J Rees, things that the cost to fell the tree will be estimated between £600-£1000.</p> <p>Tree 63, White Willow tree, the top has split, needs a reduction. Cllr G Dobbs confirmed that it is on our land.</p> <p>Dead wood in the oak trees in the Glebe field might need attention.</p> <p>These trees should be looked at over the next year.</p>



	<p>Cllr G Jones suggested an annual tree survey to the Chair, either every year or every other year. The Clerk confirms that the annual cost was £480.00.</p> <p>A discussion was had regarding the types of inspection and frequency. Cllr G Jones has placed the “monitor” trees are placed on the asset checklist.</p> <p>The Clerk confirmed that the insurance documents she had currently read, is that any tree near to the public should be annual.</p> <p>Cllr S Ady, can we form a working group around the survey to understand the annual costs?</p> <p>The Clerk confirmed that there is a budget within the recreation ground and the cemetery maintenance budgets.</p> <p><b>Proposed:</b> Cllr M Reynolds <b>Seconded:</b> Cllr R Jones <b>Resolved:</b> to form a working group to include all those with relevant knowledge to form a working group to include (Cllr A Williams to be asked), Cllr J Rees, Cllr G Dobbs, Cllr R Jones, Cllr G Jones.</p>
16/21	<p><b>Rota and asset checklist discussion – to examine the forms that have now been produced and discuss any issues relating to these.</b></p> <ul style="list-style-type: none"><li>- Including feedback from February inspection asset walk around.</li><li>- Handyman Contract (Clerk)</li></ul> <p>Cllr M Reynold spoke on the checklist rota and the asset lists. Are we happy with the asset lists? Are people happy with undertaking the checklists?</p> <p>Cllr S Ady spoke on the zipwire, can it be reduced to visual checks? Cllr G Jones confirmed that she had redesigned the checklist to take out some of the zipwire checks and to reconfigure it to a “route”, including the trees that need monitoring.</p> <p>Cllr G Jones went through the new design with the Councillors. The Clerk confirmed that she also does not have the training or the skill to check internally inside the zipwire and that a visual inspection is more suited to her. The issue is that the annual inspection does not check the internal</p> <p>Request the manufacturer/installer quote for undertaking annual internal checks. Clerk to request quotes for a check, on the frequency needed and help with undertaking visual checks.</p> <p>Cllr G Dobbs questioned the risk of undertaking anything that might require internal workings as non-trained.</p> <p>Cllr M Reynolds requested that the Clerk contact Crickhowell Town Council regarding their checks.</p> <p>Cllr M Reynolds – are you all okay with using this document? Cllr G Jones will use the report in March and will feedback how it works.</p> <p>Cllr S Ady – we need to raise something with finance committee regarding quoting for assets and maintenance costs to mitigate the risk of ongoing costs being missed from quotes.</p>



	<p><b>Action points from the inspection in February – priority required.</b></p> <p>Cllr R Jones confirmed that the handyman is currently not available and that the sub-contractor Mr T Adams would be available for these smaller jobs that are on the list and the path algae.</p> <p>The Clerk suggested that the Committee speak about the handyman contract that is currently in place. The Chair asked Cllr R Jones for his input on this item, who stated that he would talk to the current handyman and report back.</p> <p>The list was discussed, and items allocated out to either Councillors or for quote requests.</p> <p>Cllr S Ady, we need to think about how checkers report back to Central Services. Request the Councillor to come to the meeting. This would be helped by doubling up with walking around.</p>
17/21	<p><b>Play Equipment – Wooden Structure discussion (Cllr M Reynolds)</b></p> <p>Cllr M Reynolds introduced the item and thanked Cllr T Jones for taking on the social media feedback for this item.</p> <p>Cllr T Jones ran through his social media report that highlighted the need for the equipment to be a focus for the Council and gave a history to the climbing frame and the previous decision to fix the equipment in line with the inspection report. The social media feedback highlighted the need spend more money on a more extensive fix on this equipment to allow the Perk up the Park to launch from a positive and proactive point.</p> <p>The Councillors discussed this item at length, including the desire to take away from the 2021-2022 budget and the risk involved.</p> <p><b>Motioned proposed:</b> for central services to fix the wooden equipment to cover not only the inspection report to a high level, to the amount of £1,400.00. to take this item to FULL COUNCIL for cross budget sign off.</p> <p><b>Proposed:</b> Cllr R Jones <b>Seconded:</b> Cllr M Reynolds All agreed.</p>
18/21	<p><b>To formally vote to accept the quote from Scribe Cemetery – as per the accepted 2021-2022 budget</b></p> <p><b>Proposed:</b> Cllr R Jones <b>Seconded:</b> Cllr G Jones <b>Resolved:</b> To use the new software for cemetery management</p>
19/21	<p><b>Date of next committee meeting to be confirmed to be the 19<sup>th</sup> April 2021 7pm.</b></p>