



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE TO BE HELD HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW REMOTELY ON MONDAY 11 MARCH 2024 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

From 1 May 2021 The Local Government and Elections (Wales) Act 2021 makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

This is a public meeting and any resident of Barry may attend in person or remotely; for remote access details, please contact info@barrytowncouncil.gov.uk

Yours faithfully

A handwritten signature in cursive script that reads 'Emily Forbes'.

Emily Forbes
Chief Officer

AGENDA

1. **Apologies for absence**

2. **To receive declarations of interest under the Council's Code of Conduct**

(Note Members seeking advice on this item are requested to contact the Monitoring Officer at least 72 hours before the meeting)

To Note: Councillor Johnson has been granted dispensation to speak and vote on matters relating to community centres when being discussed at Barry Town Council meetings.

To Note: Councillor EJ Goodjohn has been granted dispensation to speak and vote on matters relating to community centres when being discussed at Barry Town Council meetings.

To Note: Councillor Hennessy has been granted dispensation to speak and vote on matters relating to community centres when being discussed at Barry Town Council meetings.

3. **Well-being of Future Generations (Wales) Act 2015 (To note)**

*Halls, Cemeteries and Community Facilities members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present are met without compromising the ability of future generations to meet their own needs.***

In order to act in that manner, a public body must take account of the following things:

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;*
- (b) the need to take an integrated approach, by considering how—*
 - i. the body's well-being objectives may impact upon each of the well-being goals;*
 - ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;*
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*

(d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;

(e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.

4. **To approve the minutes of the meeting of the Halls, Cemeteries & Community Facilities Committee held on 22 January 2024**
(Pages 193 - 197)

5. **To receive the Schedule of Payments for March 2024**
(Pages 198 - 200)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

6. **Budget Monitoring Report to 29 February 2024** **(Page 201 - 202)**

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

7. **Transfer of Exclusive Right of Burial (1480 – 1491 inclusive)**

That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered **1480 – 1491** inclusive, granting the Transfer of Exclusive Right of Burial to those named on each transfer request.

8. **Grants of Exclusive Right of Burial (13996 – 14005 inclusive)**

That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Deeds of Exclusive Right of Burial numbered **13996 – 14005** inclusive, granting the Exclusive Right of Burial to those named on the interment form.

9. **Cemetery Update** **(Pages 203 - 233)**

10. **Facilities Update** **(Page 234)**

11. **Date of Next Meeting**

The next meeting of the Halls, Cemeteries and Community Facilities Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 14 May 2024.

12. Exclusion of Press and Public

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting

13. Cemetery Lodge

(Page 235)

Distribution

Email notification of electronic papers to all Barry Town Councillors (22). A full copy of the agenda and papers for this meeting (with the exception of confidential items) will be available at the Town Council Offices for inspection; electronic copies to Barry & District News, Glamorgan Star and Barry Library.

This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn pring bras a ffor matiau eraill drwy holi.

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY 22 JANUARY 2024 AT 7PM

PRESENT: Councillor N Hodges (Chairperson) together with, Councillors Aviet, Dancey, EJ Goodjohn, Hennessy, Iannucci, Johnson (Town Mayor – EX Officio) and McKinney

ALSO PRESENT: Amanda Evans – Facilities & Cemeteries Manager
Kathryn Thomas – Office Team Leader
Councillor S Hodges – Observer
Councillor Clarke - Observer

A 71 APOLOGIES FOR ABSENCE

None received

A 72. DECLARATIONS OF INTEREST

None were received.

A 73. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

RESOLVED that the Well-Being of Future Generations (Wales) Act 2015 be received and noted.

A 74. TO APPROVE THE MINUTES OF THE MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 2 OCTOBER 2023

RESOLVED that the minutes of the meeting of the Halls, Cemeteries and Community Facilities Committee held on 2 October 2023 be approved and signed as a correct record.

A 75. BUDGET MONITORING REPORT TO 31 DECEMBER 2023

Members were provided with a report outlining the Committee's income and expenditure in the 2023/24 financial year as at the end of December 2023.

RESOLVED that the budget monitoring report for December 2023 be received noting the projected net underspend (surplus for the year) of £52,421 in 2023/24.

A 76. TRANSFER OF EXCLUSIVE RIGHT OF BURIAL

RESOLVED that the Transfer of Exclusive Right of Burial (1457 – 1479 inclusive) be granted to those named on each transfer request.

A 77. GRANTS OF EXCLUSIVE RIGH OF BURIAL

RESOLVED that the Grants of Exclusive Right of Burial (13986 – 13995 inclusive) be granted to those named on the interment forms.

A78. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Halls, Cemeteries and Community Facilities Committee is scheduled to be held on Monday 11 March 2024.

A79. EXCLUSION OF THE PRESS & PUBLIC

RESOLVED: That in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

FOR INFORMATION ONLY

ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 22 JANUARY 2024

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A80	Cemeteries & Facilities Manager to arrange a site visit to Porthkerry Cemetery	C&FM	14-Feb-24	Completed
A80 1	The unauthorised scattering of ashes report to go to Finance, Policy & General	C&FM	29-Jan-24	Completed
A80 2	The Cemeteries & Facilities Manager to get quotes for a new bathroom for the Lodge	C&FM	Feb/March 24	Completed
A80 3	Cemeteries and Facilities Manager to arrange a site visit with the member of public who would like to record footage at the Cemetery, and for Councillor ES Goodjohn to attend as well	C&FM	5th Feb 24	Completed
A82	Install a post box at the cemetery to be named either "Letters for Loved Ones"	C&FM		ongoing
A84	To purchase a new electric van - The Cemeteries & Facilities Manager to get quotes on a new van or leasing options and present to Finance, Policy and General Purposes Meeting to be held 29 January	C&FM	Feb-24	Completed
A84 2	The Wellbeing Officer to get information on what grants are available and apply before the March deadline, once agreed at the Finance, Policy and General Purposes meeting to be held 29 January	WBO	29-Jan-24	ongoing

HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE	11 MARCH 2024	AGENDA ITEM: 5
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SCHEDULE OF PAYMENTS FOR MARCH 2024

Report Author

Rachel Williams, Finance Administrator

Attached: A. Schedule of Payments of Accounts for March 2024
(2 pages)

Purpose of Report

To provide members with the schedule of payments for March 2024 consisting of cheque number 002986, direct debits and BACS payments, in the amount of £29,329.42 that is attached on the following pages.

Background Information

Financial Regulation 5.2 states “The RFO shall prepare a schedule of payments of accounts, including cheques requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule on a monthly basis either to a meeting of the Town Council or any Standing Committee, depending on which meets first. The Council / Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or appropriate Committee.”

The schedule of payments for March 2024 consisting of cheque number 002986, direct debits and BACS payments, in the amount of £29,329.42 is attached for approval.

Recommendation

Members are requested to approve the schedule of payments for March 2024 consisting of cheque number 002986, direct debits and BACS payments, in the amount of £29,329.42 that is attached on the following pages.

Schedule of Payments of Accounts For March 2024

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Employee no 219	Reimbursement for staff eye test	35.00	0.00	35.00	M&S/Health & Safety
BACS	Masons	Storage charge for one container plus insurance	41.36	7.09	48.45	M&S/Property Maintenance
BACS	SLCC	Qualification fee Level one safeguarding everyone	30.00	6.00	36.00	Corporate/Staff Training
BACS	Churches Fire	Intruder alarm system monitoring 01/021/24 - 31/01/25	293.68	58.74	352.42	Pioneer Hall/Property Maintenance
BACS	Churches Fire	Intruder alarm system monitoring 01/021/24 - 31/01/26	135.32	27.06	162.38	Cemetery/Property Maintenance
BACS	Churches Fire	Intruder alarm system monitoring 01/021/24 - 31/01/27	64.61	12.92	77.53	Cemetery/Property Maintenance
BACS	Churches Fire	Intruder alarm system monitoring 01/021/24 - 31/01/28	323.05	64.61	387.66	Cemetery/Property Maintenance
BACS	Churches Fire	Intruder alarm system monitoring 01/021/24 - 31/01/29	336.44	67.29	403.73	CACC/Property Maintenance
BACS	Hook Signs	New sign for Porthkerry Cemetery entrance	235.00	0.00	235.00	Porthkerry Cem/Property Maintenance
BACS	Plant Services	Maintenance to Cemetery digger	404.37	80.87	485.24	Cemetery/Equipment Maintenance
BACS	Plant Services	JCB service and works carried out	1,705.93	341.19	2,047.12	Cemetery/Equipment Maintenance
BACS	ICCM	Two day staff training course (City & Guilds H&S)	2,150.00	430.00	2,580.00	Corporate/Staff Training
BACS	Microshade VSM	Citrix hosting service & Microsoft Office for January 2024	1,004.88	200.98	1,205.86	M&S/Citrix
BACS	ICCM	Sexton Duties training course for one delegate	85.00	17.00	102.00	Corporate/Staff Training
BACS	LGRC	Locum services for December 2023	5,710.52	1,142.11	6,852.63	M&S/Salaries
BACS	SLCC	Operation London Bridge event fee for staff member	35.00	7.00	42.00	Corporate/Staff Training
BACS	SLCC	Operation London Bridge event fee for staff member	35.00	7.00	42.00	Corporate/Staff Training
BACS	Vale Plumbing	Issue Gas Safety Certificate and clean out condense trap	90.00	0.00	90.00	Cemetery/Property Maintenance
BACS	Cardiff Council	Pension Increase and Compensation: Oct, Nov, Dec 2023	2,549.67	0.00	2,549.67	M&S/Added Years
BACS	Churches Fire	Intruder Alarm Call Out	90.00	18.00	108.00	Cemetery/Property Maintenance
BACS	SLCC	How to engage everybody in your community event fee	130.00	26.00	156.00	Corporate/Staff Training
BACS	Gower Calligraphy	Memorial Book entry x 3	161.95	0.00	161.95	Cemetery/Property Maintenance
BACS	J & D Water	Merthyr Dyfan Lodge Legionella risk assessment	180.00	36.00	216.00	Cemetery/Property Maintenance
BACS	JV Tree Services	Full arboricultural survey	1,240.00	248.00	1,488.00	Cemetery/Tree Work
BACS	High Speed Training	Various staff training courses	253.80	50.76	304.56	Corporate/Staff Training
BACS	C J Contract Travel	Vehicle hire for event	186.00	37.20	223.20	Corporate/Corporate Events
BACS	Hays	Temp staff salary	786.00	157.20	943.20	M&S/Salaries
BACS	Advanced Fire Protection	Fire extinguisher services and equipment supplied	249.00	49.80	298.80	M&S/Property Maintenance
BACS	Advanced Fire Protection	Fire extinguisher services and equipment supplied	267.35	53.47	320.82	Cemetery/Property Maintenance
BACS	Hays	Temp staff salary	639.28	127.86	767.14	M&S/Salaries
BACS	Caer Health Services	Occupational Health Telephone Referral	260.00	0.00	260.00	M&S/Professional Fees
BACS	Lapider	Professional fees for damp and crack survey	900.00	180.00	1,080.00	M&S/Professional Fees
BACS	Dare to be different	Repairs to mayoral chain	100.00	0.00	100.00	Civic/Mayor's Chain Repair
BACS	Mike Gentile	Repair and refurbish Mayoral Chain	796.80	0.00	796.80	Civic/Mayor's Chain Repair
BACS	Alchemy	Dragon hire for St David's Day event	470.00	0.00	470.00	Corporate/Corporate Events
DD	Sage	Sage Payroll maintenance cover 01.01.24 - 31.01.24	130.50	26.10	156.60	M&S/Equipment Maintenance

Schedule of Payments of Accounts For March 2024

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	British Gas	Electricity bill (25.11.2023 - 28.12.2023)	718.96	143.79	862.75	Cemetery/Electricity
DD	British Gas	Gas bill (15 December 2023 - 14 January 2024)	269.27	13.46	282.73	Pioneer Hall/Gas
DD	Lloyds Bank	Charges incurred from 1 - 31 December 2023	35.80	0.00	35.80	M&S/Bank Charges
DD	SCG	2 x Polycom Phones	820.00	164.00	984.00	M&S/Equipment
DD	Culligan	Town Hall water cooler rental and service charge	39.38	7.88	47.26	M&S/Equipment Maintenance
DD	Culligan	Community Centre water cooler rental and service charge	92.25	18.45	110.70	Cemetery/Equipment Maintenance
DD	Viking	Various stationary supplies	71.60	14.32	85.92	M&S/Stationary
DD	Biffa	Skip Rental 30.12.23-26.01.24 plus empty excess	239.24	47.85	287.09	Cemetery/Property Maintenance
DD	British Gas	Electricity bill (22.11.2023 - 21.12.2024)	460.92	92.18	553.10	Cemetery/Electricity
2986	Petty Cash	Reimburse petty cash account	494.31	0.00	494.31	Petty Cash A/C
Total for this period			25,347.24	3,982.18	29,329.42	
Total from previous period			311,920.60	56,311.86	368,668.65	
Total to 11 March 2024			337,267.84	60,294.04	397,998.06	

BUDGET MONITORING REPORT FEBRUARY 2024

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report to 29 February 2024 (1 page)

Purpose of Report

To provide members with the Committee's income and expenditure in the 2023/24 financial year as at the end of February 2024.

Background Information

On the following page is the budget monitoring report to 29 February 2024, indicating actual income and expenditure up to the end of month eleven in the 2023/24 financial year.

In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings currently projecting a net underspend for the year of **£49,437**.

Recommendation

Members are requested to receive the budget monitoring report for February 2024 noting the projected net underspend (surplus for the year) of **£49,437** in 2023/24.

Budget Monitoring Report to 29th February 2024.

Gross Expenditure								
Description	Item No.	Budget 12 Months £	Expenditure 11 Months £	Committed Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Salaries	1	442,435	376,728	31,040	34,667	442,435	407,768	34,667
Personal Hygiene Facilities	2	1,770	1,799	1	-30	1,770	1,800	-30
Personal Protective Equipment / Clothing	2	4,300	1,945	2,355	0	4,300	4,300	0
Cleaning Products	2	2,100	1,403	1,697	-1,000	2,100	3,100	-1,000
Rates	3	14,431	8,316	0	6,115	14,431	8,316	6,115
Water	4	3,685	2,589	0	1,096	3,685	2,589	1,096
Electricity	5	20,251	8,584	5,667	6,000	20,251	14,251	6,000
Gas	6	2,063	2,399	501	-837	2,063	2,900	-837
Telephone / Alarm Line	6	1,223	757	364	102	1,223	1,121	102
Property Maintenance and Improvements	7	44,000	35,510	5,990	2,500	44,000	41,500	2,500
Equipment	9	9,788	2,471	4,317	3,000	9,788	6,788	3,000
Plant & Equipment Maintenance	10	12,550	4,993	7,557	0	12,550	12,550	0
Internet Broadband	21	1,922	1,876	126	-80	1,922	2,002	-80
Horticulture	8	800	1,138	0	-338	800	1,138	-338
Vehicle Maintenance	11	3,080	1,736	1,344	0	3,080	3,080	0
Haulage and Fuel	12	10,100	6,429	1,671	2,000	10,100	8,100	2,000
Vehicle Tax and Insurance	13	641	645	0	-4	641	645	-4
Philadelphia Cemetery	14	500	0	500	0	500	500	0
Interest on PWLB Loan	15	852	851	1	0	852	852	0
Capital Repayment on PWLB Loan	16	10,464	10,463	1	0	10,464	10,464	0
Treework Maintenance	17	6,815	1,170	5,645	0	6,815	6,815	0
Cemetery Roads Maintenance	18	3,600	0	3,600	0	3,600	3,600	0
Memorial Safety Advertising	19	500	395	105	0	500	500	0
Subscriptions	20	688	625	0	63	688	625	63
Professional Fees	22	0	2,958	0	-2,958	0	2,958	-2,958
Officers Travel	23	0	0	0	0	0	0	0
COVID-19 Expenditure	24	0	0	0	0	0	0	0
Memorial Inspection Maintenance	25	10,000	3,521	2,479	4,000	10,000	6,000	4,000
Cemetery Approach Gardens Property Maintenance	26	5,000	2	998	4,000	5,000	1,000	4,000
Bees at Cemetery	27	500	0	500	0	500	500	0
New Electric Vehicle	28	25,000	22,730	2,270	0	25,000	25,000	0
Miscellaneous	6	0	0	0	0	0	0	0
New Play Equipment	11	3,600	0	1,600	2,000	3,600	1,600	2,000
Online Charges re Website Bookings	13	0	220	50	-270	0	270	-270
PPLRS Licences	15	0	1,417	0	-1,417	0	1,417	-1,417
Cemetery Roads Improvement	4	22,500	0	22,500	0	22,500	22,500	0
Cemetery Benches	5	2,000	1,950	0	50	2,000	1,950	50
Officers Travel and Subsistence	15	150	0	150	0	150	150	0
Community Groups Use of Hall (FOC)	16	1,800	728	72	1,000	1,800	800	1,000
Total Expenditure		669,108	506,348	103,101	59,659	669,108	609,449	59,659
Gross Income								
Description	Item No.	Budget 12 Months £	Income 11 Months £	Income Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Interment Fees	1	94,574	72,758	0	-21,816	94,574	79,372	-15,202
Exclusive Right of Burials	2	38,775	26,671	0	-12,104	38,775	29,096	-9,679
Memorial Fees	3	24,445	25,908	0	1,463	24,445	28,263	3,818
Transfer of Exclusive Right of Burials	4	1,770	1,740	0	-30	1,770	1,898	128
Hire of Chapel	5	770	385	0	-385	770	420	-350
War Graves	6	78	78	0	0	78	78	0
Cemetery Lodge Rent	7	5,912	5,445	0	-467	5,912	5,940	28
Other Miscellaneous Income	8	2,000	3,940	0	1,940	2,000	3,940	1,940
Cemetery Improvement Fee *	9	3,600	2,760	0	-840	3,600	3,011	-589
Assets Disposal Proceeds	10	0	0	0	0	0	0	0
Porthkerry Agreement	3	14,079	14,763	0	684	14,079	14,763	684
Lettings	1	20,000	27,435	0	7,435	20,000	29,000	9,000
Lettings - Old Pioneers Club via Grant	2	0	0	0	0	0	0	0
Total Income		206,003	181,883	0	-24,120	206,003	195,781	-10,222
Net Expenditure								
Description	Item No.	Budget 12 Months £	Expenditure 11 Months £	Committed Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Total Net Expenditure		463,105	324,465	103,101	59,659	463,105	413,668	49,437
Our net budget for the year is £463,105 with actual expenditure for the 11 months to 29 February 2024 of £324,465 and committed expenditure of £103,101.								
Our projected out-turn for the year is to be underspent by £49,437 (£59,659 less expenditure with £10,222 less income).								
* Cemetery Improvement Fee of £60 per new grave to be credited to the Cemetery Improvement Reserve at year end.								

CEMETERIES UPDATE

Report Author

Amanda Evans, Facilities and Cemeteries Manager

Attached: A. Tree Survey
B. Plaque Wording

Purpose of Report

The purpose of this report is to provide Members of the Halls, Cemeteries & Community Facilities Committee with an update since the last meeting on 22 January 2024.

Background Information

- 1) We have just recruited for the Bereavement Team Leader post, and the successful candidate will be starting with us week commencing 25 March 2024. I'm sure you will all join me in thanking the Deputy Team Leader for all his support when he stepped up to cover the role over these past several months and in welcoming the new Bereavement Team Leader.
- 2) An application has been completed and sent for the Green Flag award with regards to the Cemetery Approach Gardens, and judging will be taking place at the Cemetery and Gardens throughout April and May.
- 3) A site meeting took place between the Vale of Glamorgan Council, the Facilities and Cemeteries Manager and Councillors with regards to Porthkerry Cemetery's lack of burial space. Several small areas had been discussed; however, since this meeting, all full burial spaces have been used, and we are waiting on further information from the Vale of Glamorgan Council with regards to this.
- 4) A tree surgeon has been instructed to complete all the work identified within the report, which is a "high priority," that the cemetery team is unable to complete themselves. The work will be carried out over this coming month (Please see attached Tree Survey).
- 5) The winner of the Timeline board competition presentation will now take place on Tuesday 12 March at 2pm at Merthyr Dyfan Cemetery.
- 6) A site visit was arranged with regards to Merthyr Dyfan Cemetery being used for recording a music video and although the meeting went well no further

contact has been made with regards to this, and as a result of this request are committee members happy to include the following into our policies on filming:

Filming

Merthyr Dyfan Cemetery welcomes requests to film in the cemetery.

The Cemetery was opened in 1889, and is owned and run by Barry Town Council.

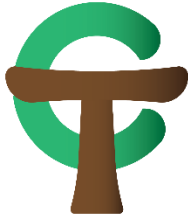
As the Cemetery is a Heritage cemetery with many fine monuments it is necessary to charge a filming fee. This fee is by negotiation depending on the amount of time to be taken for filming and the area and usage of buildings in the Cemetery including the Chapel. To assist with facilitating filming, the following is required:

- Evidence of public liability insurance.
 - Satisfactory risk assessment and method statement submitted prior to filming (for health and safety and insurance reasons).
 - Agreement to not directly film inscriptions on monuments or place items on monuments.
 - Agreement not to interrupt family members visiting grave sites.
- 7) The Council's electric van has been purchased, and once the electrical points have been installed within the workshop, we will then take possession of the van.
 - 8) Asbestos inspections have been carried out between 29 February and 6 March on all buildings built pre-2000, and reports will be available to comply with the guidelines.
 - 9) The cemetery is now in possession of the post box for the letters to loved ones. Please see attached the wording for the plaque for your perusal and agreement.

Recommendation

Members are requested to:

1. receive and note the aforementioned report.
2. approve the Filming Policy and Recommend the Filming Policy to the next meeting of the Finance, Policy & General Purposes Committee.
3. agree the wording on 'the letters to loved ones plaque' and authorise the Facilities and Cemeteries Manager to contact the masons to complete the plaque.



TREECARE
CONSULTING

26/01/24

Defective tree list and management recommendations



Site Address:

Merthyr Dyfan Cemetery
Barry
St Teilo Ave
Barry
CF62 8BP

Re survey date: 2027

Treecare Consulting
james@treecareconsulting.co.uk
07939 150 457
01633 882 890

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Document summary

The document you are reading is to be used by landowners or site managers to help inform themselves and also specialist contractors as to what outline management work is to be carried out following a general walkover tree survey of a given site/stand of trees. The aim of this survey is to identify trees or tree features which pose a threat or significant nuisance at the time of the on-site survey.

This document is part of an ongoing inspection regime (as a guide three yearly) and not a one-off all-encompassing assessment. Subsequent survey visits at predetermined intervals are required to fully manage a tree stock. Each visit will address the next level of concern, subsequent documents created by Treecare Consulting will follow and bring survey consistency in order to ensure appropriate management occurs, all following one standard methodology. Further detailed inspection reports may be required where specific defects or situations are present. Recommendations will be made for resolving defects within the tree work schedules in the findings section.

It is a legal duty of care for a landowner to have trees inspected for safety at a reasonable frequency. The Occupiers Liability Act 1957 and 1984 ask that any foreseeable harm originating from a foreseeable hazard or risk from trees is to be minimised. This applies to invited guests and uninvited guests to your land and also neighbouring land. It is also advisable to carry out periodic inspections to ensure that pathways, lighting poles, services and doorways and so forth are not obstructed by nuisance vegetation.

This document has been created following an on-site pedestrian inspection by a suitably trained, experienced and qualified arboricultural professional. The document should be made accessible in the site or landowners office and be kept as a record of the last inspection date and the findings of that inspection in order to comply with current legislation. Once superseded by a newer document the older document should be kept for a period of up to seven years as proof of historical assessment.

The nominated manager/owner should implement the use of competent arborists and ground staff that have appropriate training, qualifications and experience for the tasks they are undertaking. It will be the contractor's responsibility to check for tree preservation orders, conservation areas and any wildlife concerns which may affect how the required tree work takes place. In certain circumstances discussion with a neighbouring land owner may be required to carry out effective risk management of the hazard. The nominated contractor should be able to offer this discussion process but should this not be possible please contact Treecare Consulting if you have any questions or concerns including mediation.

All tree work recommended by Treecare Consulting should be carried out by professional tree contractors and they should follow the recommendations of BS 3998 2010 and industry best practice for green infra-structure.

Where information contained within this document is not clear or understood contact with Treecare Consulting must take place to resolve any confusion.

Report Limitations

- Visual inspections (VTA) from ground level only using resonance mallet and stiff steel wire probe unless otherwise indicated around a three-year interval.
- No invasive inspection techniques used unless indicated. No underground excavations will have been performed unless otherwise indicated.
- No climbing or inspection at height will have been involved unless indicated.
- Report information expires after twelve calendar months from report issue date unless part of an active/progressive survey/work period. All comments relating to tree management are for wind speeds less than 40mph. Should winds in excess of 40mph be applied it is likely tree component parts may fail purely down to wind forces. Usually from fairly common and minor defects such as non-tensile forks/decayed branches that would not normally fail in lesser wind speeds.
- Reports and information relating to them are the property of Treecare Consulting until paid for in full. Information within reports is retained at Treecare's discretion until paid for in full. Treecare will retract reports and comments from any due process if not paid for in full.
- Treecare Consulting will not create access through dense vegetation to trees but will undertake the accessing work if contracted to do so.
- Where access to a tree is not possible, best judgement will be used. Accurate information will therefore be minimal and a re-survey may be required at the earliest opportunity if estimations on defective trees are concerned.
- Treecare only use suitably trained and knowledgeable persons for inspections holding the relevant qualifications for their purpose.
- Treecare has the right to remove employees from danger on site as they see fit.
- Verbal comments on buildings structural integrity are an opinion not fact (a structural engineer will be required for a detailed analysis).
- The diagrams and drawings provided by Treecare are not exact and should not be used for design purposes unless directed otherwise. They are however correct as a representation of site features and tree locations.
- Treecare will try their very best for the client. However, conflict of interest or professional judgement and character clashes must be accepted and resolved.
- Treecare's information and advice will only last as long as current legislation and current knowledge is up to date. Should new developments supersede previous comments then a new report must be issued.
- This is a preliminary report and further more detailed aspects may be required by the LPA or client at a later stage to define exact processes.

Schedule explanations & descriptions

Within the following survey schedule various information, has been provided to help inform the site manager of the defect or a concern. These headings have been explained in brief below. Should any heading or content not be understood please contact Treecare Consulting.

Item number – this is shown as T or G depending on if it is a singular tree or a group.

Tag No- this represents the small colored plastic tag which has been fitted to trees if required. The tag is unique to the tree and corresponds with the schedule and the site plan for identification purposes.

Species- unless otherwise indicated the species will be recorded as the most common uniformly understood name.

Age/class- helps in the identification process as descriptive information.

Use zone- how frequently the area is used or occupied by pedestrians, traffic or structures.

Spread M- this measurement is the average radius of the trees crown in meters. For irregular crowns this measurement is still used to indicate the tree on a site plan.

Physiological condition- this is a record of how the tree is performing as a plant. Leaf size, colour, density, buds and shape all help to indicate physiological health.

Structural condition- the trees structure is looked at to see if it has been significantly affected by obvious decay, splits, structural weakness and damage.

Consideration- a consideration can be what the surveyor sees as a potential concern. This can be people, services or users of a road or path.

Defects- obvious defects are recorded here such as dead wood, broken limbs, weak forks and basal decay.

Specific recommendation- this is to highlight what work is required to reduce the hazard where possible. This may include tree felling. Felled trees should be replaced if space allows as this is good practice but more suitable species should be used.

Further Inspection – This is used to assess internal decay or underlying defects to give accurate advice where required and assess defect a best possible where required.

Note: JPTC perform all advanced testing in house. Please ask for prices for Picus and PD500 tests.

Priority- Should trees require urgent work, the site manager will be notified during the survey or soon after. High priority trees should be dealt within six months and need to be addressed as soon as reasonably practicable once the survey has been received and the work arranged with a suitable contractor. Trees noted as low require 12 months for defective sections to be removed or reduced by the next scheduled survey and can be seen as a low priority level. Trees with best practice should be carried out when funding or timing allows as very low concern categories. This is to reduce the likelihood of a greater concern developing.

Notes- should the surveyor have additional comments regarding the tree you will find them here.

Glossary

Words and phrases used in tree surveys by JPTC.

At suitable lateral branches (ASLB)

A pruning point near a node that has suitable even reducing branch diameter at which to make a pruning cut, may also be seen as “strong lateral growth points”.

Basal

Soil to 1m height approximately.

Branch

A main limb of the tree.

Branches

A group of limbs, often described as low crown skirt or particular area of tree.

Branching

General group, side/area of branches on the tree crown.

BS 5837 2012

Recommendations for demolition and construction near trees.

BS 3998 2010

British Standard for tree work.

NJUG Vol 10

Simple advice for working near trees with trenching or utility operations.

Buttress

The root collar ridges flaring at the bottom of the trees stem.

Cavity

A hole/hollowing in the trees stem, scaffold limbs or basal region.

Chlorotic

Pale foliage from nitrogen deficiency, physiological decline. Lack of chlorophyll in leaves.

Cladoptosis

Natural loss of redundant twigs, leaves and branch wood.

Crack

Longitudinal or transverse in the stem or scaffold limbs. A split in wood tissues.

Crown

The outer foliage region of the tree.

Crown lift

Raising of branches at the main stem.

Decay

Usually associated with fungal presence or historical wound/damage. Can be internal wood, external sap wood or both. If tree stability is concerned further detailed analysis is wise.

Dead wood

Major in excess of 50mm, minor less than 50mm diameter. Stable and unstable dead woods.

Die-back

Foliage crown tip die back, often from physiological decline.

Drop crotch pruning

Particular pruning selection and removal of vertical stem leading tips – helps reduce mass not but foliage/photosynthetic area.

Epicormic shoot

A shoot formed by adventitious buds in under tree bark. Often found near a previous wound or stress region.

Foliage tip

Growing tip of a branch/leader. Contain DNA information for the tree on growth regulation and control.

Foliage tip lift

Pruning of outer foliage tips only, usually to raise above or back from an object without the need for limb removal.

Fungal fruit body (FFB)

The flower of a fungus. Often the fungus species is given where ID is possible.

Hazard beam

Separation failure of tension and compression wood, usually in a weak limb.

In-Leaf

Tree seen in leaf, good for physiological health assessments but some upper crown scaffold defects can be obscured.

Out-of-Leaf

Tree seen out of leaf, good for structural assessment and quite often fungal presence. Physiological health harder to determine out of leaf.

Leader

Upper stem vertical section – not a side limb/branch.

Natural Target Pruning (NTP)

Pruning as defined by Dr Alex Shigo – minimal cut diameter made at the branch collar.

Non-tensile fork

A fork with an angle tighter than 25 degrees. Often a weak point in the structure and prone to decay.

Nuisance

In the legal sense – foliage touching an object/limb contact with structures.

Rooting area (RPA)

12 x stem diameter measured at 1.5m above soil height provides rooting area radius as per BS5837 2012.

Scaffold limb

Main structural branch that supports the lateral foliage bearing branches.

Self-set

A tree/sapling, often grown from wind/animal dispersed seed.

Stem

Main limb free section of the tree/trunk. Can be twin and multiple stemmed also.

T/R Ratio

The ratio of stem diameter to the remaining stem wall thickness. Roughly up to 1/3rd of overall diameter is acceptable as stem wall thickness as long as no opening is present greater than 120 degrees.

To simplify records made during the defect tree survey, the survey records “actionable” defects. These are defects that require a specific work prescription or test process and within a certain time period. The surveyor will also be making visual notes of tree “features”. A tree feature is something that is not ideal but also not something that requires an immediate action to resolve it within current budget or work period, separate advice formed from a list of features may however be given to help educate and inform managers and operatives working on trees to reduce on going own goals in tree damage/decline.

Tree features would be:

- Very minor die-back in small areas of crown, possibly insect activity and non-persistent.
- Recent poor pruning practice that doesn't render the tree dangerous. We expect all work to comply with BS3998 2010 – rips, tears and stubs should not happen and flush cutting is to be avoided.
- Observations that do not have a bearing on the trees safety factor between expected three yearly periods.
- Foliage on phone lines – BT have their own process for this issue as it is a dynamic not static issue. Only if we are briefed on exact need to record this will we record it.
- Signs and fences nailed to trees unless it is causing a direct hazard.
- Ecological features that have no bearing on tree safety levels.

Ash Die Back – Hymenoscyphus fraxineus information

Hymenoscyphus fraxineus may be noted in this survey. It is intentional that not all infected single trees or groups of infected trees are recorded or marked within the survey or around the land ownership. Only trees in the higher category HF3 & HF4 are likely to be recorded.

The intention is to highlight the fraxinus species trees which have been infected with Hymenoscyphus fraxineus (Ash Die back) and pose the greatest threat to users of the location at this time only, and not all infected trees on the land ownership. New unaffected species introduction may also have been recommended. Tree surveys are an ongoing task recommended at 3 yearly intervals unless otherwise directed. It is the client responsibility to ensure three yearly visits occur.

Infected trees in high use public areas, above roads/houses and paths should be made safe before they reach 50-75% foliage loss. Stage 3-4 (75% to 100% foliage loss trees may be highly susceptible to larger limb sections tearing out the crown whilst being worked upon. Secondary infection of armillaria species is also a concern for trees stressed by infection. Whilst contractors have the final say on what is safe or not safe to work on, the client/land owner does have a duty of care to these contractors and early intervention when trees are safe to work on is always advised. Trees can be graded into the following categories:

- Ash Health Class 1 – canopy with a 25% loss of foliage. Low.
- Ash Health Class 2 – canopy with a 25-50% loss of foliage. Low.
- Ash Health Class 3 – canopy with a 50-75% loss of foliage. Medium
- Ash Health Class 4 – canopy with a 75-100% loss of foliage. High

Trees falling into class three are a significant concern (medium risk) if they can affect members of the public or structures in the event of failure. Trees in class four (high risk) should be removed unless safe retention is possible due to being a remote location or complete lack of access.

The survey also records trees on adjacent land also if deemed to be a significant threat. This is to ensure the client is aware of potential hazards that are nearby and require action to make safe. Large scale panic felling of infected ash trees is not advised and should be avoided. A systematic approach should be used and only when intervention is required, trees should be made safe if required. Trees in woodlands, dense shelter belts and are not in 1.5 tree lengths of targets should be left as long as it is safe and practical to do so before management. A tree does not need felling if die back is only confined to foliage tips/class 1. It is important to try and retain trees in class 2-3 (only where safe to do so) to see what or if any trees show a resistance to the disease.

In my own assessment of declining trees, I have noticed that coppice stools or 5-7 year's old pollard trees seem to show significant signs of longevity against infection. Some re growth shoots die off but adjacent and newly forming regrowth seems to develop well again before infection. This process can persist for some time where an unpruned tree with full crown becomes infected and simply declines in a shorter space of time.

Winter assessment of foliage decline is difficult for obvious reasons, I therefore advise in leaf/summer on-going and spot/tree marking for ash die back decline each year in July/August. Early-stage trees are likely to be missed in winter surveys. It is also possible that infected mature trees can also be missed if weather is wet and overcast during visual assessment as certain HF identification features are not visible.

Findings & work schedules

Note: All pruning work to use natural target pruning at suitable sound living lateral branches – no stubs, tears or poor reducing limb diameters and within species tolerance as per BS3998 2010. All pruning to be minimal to achieve the aim. Foliage lifts of tips to be to 2.5m over paths, 5.5m over roads (to allow for wet leaf droop) – crown lift of limbs should be specified – ask JPTC if unclear. Dead wood removals (unless stated) are down to 15-20mm diameter. De-suckering should be undertaken with neat pruning cuts. Ivy banding/severance should leave a min 30cm gap between cut ivy stems, full removal from tree is preferred – ivy band 360 1m means removal of a 1m band of ivy from around 360 degrees of low stem. *Hymenoscyphus fraxineus* crown condition scores 1-4 (HF1, HF2 etc).

Individual Trees Schedule:

Tree No	Date	Spread M - stem to drip line	Height (M)	Area usage	Tag No	Species	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation type
T1	20240124	4	17	Variable	7	Sycamore	Mature	Normal for species	Characteristic defects present for species	Visual assessment impaired; Highway height clearance	Conflict between low foliage and use of public highway. Ivy obscuring main stems/principal branch unions	Crown lift minor low branches/foliage tip lift to provide 5.2m statutory clearance over highway. Ivy band 360 1m. Apply appropriate herbicide to ivy stumps	2= Low	Not required	None
T2	20240124	2	11	Variable	9852	Prunus	Mature	Fair	Low influence defects present	Public safety; Road or path threatened by trees	Poor lower main stem resonance. Leaning/weighted over public footpath	Fell	2= Low	Not required	None
T3	20240124	3	18	Variable	214	Scots pine	Mature	Early decline	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >100mm diameter overhanging public footpath. Poor physiology	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T4	20240124	5	20	Variable	205	Black pine	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >75mm diameter overhanging roadway	Remove deadwood	2= Low	Not required	None
T5	20240124	6	18	Variable	443	Ash	Mature	Early decline	Low influence defects present	Road or path threatened by trees; Public safety; Damage to structures/object from trees	Stage 2 <i>Hymenoscyphus fraxineus</i> infection. Deadwood >100mm diameter overhanging roadway	Remove deadwood as a priority. Pollard at 7m	2= Low	Not required	None
T6	20240124	3	19	Variable	454	Black pine	Mature	Dying	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Poor physiology. Deadwood >100mm diameter	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T7	20240124	4	14	Variable	462	Ash	Mature	Early decline	Normal for species	Public safety; Road or path threatened by trees; Damage to structures/object from trees	HF3 infection	Fell	2= Low	Not required	None

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Tree No	Date	Spread M - stem to drip line	Height (M)	Area usage	Tag No	Species	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation type
T8	20240124	2	15	High use	650	Ash	Semi-mature	Dying	Low influence defects present	Road or path threatened by trees; Public safety; Damage to structures/object from trees	HF3 infection. Deadwood >50mm diameter	Fell. Stump grind to 450mm below soil level. Replace with suitable species for location	2= Low	Not required	None
T9	20240124	2	9	Variable	636	Rowan	Mature	Normal for species	Normal for species	Nuisance - general	Conflict between low foliage and use of roadway	Crown lift minor low branches/foliage tip lift to provide 3.5m vertical clearance over roadway	2= Low	Not required	None
T10	20240124	5	22	Variable	632	Black pine	Mature	Fair	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >100mm diameter within lower crown	Remove deadwood	2= Low	Not required	None
T11	20240124	4	22	Variable	626	Black pine	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter	Remove deadwood	2= Low	Not required	None
T12	20240124	7	18	Variable	635	London plane	Lapsed pollard	Fair	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >100mm diameter	Remove deadwood	2= Low	Not required	None
T13	20240124	8	23	Variable	641	Ash	Mature	Dying	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	HF3 infection. Deadwood >75mm diameter. Evidence of recent secondary branch failure >100mm diameter	Pollard at 11m	2= Low	Not required	None
T14	20240124	6	22	Variable	646	Black pine	Mature	Fair	Low influence defects present	Damage to structures/object from trees; Road or path threatened by trees; Public safety	Deadwood >150mm diameter overhanging roadway	Remove deadwood	2= Low	Not required	None
T15	20240124	4	20	Variable	639	Black pine	Mature	Early decline	Low influence defects present	Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter. Partially failed branch >75mm diameter overhanging roadway. Poor physiology	Remove deadwood/damaged branch. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T16	20240124	5	22	Variable	627	Black pine	Mature	Fair	Low influence defects present	Road or path threatened by trees; Damage to structures/object from trees; Public safety	Deadwood >100mm diameter	Remove deadwood	2= Low	Not required	None

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Tree No	Date	Spread M - stem to drip line	Height (M)	Area usage	Tag No	Species	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation type
T17	20240124	5	22	Variable	630	Black pine	Mature	Normal for species	Low influence defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees	Deadwood >100mm diameter	Remove deadwood	2= Low	Not required	None
T18	20240124	4	20	Variable	633	Black pine	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter	Remove deadwood	2= Low	Not required	None
T19	20240124	3	20	Variable	640	Black pine	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >75mm diameter overhanging roadway	Remove deadwood	2= Low	Not required	None
T20	20240124	4	18	Variable	738	Lime	Mature	Early decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter. Poor physiology	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T21	20240124	2	13	Variable	727	Ash	Semi-mature	Dying	Low influence defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees	HF3 infection. Minor deadwood <50mm diameter	Fell. Stump grind to 450mm below soil level. Replace with suitable species for location	2= Low	Not required	None
T22	20240124	6	16	Variable	729	Lime	Mature	Fair	Low influence defects present	Road or path threatened by trees; Public safety	Deadwood >50mm diameter attached/hung up	Remove deadwood	2= Low	Not required	None
T23	20240124	3	19	Variable	622	Black pine	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >75mm diameter. Partially failed branch >75mm diameter overhanging roadway	Remove deadwood/damaged branch	2= Low	Not required	None
T24	20240124	4	14	Variable	9854	Poplar	Mature	Normal for species	Damaged	Nuisance - general	Conflict between low foliage and use of roadway. Historic secondary stem failure at 6m	Foliage tip lift to provide 3.5m vertical clearance over roadway. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T25	20240124	4	10	Variable	612	Black pine	Mature	Dying	Low influence defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees	Moribund tree featuring 80%+ dead crown	Fell	1=High	Not required	None

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Tree No	Date	Spread M - stem to drip line	Height (M)	Area usage	Tag No	Species	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation type
T26	20240124	1	7	Variable	604	Elm	Semi-mature	Normal for species	Low influence defects present	Road or path threatened by trees	Suppressed specimen leaning/weighted over roadway. Future management issues	Fell	3= Best practice	Not required	None
T27	20240124	5	17	Variable	240	Horse chestnut	Mature	Normal for species	Normal for species	Nuisance - general	Conflict between low foliage and use of roadway	Foliage tip lift to provide 3.5m vertical clearance over roadway	2= Low	Not required	None
T28	20240124	4	18	Variable	744	Black pine	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter	Remove deadwood	2= Low	Not required	None
T29	20240124	5	20	Variable	746	Black pine	Mature	Early decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter. Poor physiology	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T30	20240124	3	11	Variable	747	Black pine	Mature	Early decline	Low influence defects present	Damage to structures/object from trees; Road or path threatened by trees	Deadwood >100mm diameter. Poor physiology	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T31	20240124	8	17	Variable	651	Turkey oak	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter	Remove deadwood	2= Low	Not required	None
T32	20240124	6	18	Variable	None	Monterey cypress	Mature	Fair	Low influence defects present	Public safety; Damage to structures/object from trees	Deadwood >150mm diameter overhanging burial plots. Associated poor physiology on SE side of crown	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T33	20240124	4	19	Variable	659	Black pine	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >75mm diameter overhanging roadway	Remove deadwood	2= Low	Not required	None
T34	20240124	8	20	Variable	13	Black pine	Mature	Normal for species	Normal for species	Visual assessment impaired	Ivy obscuring main stem/principal branches	Ivy band 360 1m	2= Low	Not required	None

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T35	20240124	5	20	Variable	24	Black pine	Mature	Early decline	Low influence defects present	Damage to tree health	Change in levels >1m (+) within rooting environment. Vehicular compaction within roofing environment. Deadwood >75mm diameter	Remove soil/rubble within rooting environment to original level. Remove deadwood	3= Best practice	Not required	None
T36	20240124	4	19	Variable	None	Black pine	Mature	Dying	Low influence defects present	Road or path threatened by trees; Damage to tree health; Damage to structures/object from trees; Public safety	Change in levels >1.5m (+) within rooting environment. Extensive deadwood >150mm diameter	Fell	2= Low	Not required	None
T37	20240124	3	12	Variable	None	Lawson cypress	Mature	Normal for species	Previous pruning history	Public safety; Damage to structures/object from trees; Altered exposure	Multiple secondary stems historically removed on southern side. Associated altered wind exposure in relation to retained crown. Evidence of tertiary stem failures	Fell	2= Low	Not required	None
T38	20240124	4	20	Variable	482	Black pine	Mature	Early decline	Low influence defects present	Damage to structures/object from trees; Road or path threatened by trees; Public safety	Extensive deadwood >75mm diameter. Poor physiology	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T39	20240124	5	22	Variable	488	Black pine	Mature	Fair	Low influence defects present	Road or path threatened by trees; Public safety	Deadwood >75mm diameter overhanging roadway. Historic secondary stem failure wound at 1.5m featuring exposed non living heartwood/reaction growth	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T40	20240124	5	20	Variable	490	Black pine	Mature	Early decline	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >75mm diameter overhanging roadway. Poor physiology	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T41	20240124	4	9	Variable	748	Lime	Semi-mature	Normal for species	Characteristic defects present for species	Nuisance - general	Conflict between low foliage and use of roadway	Crown lift minor low branch/foliage tip lift to provide 3.5m vertical clearance over roadway	2= Low	Not required	None
T42	20240124	4	21	Variable	164	Black pine	Mature	Early decline	Low influence defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees	Deadwood >75mm diameter. Poor physiology	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T43	20240124	4	22	Variable	753	Black pine	Mature	Fair	Low influence defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees	Non tensile secondary stem union at 2.5m featuring extensive reaction growth	Installation of suitable non-invasive bracing system recommended	2= Low	Not required	None

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Tree No	Date	Spread M - stem to drip line	Height (M)	Area usage	Tag No	Species	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation type
T44	20240124	1	6	Variable	819	Horse chestnut	Pollard	Early decline	Previous pruning history	Damage to tree health	Recently reduced to 6m following non-tensile secondary stem union failure at 2m. Unsuitable management in relation to species	Continue to assess on a cyclical basis with regards to physiology and structure	3= Best practice	Not required	None
T45	20240124	3	22	Variable	815	Black pine	Mature	Fair	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Non tensile secondary stem union at 4m featuring associated linear feature/reaction growth/ruptured bark to 1.75m	Installation of suitable non-invasive bracing system recommended	2= Low	Not required	None
T46	20240124	2	22	Variable	816	Black pine	Mature	Dying	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Poor physiology. Chlorotic foliage throughout crown. Deadwood >50mm diameter	Continue to assess on a cyclical basis with regards to physiology and structure	3= Best practice	Not required	None
T47	20240124	4	22	Variable	775	Black pine	Mature	Fair	Low influence defects present	Public safety; Damage to structures/object from trees	Deadwood >150mm diameter overhanging adjacent burial plots	Remove deadwood	2= Low	Not required	None
T48	20240124	3	20	Variable	767	Black pine	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >100mm diameter overhanging roadway	Remove deadwood	2= Low	Not required	None
T49	20240124	7	19	Variable	679	Lime	Mature	Fair	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter	Remove deadwood	2= Low	Not required	None
T50	20240124	4	16	Variable	671	Whitebeam	Mature	Normal for species	Hazardous defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees	Emergent Ganoderma fruiting bodies 180 degrees at ground level. Associated poor lower main stem resonance/basal decay. Offset crown weighted to south	Additional assessment of lower main stem recommended	1=High	Essential - before next survey	Micro drill assessment
T51	20240124	7	22	Variable	673	Black pine	Mature	Fair	Low influence defects present	Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter	Remove deadwood	2= Low	Not required	None
T52	20240124	6	20	Variable	498	Black pine	Mature	Dying	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Poor physiology. Chlorotic foliage throughout crown. Deadwood >75mm diameter	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None

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Tree No	Date	Spread M - stem to drip line	Height (M)	Area usage	Tag No	Species	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation type
T53	20240124	5	22	Variable	500	Black pine	Mature	Fair	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >100mm diameter	Remove deadwood	2= Low	Not required	None
T54	20240124	7	15	Variable	497	Black pine	Mature	Fair	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >100mm diameter	Remove deadwood	2= Low	Not required	None
T55	20240124	3	14	Variable	5012	Yew	Mature	Early decline	Previous pruning history	Public safety; Damage to structures/object from trees	Poor physiology. Historic crown reduction on south side resulting in offset/weighted crown	Pollard at 5m	2= Low	Not required	None
T56	20240124	3	17	Variable	144	Black pine	Mature	Fair	Normal for species	Highway height clearance	Conflict between low foliage and use of public highway	Foliage tip reduction back to suitable lateral growth points to provide 5.2m statutory clearance over highway	2= Low	Not required	None
T57	20240124	4	21	Variable	53	Black pine	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees; Visual assessment impaired	Deadwood >100mm diameter overhanging external public footpath. Ivy obscuring main stems/principal branch unions/extending into upper crown	Remove deadwood. Ivy band 360 1m	2= Low	Not required	None
T58	20240124	3	19	Variable	None	Black pine	Mature	Normal for species	Characteristic defects present for species	Visual assessment impaired	Ivy obscuring main stems/principal branch unions	Ivy band 360 1m	2= Low	Not required	None
T59	20240124	3	15	Variable	163	Monterey cypress	Mature	Fair	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter within lower crown	Remove deadwood	2= Low	Not required	None
T60	20240124	4	19	Variable	None	Monterey cypress	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees	Extensive deadwood >100mm diameter overhanging/adjacent to roadway	Remove deadwood	2= Low	Not required	None
T61	20240124	4	20	Variable	170	Black pine	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >75mm diameter overhanging external public footpath	Remove deadwood	2= Low	Not required	None

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Tree No	Date	Spread M - stem to drip line	Height (M)	Area usage	Tag No	Species	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation type
T62	20240124	3	13	Variable	175	Ash	Semi-mature	Dying	Normal for species	Public safety; Road or path threatened by trees; Damage to structures/object from trees	HF3 infection	Fell	2= Low	Not required	None
T63	20240124	3	14	Variable	None	Ash	Semi-mature	Early decline	Normal for species	Public safety; Damage to structures/object from trees; Road or path threatened by trees	HF2 infection	Fell	2= Low	Not required	None
T64	20240124	4	19	Variable	180	Black pine	Mature	Early decline	Low influence defects present	Public safety	Dead secondary stem overhanging managed grass area	Reduce dead secondary stem to 2m from secondary stem union	2= Low	Not required	None
T65	20240124	4	17	Variable	None	Ash	Mature	Early decline	Low influence defects present	Public safety; Damage to structures/object from trees	HF1 infection. Offset crown weighted over adjacent burial plots	Fell within 3 years due to decline	2= Low	Not required	None
T66	20240124	5	17	Variable	3289	Black pine	Mature	Fair	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >75mm diameter overhanging roadway	Remove deadwood	2= Low	Not required	None
T67	20240124	4	17	Variable	193	Monterey cypress	Mature	Fair	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Extensive deadwood >75mm diameter overhanging/adjacent to roadway	Remove deadwood	2= Low	Not required	None
T68	20240124	4	18	Variable	546	Ash	Mature	Early decline	Normal for species	Public safety; Road or path threatened by trees; Damage to structures/object from trees	HF2 infection	Fell	2= Low	Not required	None
T69	20240124	5	15	Variable	548	Monterey cypress	Mature	Fair	Low influence defects present	Public safety; Road or path threatened by trees	Extensive deadwood >75mm diameter overhanging roadway. Poor physiology on north side of crown	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
T70	20240124	3	10	Variable	538	Cypress cultivar	Mature	Normal for species	Low influence defects present	Public safety; Damage to structures/object from trees	Partially wind thrown. Evidence of recent root plate movement. Leaning/weighted over adjacent burial plots	Fell	1=High	Not required	None

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Tree No	Date	Spread M - stem to drip line	Height (M)	Area usage	Tag No	Species	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation type
T71	20240124	4	22	Variable	684	Black pine	Mature	Early decline	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >100mm diameter overhanging roadway	Remove deadwood	2= Low	Not required	None
T72	20240124	3	15	Variable	686	Cypress cultivar	Mature	Dying	Low influence defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees	Moribund tree featuring significant and extensive needle browning throughout crown	Fell	2= Low	Not required	None
T73	20240124	2	13	Variable	689	Cypress cultivar	Mature	Fair	Low influence defects present	Public safety; Damage to structures/object from trees	Dead secondary stem >150mm diameter on SE side	Remove paint marked dead stem	2= Low	Not required	None
T74	20240124	3	16	Variable	796	Ash	Mature	Dying	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	HF3 infection. Deadwood >50mm diameter	Fell	2= Low	Not required	None
T75	20240124	5	18	Variable	7565	Ash	Mature	Early decline	Low influence defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees	HF2 infection. Deadwood <50mm diameter	Fell	2= Low	Not required	None
T76	20240124	1	20	Variable	210	Cypress cultivar	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees	Partially failed hung up branch >75mm diameter adjacent to roadway/boundary fence	Remove damaged branch	2= Low	Not required	None
T77	20240124	1	8	Variable	241	Cypress cultivar	Semi-mature	Dead	Low influence defects present	Damage to structures/object from trees; Road or path threatened by trees; Public safety	Standing dead stem within shelterbelt	Fell	2= Low	Not required	None
T78	20240125	4	15	Variable	237	Scots pine	Mature	Fair	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Extended lower lateral weighted over roadway. Deadwood >50mm diameter overhanging roadway	Foliage tip reduction of extended lower lateral by up to 1.5m to reduce weight/wind loading. Remove deadwood	2= Low	Not required	None
T79	20240125	3	11	Variable	5014	Scots pine	Semi-mature	Early decline	Low influence defects present	Public safety; Damage to structures/object from trees	Poor physiology. Chlorotic foliage throughout crown. Deadwood >75mm diameter	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None

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Tree No	Date	Spread M - stem to drip line	Height (M)	Area usage	Tag No	Species	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation type
T80	20240125	4	17	Variable	None	Poplar	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >50mm diameter overhanging roadway	Remove deadwood	2= Low	Not required	None
T81	20240125	4	15	Variable	564	Scots pine	Semi-mature	Early decline	Low influence defects present	Non specific	Poor physiology. Chlorotic foliage throughout crown. Deadwood >50mm diameter	Continue to assess on a cyclical basis with regards to physiology and structure	3= Best practice	Not required	None
T82	20240125	3	14	Variable	559	Scots pine	Semi-mature	Early decline	Low influence defects present	Non specific	Poor physiology. Chlorotic foliage throughout crown. Deadwood >50mm diameter	Continue to assess on a cyclical basis with regards to physiology and structure	3= Best practice	Not required	None
T83	20240125	5	17	Variable	570	Poplar	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Extended secondary stem weighted over adjacent burial plots	Foliage tip reduction of extended secondary stem by up to 3m back to suitable lateral growth points to reduce weight/wind loading	2= Low	Not required	None
T84	20240125	6	17	Variable	3190	Ash	Mature	Early decline	Low influence defects present	Damage to structures/object from trees; Road or path threatened by trees; Public safety	HF2 infection. Deadwood <50mm diameter	Fell	2= Low	Not required	None
T85	20240125	4	15	Variable	279	Ash	Mature	Dying	Low influence defects present	Road or path threatened by trees; Damage to structures/object from trees	HF3 infection. Deadwood <50mm diameter	Fell. Stump grind to 450mm below soil level. Replace with suitable species for location	2= Low	Not required	None
T86	20240125	3	13	Variable	9856	Ash	Mature	Dying	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	HF3 infection. Deadwood <50mm diameter. Non tensile secondary stem union at <0.5m	Fell	2= Low	Not required	None
T87	20240125	1	4	Low use	3191	Cypress cultivar	Young	Dead	Low influence defects present	Public safety	Standing dead tree adjacent to boundary fence	Fell	3= Best practice	Not required	None
T88	20240125	4	10	Variable	575	Norway maple	Mature	Dying	Low influence defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees	Poor physiology. Minor deadwood <50mm diameter throughout crown	Pollard at 4.5m. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None

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Tree No	Date	Spread M - stem to drip line	Height (M)	Area usage	Tag No	Species	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation type
T89	20240125	4	10	Variable	9863	Willow	Mature	Normal for species	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Multiple non-tensile secondary stem unions at <1m	Pollard at 4m	2= Low	Not required	None
T90	20240125	2	5	Variable	389	Cherry	Semi-mature	Dead	Low influence defects present	Public safety; Road or path threatened by trees	Standing dead tree adjacent to roadway	Fell. Replace with suitable species for location	2= Low	Not required	None
T91	20240125	1	8	Low use	366	Ash	Semi-mature	Early decline	Normal for species	Public safety	HF2 infection	Fell. Replace with suitable species for location	2= Low	Not required	None
T92	20240125	3	11	Variable	None	Field maple	Mature	Normal for species	Normal for species	Visual assessment impaired	Ivy obscuring main stems/principal lower branch unions. Bramble presence 360 degrees within rooting environment	Ivy band 360 1m. Reduce bramble to ground level/apply appropriate herbicide to bramble stumps to aid future inspection	2= Low	Not required	None
T93	20240125	4	11	Variable	375	Oak	Mature	Fair	Hazardous defects present	Public safety; Damage to structures/object from trees	Open cavity ground level to 1.5m featuring decay	Pollard at 5m	2= Low	Not required	None
T94	20240125	2	5	Variable	None	Cherry	Mature	Normal for species	Normal for species	Damage to tree health	Ropes/wires girdling main/secondary stems	Remove ropes/wires	3= Best practice	Not required	None
T95	20240125	1	2	Variable	None	Ash	Young	Normal for species	Normal for species	Damage to structures/object from trees	Self set sapling within burial plot	Fell. Apply appropriate herbicide to stump	3= Best practice	Not required	None
T96	20240125	3	10	Variable	None	Tulip tree	Semi-mature	Normal for species	Normal for species	Nuisance - general	Conflict between low foliage and use of roadway	Foliage tip lift to provide 3.5m vertical clearance over roadway	2= Low	Not required	None
T97	20240125	3	12	High use	None	Oak	Mature	Normal for species	Previous pruning history	Visual assessment impaired	Ivy obscuring main stems/principal branch unions	Ivy band 360 1m. Apply appropriate herbicide to ivy stumps	2= Low	Not required	None

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Tree No	Date	Spread M - stem to drip line	Height (M)	Area usage	Tag No	Species	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation type
T98	20240125	6	16	Variable	354	Ash	Lapsed pollard	Fair	Low influence defects present	Public safety	Historically reduced to <5m. Inonotus hispidus fruiting body present in association with historic reductio point. HF2 infection. Deadwood >75mm diameter within lower crown overhanging adjacent memorial area	Pollard at 7m	2= Low	Not required	None
T99	20240125	6	17	High use	None	Ash - OWNERSHIP UNCLEAR	Mature	Early decline	Low influence defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees; No access; Visual assessment impaired	HF2 infection. Significant and extensive ivy presence obscuring main stem/principal branches/extending into upper crown. Potential to act as a winter sail area	Fell - NOTIFY LANDOWNER IF SITUATED ON ADJACENT LAND	2= Low	Not required	None
T100	20240125	1	6	Variable	None	Hawthorn - OWNERSHIP UNCLEAR	Mature	Fair	Low influence defects present	Damage to structures/object from trees; Visual assessment impaired; Damage to tree health; No access	Significant and extensive ivy presence smothering crown. Potential to act as a winter sail area	Ivy band 360 1m. Apply appropriate herbicide to ivy stumps - IF WITHIN CURTILAGE OF SITE	2= Low	Not required	None
T101	20240125	1	6	Variable	None	Hawthorn - OWNERSHIP UNCLEAR	Mature	Early decline	Low influence defects present	Public safety; Damage to structures/object from trees; Visual assessment impaired; Damage to tree health; No access	Significant and extensive ivy presence smothering crown. Potential to act as a winter sail area	Ivy band 360 1m. Apply appropriate herbicide to ivy stumps - IF WITHIN CURTILAGE OF SITE	2= Low	Not required	None
T102	20240125	8	18	Variable	None	Ash - OWNERSHIP UNCLEAR	Mature	Dying	Low influence defects present	Public safety; Damage to structures/object from trees; No access	HF3 infection. Deadwood >50mm diameter. Ivy obscuring main stems/principal branch unions	Fell - NOTIFY LANDOWNER IF SITUATED ON ADJACENT LAND	2= Low	Not required	None
T103	20240125	7	12	High use	None	Oak - OWNERSHIP UNCLEAR	Mature	Normal for species	Previous pruning history	No access; Visual assessment impaired	Significant and extensive ivy presence obscuring main stems/principal branches. Deadwood >75mm diameter overhanging low use grass area. Historic extensive crown reduction on northern side	Ivy band 360 1m. Apply appropriate herbicide to ivy stumps - IF WITHIN CURTILAGE OF SITE	2= Low	Not required	None
T104	20240125	1	4	Variable	3192	Cherry	Semi-mature	Normal for species	Low influence defects present	Public safety	Historic secondary stem failure wound at <0.5m. Potential for associated decay development	Remove. Replace with suitable species for location	3= Best practice	Not required	None
T105	20240125	4	13	Variable	9859	Ash	Mature	Normal for species	Low influence defects present	Public safety	Hung up failed branch >50mm diameter within upper crown. Evidence of multiple historic primary branch failures	Remove hung up branch. Continue to assess on a cyclical basis with regards to physiology and structure	3= Best practice	Not required	None

Groups of Trees Schedule:

Group No	Date	Species type	Area usage	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation Type
G1	20240124	Prunus	Variable	Mature	Majority decline	Low influence defects present	Road or path threatened by trees; Public safety; Visual assessment impaired	Deadwood >75mm diameter overhanging public footpath. Ivy obscuring main stems/principal branch unions/extending into upper crowns	Remove deadwood. Ivy band 360 1m. Apply appropriate herbicide to ivy stumps	2= Low	Not required	None
G2	20240124	Prunus	Variable	Mature	Majority decline	Low influence defects present	Public safety; Road or path threatened by trees; Visual assessment impaired	Deadwood >50mm diameter overhanging public footpath. Ivy obscuring main stems/principal branch unions/extending into upper crowns	Remove deadwood. Ivy band 360 1m. Apply appropriate herbicide to ivy stumps	2= Low	Not required	None
G3	20240124	Sycamore	Variable	Semi-mature	Localised decline	Normal for species	Visual assessment impaired	Ivy obscuring main stems/principal branch unions/extending into upper crowns on majority of trees	Ivy band 360 1m. Apply appropriate herbicide to ivy stumps	2= Low	Not required	None
G4	20240124	Prunus	Variable	Mature	Localised decline	Low influence defects present	Public safety; Road or path threatened by trees; Visual assessment impaired; Damage to group health	Extensive ivy presence obscuring main stems/principal branch unions/extending into upper crowns on majority of trees. Partially wind thrown stem leaning/weighted over public footpath/currently supported by mesh fence	Fell paint marked partially wind thrown stem between electricity pole 51-2067/1-SL10 and SL9 as a HIGH PRIORITY. Ivy band 360 1m. Apply appropriate herbicide to ivy stumps	1=High	Not required	None
G5	20240124	Ash (x4) - OWNERSHIP UNCLEAR	Variable	Semi-mature	Majority decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Stage 2 Hymenoscyphus fraxineus infection	Fell - IF WITHIN CURTILAGE OF SITE	2= Low	Not required	None
G6	20240124	Black pine (x4) 000809 - 000812	Variable	Mature	Localised decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >100mm diameter	Remove deadwood	2= Low	Not required	None
G7	20240124	Black pine (x2) 000477/000479	Variable	Mature	Majority decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter. Poor physiology	Remove deadwood. Continue to assess on a cyclical basis with regards to physiology and structure	2= Low	Not required	None
G8	20240124	Black pine (x4)	High	Mature	Localised decline	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >75mm diameter overhanging roadways	Remove deadwood	2= Low	Not required	None
G9	20240124	Black pine (x11) 000478 - 000493	Variable	Mature	Majority decline	Hazardous defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees	Deadwood >100mm diameter. Tag 000487 featuring dead secondary stems >225mm diameter overhanging adjacent burial plots	Reduce dead secondary stems on tag 000487 to 1m from main stem as a priority. Remove deadwood	1=High	Not required	None

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Group No	Date	Species type	Area usage	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation Type
G10	20240124	Black pine (x2) 000664/000669	Variable	Mature	Localised decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >100mm diameter	Remove deadwood	2= Low	Not required	None
G11	20240124	Black pine (x2) 000660 - 000661	Variable	Mature	Localised decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter	Remove deadwood	2= Low	Not required	None
G12	20240124	Black pine (x3) 000665/000668/000670	Variable	Mature	Localised decline	Low influence defects present	Public safety; Damage to structures/object from trees; Road or path threatened by trees	Deadwood >100mm diameter	Remove deadwood	2= Low	Not required	None
G13	20240124	Black pine (x3) 000754/000756/000757	Variable	Mature	Localised decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter	Remove deadwood	2= Low	Not required	None
G14	20240124	Lime (x3)	Variable	Pollards	Normal for species	Previous pruning	Public safety; Road or path threatened by trees	Historically reduced to 6/7m. Currently featuring pollard regrowth to >13m	Re-pollard just above previous reduction points	2= Low	Not required	None
G15	20240124	Black pine (x6) 000777 - 000782	Variable	Mature	Localised decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >100mm diameter	Remove deadwood	2= Low	Not required	None
G16	20240124	Black pine (x2) 000762/000765	Variable	Mature	Localised decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >100mm diameter	Remove deadwood	2= Low	Not required	None
G17	20240124	Lime (x3) 000764/000768/000770	Variable	Mature	Localised decline	Low influence defects present	Public safety; Road or path threatened by trees	Deadwood >75mm diameter	Remove deadwood	2= Low	Not required	None
G18	20240124	Black pine (x6) 000507 - 000512	Variable	Mature	Localised decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >100mm diameter	Remove deadwood	2= Low	Not required	None

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Group No	Date	Species type	Area usage	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation Type
G19	20240124	Black pine (x3) 000680-000682	Variable	Mature	Localised decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	Deadwood >75mm diameter	Remove deadwood	2= Low	Not required	None
G20	20240125	Scots pine (x7)	Variable	Semi-mature	Normal for species	Normal for species	Nuisance - general	Conflict between low foliage and use of roadway	Crown lift minor low branches/foliage tip lift to provide 3.5m vertical clearance over roadway	2= Low	Not required	None
G21	20240125	Ash (x9)	Variable	Semi-mature	Majority decline	Normal for species	Public safety; Road or path threatened by trees; Damage to structures/object from trees	HF1/2 infection	Fell within 3 years due to decline	3= Best practice	Not required	None
G22	20240125	Mixed deciduous (primarily ash)	Variable	Mixed	Majority decline	Low influence defects present	Public safety; Road or path threatened by trees; Damage to structures/object from trees	HF2/3/4 infection (ash)	Fell paint marked ivy-clad stem/tag 5015 as priorities. Fell semi mature ash (x2) leaning/weighted over adjacent burial plots. Pollard mature ash (x2) at 7m	1=High	Not required	None
G23	20240125	Tulip tree (x2)	Variable	Semi-mature	Normal for species	Normal for species	Nuisance - general	Conflict between low foliage and use of roadways	Crown lift minor low branches/foliage tip lift to provide 3.5m vertical clearance over roadways	2= Low	Not required	None
G24	20240125	Tulip tree (x3)	Variable	Semi-mature	Normal for species	Normal for species	Nuisance - general	Conflict between low foliage and use of roadways	Crown lift minor low branches/foliage tip lift to provide 3.5m vertical clearance over roadways	2= Low	Not required	None
G25	20240125	Ash (x3) - OWNERSHIP UNCLEAR	Variable	Semi-mature	Majority decline	Low influence defects present	Public safety; Damage to structures/object from trees; Visual assessment impaired	HF2/3 infection. Ivy obscuring main stems/principal branch unions	Fell - NOTIFY LANDOWNER IF SITUATED ON ADJACENT LAND	2= Low	Not required	None
G26	20240125	Ash (x3) - OWNERSHIP UNCLEAR	High	Mature	Dying	Low influence defects present	Public safety; Damage to structures/object from trees; Visual assessment impaired; Damage to group health; No access	HF3/4 infection. Significant and extensive ivy presence obscuring main stems/principal branches/extending into upper crowns. Potential to act as winter sail areas	Fell - NOTIFY LANDOWNER IF SITUATED ON ADJACENT LAND	1=High	Not required	None
G27	20240125	Elder/Field maple	High	Mature	Localised decline	Normal for species	Damage to group health; Public safety; Damage to structures/object from trees; Visual assessment impaired; No access	Significant and extensive ivy presence obscuring main stems/principal branches/extending into upper crowns. Potential to act as winter sail areas	Ivy band 360 1m. Apply appropriate herbicide to ivy stumps - IF WITHIN CURTILAGE OF SITE	2= Low	Not required	None

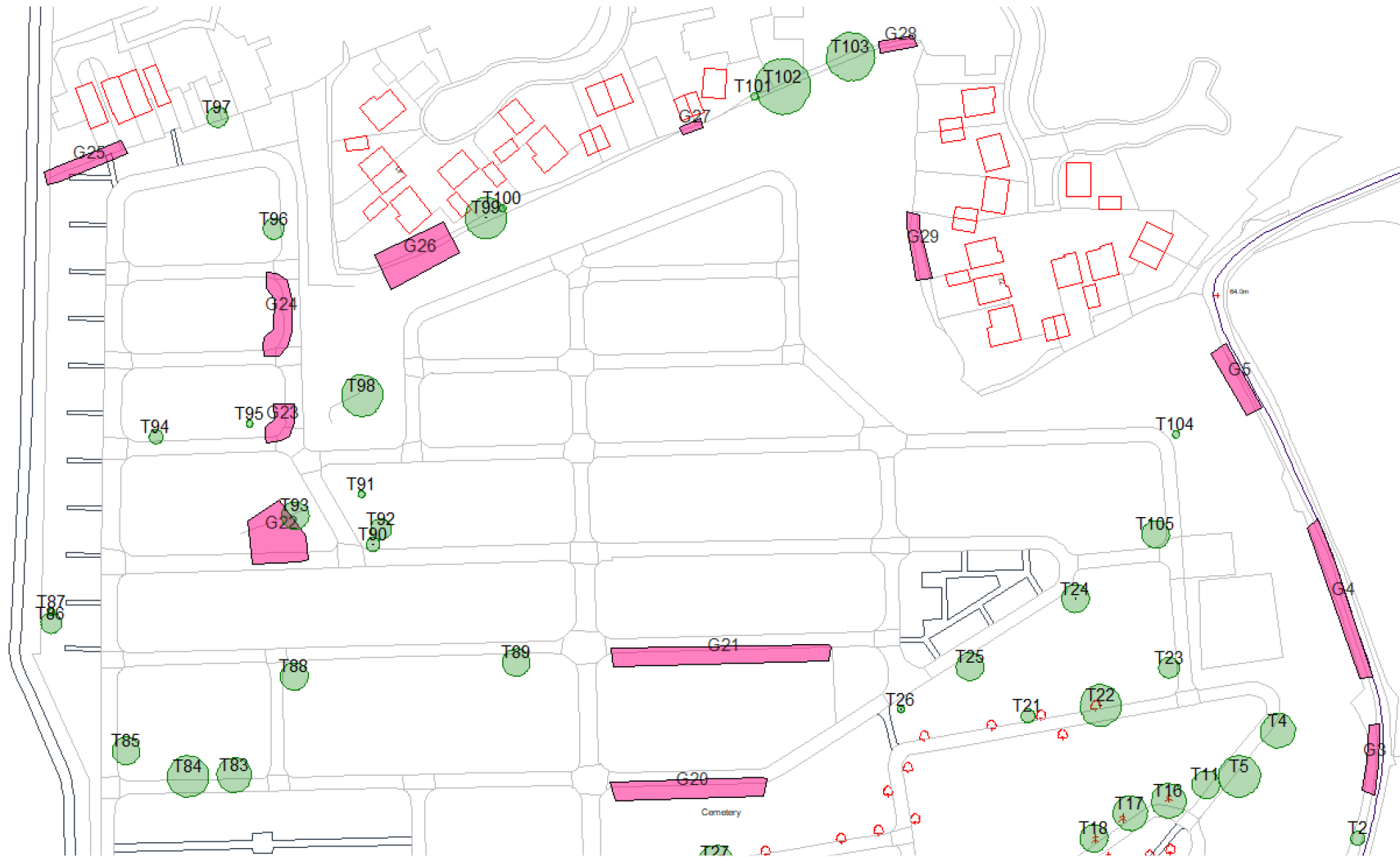
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Group No	Date	Species type	Area usage	Age/Class	Physiological condition	Structural condition	Consideration	Defects	Work recommendation	Priority	Further Investigation	Further Investigation Type
G28	20240125	Hawthorn (3+) - OWNERSHIP UNCLEAR	Variable	Mature	Localised decline	Low influence defects present	Public safety; Damage to structures/object from trees; Damage to group health; Visual assessment impaired; No access	Significant and extensive ivy presence obscuring main stems/principal branches/extending into upper crowns. Potential to act as winter sail areas	Ivy band 360 1m. Apply appropriate herbicide to ivy stumps - IF WITHIN CURTILAGE OF SITE	2= Low	Not required	None
G29	20240125	Mixed deciduous - OWNERSHIP UNCLEAR	Variable	Mixed	Localised decline	Low influence defects present	Public safety; Damage to group health; Damage to structures/object from trees; No access; Visual assessment impaired	Significant and extensive ivy presence obscuring main stems/principal branches/extending into upper crowns. Potential to act as winter sail areas	Ivy band 360 1m. Apply appropriate herbicide to ivy stumps - IF WITHIN CURTILAGE OF SITE	2= Low	Not required	None

Plan



North





LLYTHYRON AT ANWYLIAID

Diolch ichi am gymryd eiliad i alw heibio ein blwch post arbennig.
Os ydych eisiau ysgrifennu at eich anwylyd
ar ddiwrnod dathliad pwysig
neu os nad oes gennych unrhyw reswm penodol dros wneud hynny,
mae hwn yn lle arbennig ar gyfer postio eich llythyr.

Y tîm yng Nghyngor Tref Y Barri sy'n gofalu am y blwch hwn, nid y Post Brenhinol,
ac felly nid oes angen stampiau.

Gofynnir ichi beidio rhoi llythyrau â stampiau yn y blwch postio hwn.

Letters For Loved Ones

***Thank you for taking a moment to stop by our special
post box.***

***Whether you wish to write to your loved one
on the day of an important anniversary
or have no specific reason for doing so,
this is a dedicated place for posting your letter.***

***This post box is serviced by the team at Barry Town
Council, not Royal Mail, and therefore does not require
postage.***

Please do not place stamped letters inside this post box.

HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE	11 MARCH 2024	AGENDA ITEM: 10
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FACILITIES UPDATE

Report Author

Amanda Evans, Facilities and Cemeteries Manager

Purpose of Report

The purpose of this report is to provide Members of the Halls, Cemeteries & Community Facilities Committee with an update since the last meeting on 22 January 2024.

Background Information

- 1) In week commencing 5 March 2024, work started on the Lodge in order to repair the damp to the ceiling in bedroom three and to ensure that no further occurrences of damp arise in the future.
- 2) Since starting to send out feedback forms along with the hire forms to encourage communication between us and the hirers, I am happy to report that we are now receiving regular feedback from our hirers who are happy with our facilities and the care/work the caretakers are providing.
- 3) Asbestos inspections have been carried out between 29 February and 6 March on all buildings built pre-2000, and reports will be available to comply with the guidelines.
- 4) The next steps from the Legionella reports are almost complete, and there is a system in place whereby the caretakers and team leaders will carry out steps to check compliance in all Council buildings.
- 5) As part of the Inspections carried out by the facilities and cemeteries manager, a number of light fixtures had ceased to work and on calling out a local electrician, it has been discovered that the light fixtures in the cemetery approach community centre have been discontinued. Moving forward, when any of these lights go we will need to replace all the lighting within the hall.
- 6) A cherry picker has been hired to clear away all debris from the buildings gutter system in the Cemetery.

Recommendation

Members are requested to receive and note the aforementioned report.