



Dr Cheryl Scott – Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: 0117 986 8683
Fax: 0117 986 6359
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

Dear Councillor

You are summoned to attend a **MEETING OF KEYNSHAM TOWN COUNCIL** to be held in **THE SPACE, MARKET WALK, KEYNSHAM** on **Tuesday 19th February 2019** commencing at **7.30 p.m.**

The Agenda for the meeting appears below.

12th February 2019

Dr. Cheryl Scott – TOWN CLERK

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds you must evacuate the building by one of the signed green running person exits and proceed to the named assembly point.

Assembly point: Grassed area past St. Cadoc House, Temple Street.

DO NOT USE THE LIFTS

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014)).

AGENDA

1. **APOLOGIES FOR ABSENCE**

RECOMMENDATION:

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest (Personal and Pecuniary, Disclosable and Non-disclosable) under Standing order 38 and Keynsham Town Council's Code of Conduct (adopted on 19th September 2017) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

3. DISPENSATIONS

In accordance with Standing Order 37(a), to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and; To receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

- (i) That the Minutes of the meeting of the Town Council held on 15th January 2019 (previously circulated) be confirmed as a true record and signed by the Chairman.
- (ii) That the recordings of the above meeting be either preserved or deleted.

5. PUBLIC PARTICIPATION

In accordance with Standing Order 40, Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting and this applies to all committees of the Council. Members of the Public may also speak on one single item, unless otherwise agreed by the Chair, or Chair of a committee, only per meeting, just prior to that item being discussed. Each person may speak for not more than two minutes, with a maximum of two speakers per item in favour and two speakers per item against or at the Chairman's discretion. To facilitate the smooth running of the meeting, Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

6. CHAIRMAN'S ANNOUNCEMENTS

The Chairman will report back on activities, events and meetings attended or taken part in since the last Council meeting.

7. QUESTIONS ON NOTICE BY MEMBERS

In accordance with Standing Order 41, a Member may ask the Chairman any question concerning the business of the Council, provided that notice of the question has been given to the Town Clerk at least 4 clear days before the meeting where possible, and in any case to the Chairman before the meeting. The Chairman must rule out of order any statement that is not a question and no question should lead to or result in a resolution with financial considerations.

8. KEYNSHAMNOW

RECOMMENDATION:

To receive and note report from KeynshamNow.

9. REPORT FROM B&NES COUNCILLOR(S)

RECOMMENDATION:

To receive and note updates from B&NES Councillors.

10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

For Members to report back on any meetings they have attended.

RECOMMENDATION:

To receive and note reports.

11. MINUTES OF MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date (2018/19)</u>	<u>Status</u>
Planning & Development Cttee.	28 January	DRAFT
Personnel Committee	5 February	DRAFT
NDP Steering Group	11 th February	DRAFT

RECOMMENDATION:

That the Minutes of the above meetings are received and noted.

12. APPROVAL OF COMMITTEE RECOMMENDATIONS (attached)

The recommendations of the various Committees are listed in the attached document – some of which may form later Agenda items.

RECOMMENDATION:

That the Recommendations of the Committees that are not subsequent Agenda Items are approved.

GENERAL

13. AMENDMENT TO STANDING ORDER 27 DURING PURDAH

Following discussion with the Monitoring Officer it is recommended that the Town Council agree to amend Standing Order 27 for the duration of purdah (18th March – 3rd May) by deleting the second half of the sentence permitting Members to table motions on notice as follows:

27. Except as provided by these Standing Orders, no motion may be moved unless the business to which it relates has been put on the agenda by the Clerk ~~or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least eight clear days before the next meeting of the Council.~~

Therefore the Agenda item "Motions on Notice" will not be tabled on the Agendas for March and April Town Council meetings.

RECOMMENDATION:

To consider the above.

14. DRAFT SCHEDULE OF MEETINGS 2019/2020 (attached)

RECOMMENDATION:

To consider the proposed schedule of meetings for 2019-2020.

15. DRAFT COUNCIL TAX LEAFLET 2019/20 (attached)

RECOMMENDATION:

To consider and approve the 2019/2020 Draft Council Tax Leaflet.

16. CIL PAYMENT NOTIFICATION

(i)	16/02481/RES	Land adjacent to Courtlands.	£ 1,604.58
(ii)	15/04290/FUL	Charlton Road (parcel 3100)	£16,901.59
	(Payment 2 of 3) –		

RECOMMENDATION:

To note the above CIL receipts.

17. LETTER FROM H. J. PAGET RE: PARK ROAD ALLOTMENTS (attached).

RECOMMENDATION:

To note the increase in rental charges for the Park Road allotments.

18. PLAY AREAS UPDATE

The Clerk has provided a report to update the Town Council on various ongoing matters pertaining to play areas.

- (a) Kelston Park
- (b) Holmoak
- (c) NDP/Town Council Surveys/ Consultations
- (d) Play Area Review

RECOMMENDATION:

To note the report.

19. SINGLE USE PLASTICS POLICY (attached)

A Proposal as to how the Town Council can move forwards with implementing the Single Use Plastics Policy it approved in September 2018 is attached.

RECOMMENDATION:

To consider the attached report.

CONSULTATIONS

20. WECA - JOINT LOCAL TRANSPORT PLAN 4 CONSULTATION (attached).

Joint Local Transport Plan 4 (JLTP4) sets out WECA's approach to improve transport between now and 2036 in the West of England given the additional housing developments. The proposal will impact on Keynsham in relation to both roads and public transport. The consultation opened on 5th February and ends on 20th March. The Town Council will need to consider how a response should be drafted and brought back to the 19th March meeting for approval.

Options could include:

- a) Referral to NDP RTPi Topic Group
- b) Public meeting

- (e) Referral to Working Party

RECOMMENDATION:
To consider a response.

FINANCE

21. SCHEDULE OF INVOICES DUE FOR PAYMENT (attached)

RECOMMENDATION:
That the attached Schedule of Invoices be approved for payment.

22. FINANCE MONTHLY REPORTS (attached)

- (a) Schedule of Expenditure – Month 10
- (b) Bank Reconciliation – Month 10
- (c) Petty Cash Expenditure – Month 10
- (d) Journals – attached.
- (e) Budget Monitoring Report – Month 10
- (f) Youth Finances – Month 10

RECOMMENDATION:
That the attached reports are approved en bloc.

23. UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON JANUARY 2019 /JANUARY 2018 (attached)

RECOMMENDATION:
That the attached report and monthly comparison be received and noted.

24. DELEGATED ACTIONS SINCE LAST MEETING

- (i) OFFICE SHREDDER
As advised at the last meeting, the Town Clerk has now spent £218.95 on a new office shredder following the irreparable breakdown of the last one.
- (ii) STREET NAMING
The Town Council were asked to choose an alternative name to Hermes Close off Charlton Rd, owing to duplication with Hermes Close in Salford. As a decision had to be made before the next Town Council meeting, the Clerk sent an email to all Councillors and subsequently under delegated powers forwarded the name Hesta (which B&NES have changed to Hestia to more accurately reflect the Greek spelling).

RECOMMENDATION:
To ratify the Clerk's actions.

25. CORRESPONDENCE ITEMS (REDACTED)

- (i) B&NES – Parish Precept Requirements 2019/20 (attached)
- (ii) Bristol Airport Expansion Public Meeting – Monday 25 February 2019 at 7 p.m. in The Space, Market Walk.

RECOMMENDATION:
To note any attached correspondence.

26. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the scheduled date for the Town Council's next meeting is Tuesday 19 March 2019 at 7.30pm in The Space, Market Walk, Keynsham.