



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 20 November 2018** commencing at **7.30 p.m.**

The Agenda for the meeting appears below.

13 November 2018

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

In the absence of the Chairman, Cllr Clive Fricker; the meeting will be chaired by Cllr Bob Elcome, the Vice Chairman of Keynsham Town Council.

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

Proposed Amendment to the Minutes – the minutes should start at Minute number 142 and be numbered sequentially.

RECOMMENDATIONS:

- (i) That the Minutes of the meeting of the Town Council held on 16 October 2018 (previously circulated) with the above amendment 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

Deferred to next 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)</u>	<u>Status</u>
Planning & Development Cttee.	29 October	DRAFT
Finance & Policy Cttee.	13 November	DRAFT
Winter Festival Cttee.	6 November	DRAFT

RECOMMENDATION:

That the Minutes of the above meetings are received.

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.

13. INTERNAL AUDIT – INTERIM REPORT (attached)

The Internal Auditor has not made any recommendations in respect of matters requiring attention in the Interim Report.

RECOMMENDATION FROM FINANCE AND POLICY COMMITTEE:

To note the report and commend the Councillors and Staff for their diligent compliance.

14. TINTAGEL CHRISTMAS CELEBRATIONS

Acting as the Town Council's representative, Cllr Biddleston working with Queen's Road Methodist Church, have received offers of sponsorship from Barratts and Taylor Wimpey in respect of providing a one-hour Christmas event for Tintagel children with a Christmas tree, carols, visit from Bath Lions Father Christmas and distribution of presents.

RECOMMENDATION:

That the Town Council support the event with administrative assistance to include processing sponsorship monies and expediting associated expenditure for the event.

15. DEED OF ASSIGNMENT FOR A BRIDGE ACROSS THE FLOOD (attached)

The Town Clerk has received notification from the two copyright holders that they are happy with the wording of the draft agreement.

RECOMMENDATION:

To approve the agreement for signing.

16. 2019/2020 BUDGET REQUESTS (attached)

The attached budget requests were considered by Finance Committee at its meeting of 13 November and recommendations have been made for the Town Council's consideration.

- a) KEYNSHAM MUSIC FESTIVAL
- b) KEYNSHAMNOW
- c) KEYNSHAM IN BLOOM
- d) KEYNSHAM DIAL A RIDE
- e) KEYNSHAM FARMERS MARKET
- f) ARTS JOINT COMMITTEE
- g) YOUTH SERVICE

RECOMMENDATION:

To consider the recommendations from Finance Committee in respect of the attached budget requests for 2019/20.

17. TOWN COUNCIL ACTION PLAN (attached)

In order to inform the preparation of a preliminary budget by Finance Committee for presentation to Town Council at the December meeting, a one-year Action Plan is attached. Certain items above will inform the final plan agreed.

RECOMMENDATION FROM FINANCE & POLICY COMMITTEE:

To approve the attached plan.

18. PURDAH/MEETINGS IN APRIL 2019

The Pre-Election Period (purdah) for the Local Elections on 2 May 2019 will start no later than 26 March 2019. The Town Council needs to be careful about business discussed during this period in order not to be seen to be favouring specific candidates or political parties. It is proposed that the Town Council meeting scheduled for 16 April 2019 is cancelled, but that all Committee meetings scheduled for April (Planning, Arts and consideration of Year End/Annual Return by Finance & Policy) still take place.

RECOMMENDATION:

To consider the above proposal.

19. ANNUAL TOWN MEETING – GUEST SPEAKER

The Annual Town Meeting on 25 April occurs during purdah. It is important that any speakers and discussion is therefore non-party-political and doesn't provide a means to favour any particular candidate or party who may be standing in the elections.

The following outside speakers are suggested

- (i) Community organisations that have "spun out" from the Town Council (Keynsham Music Festival, Keynsham in Bloom, Walkers are Welcome) to talk about how the organisations have grown/developed.
- (ii) Avon Search and Rescue.

RECOMMENDATION:

To decide guest speaker(s).

20. FOX & HOUNDS LANE ACTION GROUP UPDATE (attached)

To receive update from FAHLAG.

RECOMMENDATION:

To consider the report including

- a) Town Council's recommendations to B&NES to extend the time period for FAHLAG to continue with their plans.
- b) Any further support to be provided by the Town Council (e.g. Quarterly Newsletter articles).

21. SINGLE USE PLASTICS POLICY (attached)

The attached draft is presented for consideration as per the Council's decision at its October meeting.

RECOMMENDATION:

To approve a single-use plastics policy.

22. KEYNSHAM GOOD CITIZENS AWARD CRITERIA (attached)

The Good Citizens Award nominations are about to be launched with a closing date for the 2018 Good Citizens Award of 31 December 2018. Town Council requested at a previous meeting that the Town Clerk present revised guidelines and criteria in relation to this award.

RECOMMENDATION:

To approve an Award Criteria.

CONSULTATIONS

23. CLEAN AIR CONSULTATION (attached)

The Consultation closes on 26 November. It affects all Town Council Members and staff in respect of carrying out their duties when required to attend meetings in Bath. In addition the Town Council may also wish to make a response on behalf of Keynsham residents and local community organisations.

RECOMMENDATION:

To approve a response to the consultation.

24. B&NES LOCAL PLAN OPTIONS CONSULTATION (attached)

The consultation on the B&NES Local Plan Options runs from 12 November to 7 January with a public drop-in session organised for Thursday 22 November at The Space between 3.30pm and 7.30pm. The Options include the proposed Keynsham North and Whitchurch developments.

The NDP Topic Groups will be considering a separate response and Councillors/Residents can make individual responses.

The Town Council also needs to make a response as a statutory consultee.

RECOMMENDATION:

To refer the matter to Planning & Development Committee to make recommendations to Town Council on a suitable response.

FINANCE

25. SCHEDULE OF INVOICES DUE FOR PAYMENT (attached)

RECOMMENDATION:

That the attached Schedule of Invoices be approved for payment.

26. FINANCE MONTHLY REPORTS (attached)

- (a) Schedule of Expenditure – Month 8
- (b) Bank Reconciliation – Month 8
- (c) Petty Cash Expenditure – Month 8
- (d) Journals – the attached journals have been made
- (e) Budget Monitoring Report – Month 8
- (f) Youth Finances – Month 8

RECOMMENDATION:

That the attached reports are approved.

27. CIL PAYMENTS

The following CIL payments have recently been received from B&NES.

- | | |
|-----------------------------------------------------------------------|------------|
| (a) 16/02077/FUL – 2100 Parkhouse Lane, Keynsham | £23,682.02 |
| (b) 18/013307/RES – 7200 Bath Road, Keynsham
(Instalment 1 of 3). | £15,129.01 |
| (c) 17/01273/FUL – 37 St. Georges Road, Keynsham | £1383.07 |
| (d) 15/04175/FUL – 20 Gaston Avenue, Keynsham
(Instalment 1 of 1). | £28.95 |

RECOMMENDATION:

To note above.

28. UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON
OCTOBER 17/OCTOBER 18 (attached)

RECOMMENDATION:

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

29. DELEGATED ACTIONS SINCE LAST MEETING

None at present.

30. CORRESPONDENCE ITEMS (REDACTED)

- a) Compton Dando Parish Council – Request from police to Keynsham residents re Lorries on Wellsway/Chewton Keynsham.
- b) Golden Oldies Shop Front.
- c) Anti-Social Behaviour in Memorial Park.

RECOMMENDATION:

To note the attached correspondence.

31. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the scheduled date for the Town Council's next meeting is Tuesday 11 December 2018 at 7.30pm in The Space, Market Walk, Keynsham.

