

# KEYNSHAM TOWN COUNCIL

Minutes of the Town Council meeting held on Tuesday 16<sup>th</sup> July 2019 at 7.30 pm at The Space, Market Walk, Keynsham.

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PRESENT: Councillors D Biddleston, D Brassington, C Brennan, D Cooper, C Fricker, A Greenfield, A Halliday, R King, H MacFie, A McGuinness, B Simmons and A Wait

IN ATTENDANCE: Cheryl Scott– Town Clerk, Cllr L O'Brien (B&NES Ward Councillor) and three members of Keynsham Now.

81. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Crouch, Sinclair and Wallcroft

82. DECLARATIONS OF INTEREST

There were none.

83. DISPENSATIONS

There were none.

84. RECORD OF PREVIOUS MEETINGS

RESOLVED:

- (i) That the Minutes of the Meeting of the Town Council held on 18<sup>th</sup> June 2019 (previously circulated) be confirmed as a true record and signed by the Chairman.
- (ii) That Standing Order 12(f) be suspended and the recordings of the above meeting be preserved.

Cllr Brennan joined the meeting.

85. PUBLIC PARTICIPATION

There was none

86. CHAIRMAN'S ANNOUNCEMENTS

- (a) The Chairman thanked all Councillors who had volunteered to collect donations during the Keynsham Music Festival. He expressed disappointment that the opera did not sell all tickets and remarked that the temporary closure of the Town Council offices which were usually the normal ticket outlet, may have been a contributory factor. The new family-themed Saturday raised £4000 donations on the door and the Sunday raised £10,000 with roughly 11,000 people attending.
- (b) The Grants presentation evening would take place the following evening in the Space at 7pm and everyone was welcome to attend.

87. QUESTIONS ON NOTICE BY MEMBERS

- (a) The Chairman was asked if the Council would consider putting in place paid service contracts with the 5 establishments who currently participated in the community toilet scheme.
- (b) The Chairman responded that the matter would be tabled on the September Council Agenda.

88. KEYNSHAMNOW

The Chairman welcomed Danni as Chair of Keynsham Now and announced that she would be stepping down to concentrate on her University studies. He thanked her for her contribution to the Youth Council. The last meeting had discussed various matters including the expansion of Bristol airport and the potential closure of the Keynsham Ambulance Station. Danni's report included that £90.26p was raised at the Music Festival for CLIC vi their hula hoop competition.

## RESOLVED:

To receive and note the report from KeynshamNow.

89. REPORT FROM B&NES COUNCILLOR(S)

- (a) Cllr MacFie reported on several matters discussed by B&NES Council including setting requirements for developers who wish to change the numbers of types of housing being built to attend a public meeting. There were plans to relocate the Midland Rd waste processing site in Bath to the Pixash Rd site in Keynsham. There had been indications that any new social housing would be built outside Bath. Finally there was an application for 17,000 new homes between Bristol Temple Meads and Keynsham. The WECA Mayor had indicated he would be presenting a climate change strategy at the next WECA meeting
- (b) Cllr O'Brien drew attention to the work of the new Climate Emergency and Sustainability scrutiny panel which discussed a motion on littering and how B&NES can encourage community and business involvement. She had mentioned the role of Keynsham Wombles. She then brought to the Town Council's attention a proposal approved by B&NES to prevent tenants having to automatically leave properties on the expiry of a tenancy agreement

90. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

An update was given on the recent South West In Bloom judging by the Town Clerk. Keynsham was commended by the judges on the impressive level of community involvement and activities in the town.

91. MINUTES OF MEETINGS

<u>Committee Meeting</u>	<u>Date (2019)</u>	<u>Status</u>
Planning & Development Cttee.	17 June/8 July	DRAFT
Personnel Committee	21 June	DRAFT
Winter Festival Cttee	2 July	DRAFT
Finance Cttee	9 July	DRAFT

## RESOLVED

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

92. APPROVAL OF COMMITTEE RECOMMENDATIONS

Other Committee minutes had been previously circulated. Hard copies of the minutes of the Finance Committee meeting of 9<sup>th</sup> July were circulated at the meeting. The Chairman read each of the Finance Committee recommendations in turn for Council's consideration.

## RESOLVED:

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

93. APPOINTMENT TO PLANNING COMMITTEE

## RESOLVED:

To appoint Cllr Alan Greenfield to the vacancy on Planning & Development Committee.

94. KELSTON PARK PLAY AREA REFURBISHMENT – BID SUBMISSION

- (a) A brief presentation on the draft bid for submission for grant funding was given by Pete Sessions from B&NES Parks Department. The project work required has been defined following a consultation that received 90 responses and a subsequent stakeholder event. A subsequent consultation on the specified works received 25 responses in general support of the proposals.
- (b) The project will be delivered in two phases. Phase 1 (completion y end of the year) was for £40,000 of priority general improvements to the landscaping of the park as per the community consultation including seating, tree and bulb planting, footpath improvements, prevention of vehicular access to the site and improvements for both the football pitch and all-weather sports area. Phase 2 was for an estimated £110k of works focusing on replacing the equipment in the play area and installing further equipment for older children outside the area. There were further improvements identified for future consideration (including a main path cutting through the park and the future of the BMX track) but which fell outside the scope of the current project
- (c) Keynsham Town Council have committed £15,000 of CIL receipts towards the refurbishment, with an application made to a Charitable Trust for £50k (by end of august0 and B&NEs making up the remainder with s106 and CIL funding. It was stressed that there would be further consultation with the Town Council and the Keynsham children on the design and types of play equipment finally selected.
- (d) Attention was drawn to the proposed expansion of St Keyna School adjacent to the park and also the pre-existing groundwater condition with springs contributing to flooding in the football pitch area
- (e) In response to questions it was confirmed that a tree plan had been created for the site identifying species of trees that would be suitable for both soil type and support of wildlife. The concerns in respect of material used in the play equipment and how that relates to the Council's policies on single use plastics and climate emergency would of necessity be dealt with as part of the procurement specification process and detailed in the tenders sent out to suppliers. It was also made clear that the Town Council's financial contribution was conditional on the Town Council making the decision on the play equipment to be installed
- (f) In response to question about B&NEs intentions in respect of the play area that the Town Council currently lease from B&NES, the officer stated that to their knowledge there were

no intentions by B&NEs to terminate the lease and take back the play area once the refurbishment had been completed.

RESOLVED:

To approve the bid for submission.

95. APPOINTMENT OF INTERNAL AUDITOR

The Finance Committee have considered submissions from 4 companies to provide Internal Audit services to the Council for the next 3 year and made a recommendation to Town Council

RESOLVED:

That the contract be awarded to company 1.

96. ANNUAL CIL RECEIPTS STATEMENT 2018/19

RESOLVED:

To approve the Annual CIL statement for publication.

97. ANNUAL INSURANCE REVIEW – YEAR 3 OF THREE YEAR CONTRACT

RESOLVED:

- (i) That the final year of the 3 year contract continue with Aviva
- (ii) That a full review of the insurance schedule and type/account of cover in tandem with the asset register and annual risk assessment be conducted in September.

98. AVON PENSION FUND FUNDING STRATEGY CONSULTATION

The Council were asked to consider the proposed strategy of Avon Pension Fund on how it will calculate and recover deficit payments for employers over the next few years. The Fund were wishing to contract the time period over which the total deficit would be recovered which ultimately would mean larger increases for Employers in a shorter space of time.

RESOLVED:

To accept the strategy as proposed.

99. VE75 CELEBRATIONS

It was suggested that the Council encourage community organisations to take the lead in planning any activities and events including the Keynsham Royal British Legion, Lions and Music Festival. A further suggestion was that the Chairman contact the Legion in the first instance.

RESOLVED:

That the Chairman approach the Royal British Legion in the first instance

## 100. OFFICE UPDATE

An updated report had been previously circulated in respect of the office disruption which advised of a recent flooding event and subsequent removal of all items remaining in the office to temporary storage.

RESOLVED:

- (i) To approve the proposed programme of works including re-painting of walls and replacement of carpets
- (ii) That the Council's Financial Regulation 10.3 in respect of 3 quotations should be suspended for items under £1000
- (iii) To approve the current list of items to be reclaimed (either from insurance/B&NES/contractors)
- (iv) That Cllr Crouch accompany the Town Clerk and Deputy Town Clerk to the meeting with all parties once a date has been arranged

## 101. NDP – PROPOSAL FOR STAFF SUPPORT

- (a) The Council considered a submission from the NDP Steering Group expressing concern at the current lack of dedicated staff support towards the completion of the Neighbourhood Plan
- (b) The Chairman of the Steering Group advised that this was a critical year for the NDP and it was important that the momentum was maintained to drive the Plan forwards to completion. There was both administrative and skilled resource required. A lot of residents had been actively involved in the plan to date and there was concern that they would become disenchanted if the Plan was not moved forwards. The case for a second administrative function needed to be considered in conjunction with whether there was any existing capacity in the office

RESOLVED:

That the Council endorse the request of the Steering Group for an experienced NDP Co-ordinator on fixed term contract and refer the matter to Personnel Committee to expedite which includes whether an additional administrative resource is also required.

## 102. CHILDREN'S FUNERAL FUND – Effective 23 July 2019

The Clerk advised that the circulated briefing provided no information on how the Burial Authorities and Undertakers were expected to act in response. Furthermore, there was still no information on the Government website apart from the press release in 2018 announcing the intention to establish the fund. Once further information became available the Council would be asked to determine appropriate procedures.

RESOLVED:

To note the information.

## 103. KEYNSHAM AMBULANCE STATION

- (a) The Council were circulated with a response received by a third party from the CEO of South West Ambulance NHS Foundation Trust. The Chairman advised that a decision had not been made at present but the restructuring and creation of hubs could be a

threat for Keynsham ambulance station. The Clerk advised that the Council had not yet received a response to the email sent to the Trust from the Council following the previous Council meeting.

- (b) Concern was expressed that there had been no consultation with residents on the matter. Concern was also expressed that it was important to act before any closure was announced as by then it was too late to influence the outcome.  
A further point was made that it was not sufficient to prevent closure, but that there should be no reduction in the current serviced offered by the station
- (c) It was proposed that Cllr Biddleston draft a letter for the Town Clerk to send out to the Trust, the press and to distribute on social media.

**RESOLVED:**

That the Town Council write a further letter (copied to the press and social media) emphasising that there should be no reduction in service and requesting consultation with Keynsham residents.

**MONTHLY FINANCE**

104. **SCHEDULE OF INVOICES DUE FOR PAYMENT**

**RESOLVED:**

- (i) That the attached Schedule of Invoices be approved for payment.
- (ii) In the absence of an August Town Council meeting to delegate the Town Clerk to make August payments to be submitted for ratification at the 17 September meeting.

105. **FINANCE MONTHLY REPORTS**

- (a) Schedule of Expenditure – Month 3
- (b) Bank Reconciliation – Month 3
- (c) Petty Cash Expenditure – Months 2 & 3
- (d) Journals – if any
- (e) Budget Monitoring Report –Month 2
- (f) Youth Finances – Month 2

**RESOLVED:**

That the attached Finance Reports are approved en bloc.

106. **UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON JUNE 2018/JUNE 2019**

**RESOLVED:**

To note the reports.

107. **DELEGATED ACTIONS SINCE LAST MEETING**

Owing to water ingress in the office, the Clerk has authorised the removal of all office items to temporary storage at a cost of £732 and £67.50/week storage

**RESOLVED:**

To ratify delegated actions.

108. CORRESPONDENCE ITEMS (REDACTED)

Forwarded from In Bloom to Keynsham Town Council:  
St. John's Church 750<sup>th</sup> Anniversary – 2020 possible Flower Festival

RESOLVED:  
To note correspondence.

109. DATE OF NEXT MEETING

RESOLVED:  
To note that the scheduled date for the Town Council's next meeting is **Tuesday 17 September 2019 at 7.30pm in The Space, Market Walk, Keynsham.**

110. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:  
In accordance with Standing Order 3(d) that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

Item 16 involves commercially and legally sensitive information.

111. HOLMOAK PLAY AREA

- RESOLVED:
- a) That, subject to certain written guarantees by the Developer, the Town Council approve the Deed of transfer and affix the common seal
  - b) In the event the developers refuse to comply, to investigate other options before signing the Deed of Transfer
  - c) To approve Cllrs Wait and Biddleston to witness the affixing of the common seal
  - d) To suspend Financial Regulations and proceed with the purchase of the Toro mower which has been offered with the associated trade-in on the existing Manor Rd tractor for a net price of £11,500 from the company concerned.

The meeting finished at 9.35 p.m.

SIGNED:..... (Chairman)                      Dated: .....