

# KEYNSHAM TOWN COUNCIL

Minutes of the Town Council meeting held on Tuesday 17<sup>th</sup> September 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, H MacFie, A McGuinness, B Simmons and A Wait

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

112. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs King and Sinclair

113. DECLARATIONS OF INTEREST

There were none.

114. DISPENSATIONS

There were none.

115. RECORD OF PREVIOUS MEETINGS

RESOLVED:

- (i) That the Minutes of the Meeting of the Town Council held on 16<sup>th</sup> July 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.

116. PUBLIC PARTICIPATION

The Chairman asked the Chalfield Close residents to speak immediately before the Agenda Item itself rather than at this time.

RESOLVED

To consider Agenda Item 22 immediately after Agenda Item 8

117. CHAIRMAN'S ANNOUNCEMENTS

- (a) Both Keynsham and Midsomer Norton had been successful in the Heritage Zone bid to Historic England to improve the Town Centre focusing on upper High Street and Temple Street. WECA and B&NES were already funding public realm improvements to the middle section of the High Street. The Town Council had agreed to commit £40k over 4 years to support the bid and would be fully involved in any consultation on how the Heritage money would be spent.
- (b) The Chairman attended the consultation on the Chalfield Close play area and was impressed by the number of people in attendance and thoughtful comments. Cllr Crossley who was the Cabinet Member responsible for making the decision was impressed with the passion of the local community.

- (c) An invitation had been received from the Mayor of Newquay to attend the SW In Bloom reception on 10<sup>th</sup> October at 6pm. The Chairman was unable to attend but if any Member wished to attend in his place then to contact him after the meeting.

118. QUESTIONS ON NOTICE BY MEMBERS

Cllr Crouch declared his interest that he was a member of St John's Church. He drew the Council's attention to the significance of the 750<sup>th</sup> Anniversary of the Church next year and its importance to the town's heritage. Events and activities were currently at the planning stage, including a Flower Festival, and he asked if provision could be made in next year's budget to support events currently being planned. The Chairman also declared that he was a member of the Church and said that the Councillor's comments would be noted

119. KEYNSHAMNOW

The Chairman welcomed Chris as the new Chair of Keynsham Now and Delilah the new Vice Chair. Chris gave an update on progress of various activities including a proposal to contact one of the High Street shops about the amount of single use plastic items they sell.

RESOLVED:

To receive and note the report from KeynshamNow.

120. Cllr Biddleston joined the meeting with his apologies for being late

121. CHALFIELD CLOSE PLAY AREA

Ellie Giddon, on behalf of the residents of Chalfield Close, spoke about their concerns in respect of B&NES intentions to remove the play equipment and repurpose the area and how important the current facility was to the local community. They drew attention to the fact that B&NES had not conducted a survey to date on use of the park and to the s106 Agreement that made provision for the future maintenance of the play area and therefore B&NES obligation was still ongoing. They asked the Town Council to take over responsibility for the play area and that if equipment required replacement, that the residents be fully consulted on the type of equipment to be bought.

(A copy of the full statement by the residents is available from the Town Clerk on request)

During the discussion, the Chairman advised that a joint working party between B&NES and the Town Council to consider a joint strategy for Keynsham's recreational and green spaces was being established and asked for nominations. He also reminded Members of the current NDP survey on Recreation and Green Spaces.

RESOLVED

- (i) To defer a decision on the matter to a future meeting, once the outcome of the B&NES consultation is known
- (ii) To appoint Cllrs Brennan, Crouch, Halliday, Simmons and Wallcroft to the Working Party

122. REPORT FROM B&NES COUNCILLOR(S)

- (a) Cllr O'Brien reported on a meeting with the principle Planning Officer in connection with a planning application on the old Resourceful Earth site in Charlton Field Lane. The application would now be passed to the full B&NES Planning Committee for a decision rather than being delegated to an officer.

- (b) Cllr MacFie advised the 6 Keynsham Ward Councillors had met to identify big projects, where money may be available, that would bring the most benefit to the town. They were focusing on an orbital bus service and the possibility of accessible bus stops on the bypass. He advised of the Government's implementation of changes to streamline the way streetworks (by utility companies) and roadworks (by the local authority) were managed

### 123 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were none

### 124 MINUTES OF MEETINGS

<u>Committee Meeting</u>	<u>Date (2019)</u>	<u>Status</u>
Planning & Development Cttee.	29 <sup>th</sup> July, 19 <sup>th</sup> August	APPROVED
Planning & Development Cttee	9 <sup>th</sup> September	DRAFT
Winter Festival Cttee	6 August	APPROVED
	3 September	DRAFT
Personnel Cttee.	6 August	DRAFT
Committee Review W.P.	6 August	DRAFT
Office Disruption Review Panel	6 August	DRAFT
Finance Cttee	10 <sup>th</sup> September	DRAFT

RESOLVED

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

### 125 APPROVAL OF COMMITTEE RECOMMENDATIONS

Committee and Working Party minutes had been previously circulated. Hard copies of the minutes of the Finance & Policy Committee meeting of 10<sup>th</sup> September and Personnel Committee meeting of 6<sup>th</sup> August were also circulated at the meeting.

RESOLVED:

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

### 126 REPORT FROM COMMITTEE REVIEW WORKING PARTY

The circulated report included recommendations from Finance & Policy Committee in respect of several Committees and Working parties which were taken in order as follows:

#### 126.1 Allotments Committee

The following recommendations were discussed

- (a) The Allotments Committee is disbanded and all matters in connection with Allotments will be considered by full Town Council or Finance Committee as appropriate.
- (b) A specific item on Allotments should be tabled every 3 months on the Agenda of Full Council (or Finance Committee) to consider any reports/submissions by the Allotments Association.
- (c) Any urgent matters would be tabled as required to either Finance & Policy Committee or Town Council.

RESOLVED:

To defer a decision on the disbandment of Allotments Committee until the recommendations had been considered by the Allotments Committee at its next meeting on 22<sup>nd</sup> October

126.2 Finance & Policy Committee

RESOLVED

- (i) The Finance & Policy Committee be given delegated powers to approve any expenditure that has been already budgeted for up to the value of £5,000 and thus reduce the level of duplication of business between Finance Committee and Full Council.
- (ii) All policy matters will still require Full Council approval.
- (iii) To agree the amendment to the Terms of Reference.

126.3 NEW Arts, Events, Heritage and Tourism Standing Committee

This would replace Winter Festival and Arts Joint Standing Committees and the Tourism/Marketing Working Party. The Committee would meet monthly between June and November (with emphasis on Winter Festival delivery) with a further two meetings in December and March.

RESOLVED

- (i) To approve the new Arts, Events Heritage & Tourism Standing Committee as a replacement for the Winter Festival, Arts Joint Committees and Tourism/Marketing Working Party which would be disbanded
- (ii) To approve the Terms of Reference.
- (iii) That this new Committee would come into being in December 2019 once this year's Winter Festival has been delivered
- (iv) To seek nominations for the members of the new Committee from the existing Winter Festival and Arts committees meeting on 8<sup>th</sup> October for consideration at a future Town Council meeting.

126.4 Environment & Sustainability Working Party

This would replace the Single Use Plastics Working Party and address all matters pertaining to Climate Emergency, Plastics and the Environment

RESOLVED

- (i) To approve the Environment & Sustainability Working Party
- (ii) To approve the Terms of Reference
- (iii) To elect 7 members to the Working Party as follows:  
Cllrs Biddleston, Brennan, Cooper, Greenfield, MacFie, Simmons and Wait
- (iv) That the recently established Community Forum should lead on the activities towards making Keynsham a town plastic-free/carbon neutral with the Town Council considering requests for support if/when made.

126.5 Consultation Response Group

RESOLVED

- (i) To approve the new Consultation Response Group
- (ii) To approve the Terms of Reference
- (iii) To elect 5 Members of Council including 3 who are Members of Planning & Development Committee as follows: Cllrs Crouch, Cooper, Fricker, Greenfield, and Wallcroft.

126.6 Schedule of Meetings 2020-2021

It was proposed to amend the Town Council meeting in Feb 2021 from 16<sup>th</sup> to 23<sup>rd</sup> owing to the clash with the B&NES budget meeting.

RESOLVED

To agree the Schedule of Meetings for 2020-2021 as amended

126.7 Inquoracy and Substitutions

RESOLVED

To consider the 5 recommendations as part of the Apologies Policy later in the Agenda

126.8 General Considerations

RESOLVED

- (i) The Town Council should not create any further working parties/review panels until some of the existing task and finish WP's have been completed
- (ii) That where possible, working parties should meet during office hours rather than in the evenings
- (iii) That all meeting participants should be encouraged by the Chairman of the meeting to help clear away and then leave promptly
- (iv) Every Committee/Working Party should have an item tabled on its next Agenda to review whether it could meet during the day rather than during the evening
- (v) All Committee Chairmen should be encouraged to book on the Chairmanship training course offered by ALCA
- (vi) That no Member of a Committee/Working Party should be disenfranchised from attending because of their work commitments

127 REPORT FROM OFFICE DISRUPTION REVIEW PANEL

The report containing recommendations was considered.

RESOLVED

That a letter be written to the contractor identifying the Town Council's concerns on the following issues:

- a) The Annual Risk Assessment should have been conducted more thoroughly, giving the exposed wires as an example
- b) The level of advice offered to the Town Clerk by the consultants in response to the contamination issues in the office was very generic and not specific enough to address the situation

- c) The Contractor does not appear to have a system of documenting all information pertaining to a specific incident (i.e. a case log). It should introduce a procedure for documenting incident response and also follow up
- d) the Contractors responses to Cllr Sinclair's enquiries could have been delivered in a more timely fashion.

#### 128 APOLOGIES FOR ABSENCE POLICY

In response to the Council's decision at the May Meeting, the Council was circulated with a draft Apologies Policy. The Policy focused on the implications for "accepting" apologies rather than the current practice of "receiving and noting" apologies with reference to the 6 month rule. However in order to accept apologies, reasons had to be given and this could be regarded as a breach of privacy. After some discussion the Town Council

RESOLVED

Not to adopt an Apologies Policy and to continue with the status quo

#### 129 CAPITAL PROJECTS REVIEW

A report from Finance & Policy Committee detailing current and future capital projects and recommendations on priorities was considered.

RESOLVED

129.1 That the priorities for the remainder of this year in respect of existing projects, which are considered as urgent, should be as follows:

- (i) Project 4(b): Repair (or replacement if required) of Manor Road Pavilion flat roof
- (ii) Project 8: Complete works already approved to the Chapel Spire
- (iii) Project 7(a) Chapel Quinquennial Survey
- (iv) Project 6: Upper Memorial Park MUGA (Tennis Court) lease
- (v) Project 20: Identification of alternative premises to replace Burnett when lease expires next year

129.2 The following new projects are considered a priority for completion this year:

- (i) NEW Project 12: Decontamination/Repairs to existing office so staff can relocate
- (ii) NEW Project 7(b): Investigate cause (suspected drainage issues) and make repairs to the subsiding Chapel wall
- (iii) If necessary – NEW project 33 - source free trees from Woodland Trust for planting in November at Holmoak as part of Northern boundary

129.3 Research on the following NEW projects should be commenced this year with a view to ensuring any budget identified during the research process is made available to progress the projects in 2020/2021 and 2021/2022, subject to approval by Town Council:

- (i) NEW Project 19B - Alternative Office Accommodation – (considered and subsequently approved under confidential business)
- (ii) NEW Project 30: Community Transport – Keynsham circular shuttle bus service

129.4 The following projects should be put on hold whilst awaiting the outcome of consultations or further information:

- (i) Project 5: Manor Road Boundary
- (ii) Project 3: Cemetery Archaeological excavations
- (iii) Project 9: Satellite streaming

129.5 Existing projects intended to be completed this year should be budgeted to be completed next year as follows:

- (i) Project 1: Cemetery dry stone wall
- (ii) Project 2: Cemetery railings
- (iii) Project 4A: Changes to Manor Road pavilion changing rooms
- (iv) Project 13: Cemetery records – preservation of historic documents to be completed this year but electronic records to be carried over to next year

129.6 NEW projects to be completed next year should be added as follows:

Project 11: Improvements to existing allotments (subject to receipt of s106 monies)

129.7 NEW projects that should not be considered as follows:

Project 31: Adoption and refurbishment of Ashton Way Public Toilets.

129.8 That in principle the Town Council should continue to make the same financial commitments in respect of transferring surpluses and allocating provision from revenue to build EMR to cover its mid and long-term financial liabilities as part of its agreed 5 year financial plan

### 130 RESPONSIBLE PROCUREMENT – REQUEST FOR QUOTATION TEMPLATES

RESOLVED

To approve the templates for procurement of items/services <£1000 and items between £1000 and £3000 together with the associated Business Questionnaire

### 131 EXTERNAL AUDIT

The External Auditors report had not yet been received for consideration and approval by the Town Council. The Town Council was required by law to publish notification of conclusion of audit together with the External Auditors report by 30<sup>th</sup> September.

RESOLVED

To delegate authority to the Town Clerk to publish the notice of conclusion of Audit and associated Auditors report/Annual return before 30<sup>th</sup> September and for the report to be considered by Town Council at the October meeting

132 Cllr McGuinness left the meeting

### 133 COMMUNITY TOILET SCHEME – FINANCIAL SUPPORT

The Council considered a proposal to make a financial contribution of £200 to businesses participating in the Community Toilet scheme, subject to adherence to certain conditions. A contractual agreement and associated application forms to administer the process were also presented for consideration.

- (i) That a sum of £200 per annum be awarded to premises participating in the Community toilet scheme subject to adherence to certain conditions
- (ii) To approve the contractual agreement as drafted by the Town Council's solicitors
- (iii) To approve the Application form

- (iv) To approve the Checklist
- (v) To delegate to Cllrs MacFie, Wallcroft and Wait to constitute a 3 member panel to oversee the award process and conduct inspections of the facilities as and when required
- (vi) To nominate Cllr Cooper to work with the Council staff to design an appropriate sign to be displayed in the premises which should bear the Town Council's logo.

134 Cllr Greenfield left the meeting

135 NOTICEBOARDS

The residents of The Meadows have approached the Town Council via the Management Company in respect of installing a noticeboard for Parish Council and Community Notices matters. B&NES have advised the Town Council of their intention to install a B&NES style noticeboard to include the Town Council's logo at Kelston Park/

RESOLVED

- (i) That, subject to planning permission, the Town Council agree to purchase/maintain the noticeboard at The Meadows but that the installation is performed/funded by The Meadows Management Company
- (ii) To note the information supplied by B&NES re Kelston Park noticeboard

136 STREET NAMING – CURO/FAIRFIELD WAY EXTENSION

The Town Council has been requested to consider names for three new streets on the other side of The Drumway for the extension of Hygge Park being developed by Curo

RESOLVED

To propose the following street names:  
Cello Close, Oboe Avenue, Harpsichord Way

137 Cllr Halliday left the meeting

138 CIL PAYMENT NOTIFICATIONS

The following CIL payments had been received:

- 1) £18,780.90 (Comprising 18/01413/FUL at 63 St Ladoc Road Keynsham (Instalment 1 of 1) and 15/04290/FUL Parcel 3100 Charlton Road, Keynsham (Instalment 3 of 3))
- 2) £23,682.02 (16/02077/FUL Parcel 2100 Parkhouse Lane, Keynsham (Instalment 2 of 3))
- 3) £15,129.01 (18/01307/RES Land Parcel 7200 Bath Road, Keynsham (instalment 2 of 3))

RESOLVED

To note the above

139 SCHEDULE OF INVOICES DUE FOR PAYMENT

RESOLVED:

To approve the Schedule of Invoices for payment in the month of September

140 FINANCE MONTHLY REPORTS

- (a) Schedule of Expenditure – Months 4 (July) & 5 (August)
- (b) Bank Reconciliations – Months 4 & 5
- (c) Petty Cash Expenditure – Months 4 & 5
- (d) Journals

- (i) Journal No. 757 dated 31 August 2019  
Debit General Reserves (310) - £250

Credit Keynsham Winter Festival (4104) - £250.

(Payment to KLOGS for services provided at 2018 KWF as agreed at Town Council on 18 June)

- (e) Budget Monitoring Report –Month 5
- (f) Youth Finances – Month 5

RESOLVED

To approve the above Monthly Financial reports

141 UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON JULY/AUGUST2018/JULY/AUGUST 2019 (attached)

RESOLVED:

To approve the reports.

142 DELEGATED ACTIONS SINCE LAST MEETING

- (i) To ratify the August Schedule of Invoices for payment. (The Council delegated power to the Town Clerk to make August payments at its 16<sup>th</sup> July meeting)

RESOLVED:

To ratify delegated actions.

143 CORRESPONDENCE ITEMS (REDACTED)

- (a) Request from Dementia Alliance to present to Town Council

RESOLVED:

To allocate a maximum of 15 minutes at the Town Council meeting for a presentation or, if more time is required, to make alternative arrangements.

144 DATE OF NEXT MEETING

RECOMMENDATION:

To note that the scheduled date for the Town Council's next meeting is **Tuesday 15 October 2019 at 7.30pm in The Space, Market Walk, Keynsham.**

145 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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. Items 31/32 – commercial and legal sensitivity

146 HOLMOAK PLAY AREA

RESOLVED

To agree to the recommendations made by Finance & Policy Cttee in respect of finalising the agreement prior to executing the Deed of Transfer.

147 OFFICE ACCOMMODATION

RESOLVED

Town Clerk to continue to look into the matter and report back to Town Council on feasibility and financial implications (to include details in respect of current lease arrangements).

The meeting finished at 9.57 p.m.

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

DRAFT