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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 April 2022 commencing at 7.30pm.

Signed on 13th April 2022

A handwritten signature in black ink, appearing to read "Dawn", enclosed within a hand-drawn oval.

By Dawn Drury, Town Clerk

EMERGENCY EVACUATION PROCEDURE

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

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

DO NOT USE THE LIFTS

COVID 19

Although there are no COVID regulations in place currently, Councillors and members of the public are reminded that COVID has not gone away.

If you are feeling ill or have tested positive for COVID, please do not attend this meeting, thank you.

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)).

TOWN COUNCIL AGENDA 19th April 2022

1. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary or non-pecuniary interests) prior to the item (s) being discussed, and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

RECOMMENDED:

To receive/approve any requests for dispensations.

4. PUBLIC PARTICIPATION

a) In accordance with Standing Order 3(e), 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. This also applies to all Committees of the Council.

RECOMMENDED:

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the Agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

b) With the agreement of the Chairman, Members of the Public may also speak on one single item detailed on the Agenda 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 meetings, Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDED:

To note the members of the public who are wishing to speak on a particular Agenda item immediately before that item is to be discussed at the current meeting

5. **RECORD OF PREVIOUS MEETINGS**

The draft minutes were sent out with two errors as follows:

Item 272 the month should be March (Month 12) and not February (Month 12) in the title.

Item 273 should read 22nd March 2022 and not 22nd February 2022 in the title.

RECOMMENDED:

That the minutes of the Town Council meeting held on Tuesday 22nd March 2022 (previously circulated), with the above amendments, be confirmed as a true record and signed by the Chairman.

6. **CHAIRMAN'S ANNOUNCEMENTS**

RECOMMENDED:

The Chair 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 3 (e) (iv) 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 or staffing considerations. The options available to the Chairman in respect of a response include deferring the matter to a future Committee, providing an answer verbally at the meeting or providing an answer in writing.

8. **PROPOSED GREENWAY (FOOTPATHS/CYCLE/BRIDLEWAY): WHITCHURCH - QUEEN CHARLTON – KEYNSHAM (Supporting items attached)**

To receive a presentation by James Boxall-Clasby in respect of a proposed greenway route connecting Keynsham, Queen Charlton and Whitchurch.

RECOMMENDED:

- (i) *To receive and note the presentation.*
- (ii) *To consider any follow-on actions to be taken by the Town Council.*

9. KEYNSHAMNOW

RECOMMENDED:

To receive and note the report from KeynshamNow.

10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

11. MINUTES OF COMMITTEE MEETINGS AND NOTES OF CONSULTATIONS

(previously circulated)

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Planning Committee	28 th March 2022	DRAFT
Environment & Sustainability Committee	29 th March 2022	NOTES (To follow)
Finance & Policy Committee	12 th April 2022	DRAFT (To follow)

RECOMMENDED:

(i) *That the Minutes/Notes of the above meetings/consultations are received and noted.*

(ii) *That the recommendations that are not subsequent Town Council Agenda Items are approved.*

12. SCHEDULE OF INVOICES DUE FOR PAYMENT – APRIL (MONTH 1)

(attached)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

13. PAYMENTS APPROVED UNDER DELEGATED POWERS – APRIL 2022
(MONTH 1)

In accordance with the Schedule of Delegation approved on 22nd April 2021, to ratify the delegated decision made in advance of the March 2022 scheduled payments taken by the Acting Town Clerk in consultation with Members.

RECOMMENDED:

(i) *To note that there were none.*

14. **FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 12th APRIL 2022**

The Finance & Policy Committee met on 12th April 2022 and the following recommendations (to be presented verbally by Chair of Finance and Policy Committee) were made:

F & P - 1. **BUSINESS WASTE COLLECTION PRICES 2022 – 2023 (Attached)**

RECOMMENDED:

That the Business Waste Collection Prices 2022 – 2023 be received and noted.

F & P – 2. **FOOD CLUB FUNDING (Report attached)**

RECOMMENDED:

- i) That the Food Club funding report be received and noted.*
- ii) That the Town Council award the Food Club funding in the sum of £1,200 from the unallocated grant funding budget of 2021 – 2022, as a one off payment and any future funding should be through an application via the annual Town Council grant award scheme.*

F & P – 3. **FUNDING FOR THE LOCAL UKRAINE CHARITY – HOPE FOR UKRAINE**

The Town Clerk has sought some legal information in respect to funding to the local Ukraine Charity and as we have the General Power of Competence it is suggested that the following happen to keep matters transparent and acceptable for our Auditor:

Rather than give a money donation direct to the organisation, if agreed, at the April Town Council meeting, a budget be allocated for items that would assist this group e.g., printing, labels, boxes, etc. (for delivery of donations) and other necessary items, with the Council holding the monies and refunding costs on presentation of receipts and invoices. Any payments to be added to the monthly schedule of payments and signed off by full Council.

RECOMMENDED:

- i) That the Town Council award an allocation of monies in the sum of £1000.00 to Hope for Ukraine, funds to be retained by the Town Council and the Charity to make claims against the allocation by presentation of receipts and invoices. Any in house printing to be allocated to a cost code for the Hope for Ukraine funds.*

F & P – 4. KEYNSHAM TOWN COUNCIL INVESTMENT OPTIONS (REPORT ATTACHED)

RECOMMENDED:

- (i) That the Town Council receive and note the report.*
- (ii) That the Town Council appoint company C In respect of seeking onward investment options.*
- (iii) That the Town Council appoint three Councillors, two from Finance and Policy Committee and one other to research 3 -5 possible investment opportunities for presentation at the next Finance and Policy Committee and Town Council meetings.*
- (iv) That the Town Clerk increase the Public Sector Investment account by £30,000 taking the investment to £81,562.90, which is within the £85,000 invested with full FSCS protection eligibility.*

F & P – 5 ENERGY AUDIT BY UTILITY AID

RECOMMENDED:

To note that Utility Aid are undertaking a desktop audit in respect of Keynsham Town Council's energy. The outcome to be reported to full Council.

F & P – 6 KEYNSHAM COMMUNITY ENERGY GRANT (REPORT ATTACHED)

RECOMMENDED:

- (i) That the report be received and noted.*
- (ii) That the sum of £1,100 (awarded to Keynsham Community Energy Group) be carried forward from the 2021 – 2022 grant awards and be added to the Town Council grant budget for 2022 – 2023. To be held as restricted funds for this group to claim once they have purchased the energy display board and can provide a receipt.*

F & P – 7 UPDATE ON UKRAINE CRISIS / APF 2022 FUND VALUATION LETTER (attached)

RECOMMENDED:

That the letter be received and noted.

15. DATES & VENUE FOR FUTURE FINANCE AND POLICY COMMITTEE MEETINGS (Revised Schedule of meetings attached)

RECOMMENDED:

- i) *To approve the revised schedule of meetings detailing the physical Finance and Policy Committee meeting dates.*
- ii) *To decide on the venue for future physical Finance and Policy Committee meetings.*

16. B&NES CARERS CENTRE LATE SUBMISSION ON GRANT FUNDING CLAIM

Due to staff shortages, changeover of staff and COVID B&NES Carers Centre have submitted a late claim for their 2021 – 2022 grant award in the sum of £688.56.

Below is a breakdown of the supporting documentation provided to the Town Clerk in support of their late claim:

- 'We did not incur any refreshment costs as this was kindly covered by St Monicas Trust
- We did not incur many volunteer expenses, except the expenses of some volunteer driving from SWAN
- We incurred sessional worker and staff costs. I have included all sessional worker hourly claims (2.5hrs per café) and a payslip of a member of staff overseeing the project as well.
- We incurred sessional worker travel costs, also attached as spreadsheets.
- We did incur management costs of £62.60 against the project which we are claiming as per the grant application.
- We are therefore only claiming £525.76 against the original budget of £688.56
- The breakdown is as follows:

Spend	Cost per unit	Units	KTC	Overall
Sessional Worker				
Mileage	£ 18.90	4	£ 75.60	£ 151.20
Volunteer expenses			£ 12.80	
Sessional Worker	£ 10.62	24	£ 254.88	£ 254.88
Staff	£ 16.25	24	£ 119.88	£ 389.88
Management Costs			£ 62.60	£ 71.99
			£ 525.76	£ 867.95

We do appreciate that we may not be able to claim this grant which is understandable. We don't want to put the Council in a difficult position but of course if they are able to pay it then it will help to support this café. Currently there are 22 carers actively attending this café. This is a significant growth since the start of 2021, and we do hope to grow it even further in 2022'!

RECOMMENDED

- i) *That Town Council consider and note the information above.*
- ii) *That Town Council decide whether to grant the B&NES Carers Centre an extension to claim the sum of £525.76, as detailed above.*

17. KEYNSHAM CEMETERY MATTERS

RECOMMENDED:

- i) To receive and note that Saltford residents are classed as out of parish and are charged the out of parish fee.*
- ii) To note that grave plot availability numbers, time estimated before the Cemetery needs to close, and purchase of future land will be on the May agenda.*

18. COMMUNITY CIL APPLICATIONS 2021 - 2022

To receive verbal feedback reports from Councillors in respect of the applications:

- a) Councillor B Simmons - application relating to Keynsham Memorial Park matters.
- b) Councillor D Biddleston – application relating to Abbots Wood and Bilbie Green.
- c) Councillor A Sinclair – application relating to Dapps Hill wall.

19. CORRESPONDENCE ITEM

A. RESPONSE FROM PARKING SERVICES IN RESPECT OF PARKING CONSULTATIONS.

Email received from B&NES Parking Services dated 29.03.2022:

‘Thank you for your email, my apologies for the delay in responding.

I am of course surprised to hear that resident feel the changes to on street parking permit charges was undertaken without any consultation. These changes were implemented after an extensive engagement process which began in the spring of 2021. The results of this consultation were presented to cabinet on 20 July, who approved the initial proposals (including amendments to account for the issues and feedback raised) to progress to statutory consultation in the autumn.

The details within our consultations and the reports are available online:

- Spring consultation – <https://beta.bathnes.gov.uk/parking-permits-consultation-april-2021>
- Consultation outcomes and Cabinet report - <https://democracy.bathnes.gov.uk/mgAi.aspx?ID=27560#mgDocuments>
- Autumn statutory consultation - <https://beta.bathnes.gov.uk/parking-TRO-consultation-autumn-2021>

The councils Communications and Marketing team support these consultations with releases and social media updates, and in addition over 8000k permit holders across Bath & North East Somerset were contacted by my team directly for both events, where an email address was recorded against the MiPermit account, to make them aware and invite their participation.

I apologise if by oversight the Town Council wasn't included as a direct contact. We have taken this feedback on board and my team are now aware of the parish and town council email group and this was recently used for the Moving Traffic Enforcement consultation we are currently running.

The changes you have seen with some of the pay and display machines being covered up are part of a range of changes that were announced in December, and which came into effect on 6th Jan. You can see the press release online at <https://newsroom.bathnes.gov.uk/news/changes-bnes-street-parking-permits-parking-charges-and-pay-display-machines>.

During the COVID pandemic the council experienced a significant reduction in the volume and value of cash being collected across its estate of pay and display equipment as more people were encouraged by the pandemic to pay for goods and service, including their parking, digitally. At the end of 2021 almost 60% of all pay and display transactions were being made digitally and this has allowed the council to reduce the payments made to external suppliers for the collection banking of this cash and the future liabilities associated with maintenance and replacement. The proportion paying digitally has now (March 2022) risen to almost 70% of all transactions.

Of course, we acknowledge that there are those that still prefer to use cash (or are unable to use other means) and we have therefore ensured that at almost all locations there remains a good coverage of machines that accept cash. A notable exception to this is Station Road car park in Keynsham, which had just a single machine which was identified for removal. It has been a conscious decision not to removed deactivated machines to ensure that flexibility was retained to allow for a later review and as a result I can confirm I have asked my team to reinstate the machine within Station Road car park, allowing cash payments to continue in the new future.

If I can be of any further assistance, please do let me know.

Regards

Andrew Dunn | Team Manager - Parking Services | Bath & North East Somerset Council'

RECOMMENDED:

To receive and note the response from B&NES Parking Services.

B. REPLACEMENT TREE MANOR ROAD PLAYING FIELDS.

For the attention of Dawn Drury, Town Clerk, Keynsham Town Council

Dear Town Clerk,

I live at 40 Oakfield Road, Keynsham and our property backs on to south west corner of Manor Road Playing fields. We have lived here over 30 years. Back in October 2013 we sought Councils approval to plant a couple trees, at our own expense on the field as those mature trees previously there became rotten and were removed by the Council as being a safety hazard.

You will see below a record of correspondence in which we identified the species planted. Regrettably the Cotoneaster tree has died the cause for which is believed to be the fact that grass cutting has severed the bark around the base of the tree. On many occasions in the past, I have kept the grass cut short in the area mindful of never to allow the strimmer to touch the tree, this is not so easy with the use of ride on machinery.

Would you please consider replacing the tree with suitable support and protection, at the Councils expense in a similar position, perhaps with more space to allow the grass cutters plenty of space.

The tree has been picturesque and attracted birds until last season and we would be extremely grateful if it could be restored.

I hope you will give this tree replacement your urgent consideration and so enhance the environment in this part of Keynsham.

Yours Sincerely

John

Replacement tree 15L pot 1.75 – 2.75 m £78.00, plus plastic-coated weld mesh tree guard £18.50 and tree stake £2.00.

RECOMMENDED:

- (i) *To receive and note the letter above.*
- (ii) *To receive comments from Cllr H MacFie in respect of this matter.*
- (iii) *To decide whether or not to purchase a like for like replacement tree. If this is granted, permission in respect of the tree planting will need to be sought from B&NES Arboricultural Team to ensure that upkeep and maintenance work to any tree are added to the agreement for tree works.*

C. POSSIBLE CIRCUS MANOR ROAD PLAYING FIELDS.

Email received from B&NES Events Department 7th April 2022.

B&NES Council are seeking Keynsham Town Council's opinion on holding a circus on Manor Road playing fields in September 2022. The Events Department are aware B&NES own the site and that Keynsham Town Council lease and manage the venue and that there are regular football matches here that would need to be avoided/coordinated around, also the parking issues that the Circus organiser would need to consider. Football session usually starts with training session in early September.

Event details:

The event is operational for 2 days – Sunday 11th and Monday 12th September with set up on Saturday 10th September and take down on Monday 12th September. The latest the show goes on until is 20:30 as Circus Starr is specifically for children – therefore the impact to residents with regards to noise should be minimal. The event is focused on providing a Circus for children with disabilities, families on low incomes, those facing challenges such as domestic violence, bereavement or who may be living with a life limiting condition. No child or family pays to attend the event, they base the event in Keynsham as it is between Bath & Bristol, so can reach many children across the three areas.

The Circus organiser is keen to explore Manor Road Playing Fields as an option due to its easy access and open space, so if Keynsham Town Council would be happy to take the booking on B&NES Council would be happy to pass it over and for the Town Council to receive the income.

But if not, then Keynsham Memorial Park is also a suitable site and B&NES would be happy to continue to process Circus organisers application for the site instead.

Town Clerks note:

If Keynsham Town Council are minded to allow this activity to take place on Manor Road playing fields the Town Council would need to circulate consultation flyers to all residents in the vicinity of Manor Road playing fields gaining the views on neighbours in respect of holding a circus for 2 days.

RECOMMENDED:

- (iv) That the contents of the email are received and noted.*
- (v) That Council make a decision as to whether to allow a 2-day circus following consultation with residents in the Manor Road area.*

20. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting (the Annual meeting of the Town Council) is **Tuesday 10th May 2022 at 7.30pm** in The Space, Market Walk, Keynsham.