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Dear Councillor

You are summoned to attend the KEYNSHAM TOWN COUNCIL to be held in THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 27<sup>th</sup> SEPTEMBER 2022 commencing at 7.30pm.

Signed on 20<sup>th</sup> September 2022

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 27<sup>th</sup> SEPTEMBER 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 16<sup>th</sup> 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

### **RECOMMENDED:**

*That the minutes of the Town Council meeting held on Tuesday 26<sup>th</sup> July 2022 (previously circulated), 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. **KEYNSHAMNOW**

**RECOMMENDED:**

*To receive and note the report from KeynshamNow.*

9. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

**RECOMMENDED:**

*To receive and note any reports.*

10. **MINUTES OF COMMITTEE MEETINGS AND NOTES OF CONSULTATIONS**  
(previously circulated)

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Planning Committee	1 <sup>st</sup> August 2022	APPROVED
Planning Committee	22 <sup>nd</sup> August 2022	APPROVED
Planning Committee	12 <sup>th</sup> September 2022	DRAFT
Environment & Sustainability Committee	28 <sup>th</sup> July 2022	DRAFT
EATH	3 <sup>rd</sup> August 2022	APPROVED
EATH	7 <sup>th</sup> September 2022	DRAFT
Finance & Policy Committee	19 <sup>th</sup> July 2022	APPROVED
Finance & Policy Committee	16 <sup>th</sup> August 2022	APPROVED
Finance & Policy Committee	13 <sup>th</sup> September 2022	DRAFT

**RECOMMENDED:**

- (i) That the Minutes of the above meetings are received and noted.*
- (ii) That the recommendations that are not subsequent Town Council Agenda Items are approved.*

11. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13<sup>th</sup> SEPTEMBER 2022:

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 27<sup>th</sup> September 2022:

FP1. FINANCIAL REPORTS (Month 5 August attached)

- (i) Bank Cash and Investment Reconciliation (Month 5 – August 2022)
- (ii) Balance sheet (Month 5 – August 2022)
- (iii) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 5 – August 2022)
- (iv) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 5 – August 2022)

**RECOMMENDED:**

*That Town Council receive and note the reports.*

FP2. PSDF FACTSHEET (Attached)

**RECOMMENDED:**

*To receive and note the attached fact sheet.*

FP3. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 26<sup>th</sup> July 2022

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

**RECOMMENDED:**

*To note that two sums of £750.00 have been paid to Ward Solicitors in respect of search fees on two pieces of land that the Town Council are purchasing the freehold leases on.*

FP4. PUBLIC SECTOR DEPOSIT ACCOUNT (CCLA)

£30,000 was transferred to the Public Sector Deposit Account (CCLA) on 23<sup>rd</sup> August 2022 and the account now holds the sum of £81,734.99

**RECOMMENDED:**

*To receive and note the above information.*

FP5. DRAX – TOWN COUNCIL ELECTRIC SUPPLIERS TERMS AND CONDITIONS CHANGING

Drax terms and conditions are due to change from the 1<sup>st</sup> October 2022. Note: the Town Council's Fixed Term Contract with Drax ceases on 31<sup>st</sup> March 2023.

## What are the changes?

Drax have updated their terms in line with recent regulatory changes from Ofgem.

They are changing what happens at the end of a contract. At the moment, if customers do not agree a new contract or switch to a new supplier, they will automatically move onto a new Rollover contract, or Drax will move the Customer onto Out of Contract rates.

Under the new T&Cs, the Town Council's Fixed Rollover contract will continue until our 'Fixed Period End Date' (currently the contract end date). After that date, if the Town Council do not agree a new contract or switch to a new supplier, our contract will move from its 'Fixed period' into its 'Variable period'. These rates can change at anytime, and customers can usually get a better deal with a contract. The rate does include all Third-Party Costs. The Town Council contract will continue on this variable period until it agrees a new contract or switch to a new supplier.

If the Town Council want to change supplier, we will not need to send a termination notice to Drax. We will just still need to pay any outstanding balance before we switch, or Drax may object.

## Previous T&Cs changes

Recently Drax have made a few changes to their T&Cs. They only changed T&Cs for new contracts and left existing contracts with the T&Cs they signed up to. This means some customers have different terms.

They are now updating all T&Cs due to the recent regulatory changes. Depending on when customers signed up and how long the customer has had the contract, there may be some changes that haven't reached customer, but these will be in customers new terms.

Drax have listed the key changes they have made recently below so that customers are aware of any that may affect them.

In January 2022, DRAX updated their T&Cs to account for the impact of market volatility on Transmission (TNUoS) and Distribution (DUoS) third party costs (TPCs). From this date, they no longer fixed these TPCs in new contracts.

They also added a clause. This states that if they fix a TPC, but the Government changes the way they calculate that cost, Drax can pass through that change in cost. This is because it wouldn't be something that Drax could forecast for.

***RECOMMENDED BY FINANCE AND POLICY COMMITTEE:***

- a) *That it be noted that Utility Aid have not been able to find any suitable new contracts with the constant movements in the energy markets recently.*
- b) *That the Responsible Financial Officer and Town Clerk contact Drax in respect of obtaining figures for a new fixed term deal with Drax from 1<sup>st</sup> April 2023.*
- c) *That the Town Council appoint Clear Solutions (recommended by NALC) a free energy deal sourcing company to seek alternative quotes for fixed term contracts from 1<sup>st</sup> April 2023. This company has been able to secure some good deals for other Town and Parish Councils.*
- d) *That all quotes be brought back to Finance and Policy Committee as soon as possible.*

**FP6. DEFIBRILLATOR FOR MANOR ROAD**

As part of the refurbishment of the Pavilion a defibrillator and external cabinet is to be purchased for Manor Road as part of the Council's defibrillator strategy. The cost of the machine and case is £2,000 with some additional costs for the connection to an electric supply.

**RECOMMENDED:**

*That Town Council approve the purchase of the defibrillator and cabinet.*

**FP7. QUOTES FOR COTONEASTER TREE (Attached)**

Quotes have been received for a replacement Cotoneaster tree on Manor Road playing fields (this is for Mr Garrett, a neighbour to Manor Road playing fields).

**RECOMMENDED:**

*That Town Council accept the quote from company B for a Cotoneaster Wateri tree.*

**FP8. QUOTES FOR SWING REPAIRS (Attached)**

Quotes have been received for parts to repair several swings in Keynsham's play parks.

**RECOMMENDED:**

*That Town Council accept the quote from company C.*

**FP9. SAAA OPT-OUT COMMUNICATION (Report attached)**

**RECOMMENDED BY FINANCE AND POLICY COMMITTEE:**

*That Keynsham Town Council do not opt out of the SAAA central external auditor appointment arrangements*

**FP10 CEMETERY CHARGES (revised charges attached)**

Previously the Miscellaneous Charges at the Cemetery have been subject to VAT at 20%. After a query from a Mason in relation to this the VAT guidance for Burial Authorities has been studied by the RFO which has resulted in only one item needing to incur VAT which is the installation fee for a Memorial Bench.

The charges have been amended accordingly as attached.

**RECOMMENDED:**

*That Town Council approve the revised Cemetery charges in relation to VAT.*

**FP11 FIDELITY INSURANCE**

The Town Council has been informed by our Insurance Brokers that under the Fidelity Insurance section the Insurers will not increase beyond the current cover of £ 1,403,000. We have one final year of our three-year contract with our existing insurers, and it would not be wise to break the contract at this stage. So, it is suggested that the Town Council wait until August 2023 and re-visit increasing the Fidelity Insurance to £2,000,000.

As this increase was a recommendation by our Auditor, the Town Clerk referred this matter back to our Auditor. Her comments are as follows: -

*“This is a matter of risk management for the Council. I can completely understand that you would not want to change your 3-year insurance deal just for this element of the insurance.*

*Ways to reduce the risk are to make sure that your bank accounts can only be accessed by the authorisation of more than one person. For the current account this will be in place already, for the savings accounts you may need to revise the levels of authorisation in place”.*

The Town Council’s methods of authorisation on all accounts were explained to our Auditor and she has confirmed that we have a very robust system in place.

**RECOMMENDED:**

*That the Town Council re-visit increasing to Fidelity Insurance to £2,000,000 at the same point as renewing our three-year term insurance contract in August 2023.*

**FP12 UPDATE ON CAPITAL PROJECTS (Reports attached)**

**a) Keynsham Cemetery and Chapel**

**RECOMMENDED:**

- (v) *To receive and note the report attached.*
- (vi) *That Council request that the Town Clerk seek tenders from suitable suppliers to commission an asbestos report.*
- (vii) *That the Town Clerk to report back with any responses to Council for a decision on whether to appoint someone.*

**b) Manor Road Pavilion**

**RECOMMENDED:**

*To receive and note the report attached.*

c) Fox and Hounds Lane Conservation Area and The Paddock

**RECOMMENDED:**

*To receive and note the report attached.*

**FP13 LITTER BINS AND DOG WASTE BINS SOMERDALE (Report attached)**

**RECOMMENDED:**

a) *To receive and note the report*

b) *To receive a verbal recommendation from Finance and Policy Committee in respect of the purchase and installation costs of one dog waste bin and one litter bin to be charged to Green Square Accord and approve the recommendation.*

c) *To receive a verbal recommendation from Finance and Policy Committee in respect of the emptying of one dog waste bin and four standard bins on the Somerdale Estate and the cost to be charged monthly to Green Square Accord for this service and approve the recommendation.*

**FP 14 PHOTOGRAPHS AT COUNCIL EVENTS POLICY (Attached)**

**RECOMMENDED:**

*To receive and note a verbal report from the Assistant Town Clerk accompanying the policy document.*

**FP 15 SLCC MEMBERSHIP**

**RECOMMENDED:**

(i) *To receive a verbal report from the Assistant Town Clerk on SLCC membership and a proposal on the funding structure.*

(ii) *That Town Council approve the recommendation on the appropriate funding structure proposed by Finance and Policy Committee.*

**12. SCHEDULE OF INVOICES DUE FOR PAYMENT – SEPTEMBER (MONTH 6)**

**RECOMMENDED:**

*That the attached Schedule of Invoices be approved for payment.*

**13. IRIS PAYEMASTER RENEWAL**

Keynsham Town Council received notice from the IRIS Renewals department in respect of the Town Council upcoming renewal due in November 2022.

They were pleased to offer the Town Council a 3 Year deal option which will allow them to lock our annual price increases to a fixed rate. This increase is applied to all Iris products annually.



The saving cost in respect of the deal is as follows.

3 Year deal for **PAYE Master** at a fixed 4% price rise applied annually for years 2 and 3.

2022 - £610.00 + VAT

2023 - £634.40 + VAT

2024 - £659.78 + VAT

Payments would be taken annually based on the Town Council renewal date.

We were advised by IRIS renewals that the cut-off date for the above offer was before close of day 16/09/2022 and that the invoice will be payable at issued price.

In view of the time constraint, delegated powers were given to the Town Clerk by key Councillors in order to accept this offer by the close of date. The Town Clerk has completed all the necessary paperwork to sign up for the renewal as above.

**RECOMMENDED:**

*That the above information is received and noted.*

#### 14. YOUTH STRATEGY WORKING PARTY GROUP

According to the Terms of Reference of the Youth Strategy Working Party Group the membership is five members. Members currently approved include Cllrs D Biddleston, C Brennan, C Buxton, D Cooper and A Wait with Cllr A Halliday as substitute. Councillor A Beaumont has expressed an interest to join this Working Party and in view of this, Councillors on this Working Party are asked if they wish to continue as members.

**RECOMMENDED:**

*(i) That the above information is received and noted.*

*(ii) That a decision is made in respect of the membership of this Working Party Group.*

#### 15. B&NES COUNCIL CHRISTMAS LIGHT CONTRACT

**RECOMMENDED:**

*(i) To note that the standstill period on the Council's Christmas Lights Tender has ended and Field and Lawn have been appointed the contractor for the next three years.*

*(ii) To note the majority decision on the options of lights was option 1 and the contractor has been informed*

*(iii) To note that it may not be possible to fix lighting to the wrought iron lamp column on the roundabout by St. John's due to condensation issues within the column. B&NES are looking for an alternative, prominent position in the town to locate this particular display*

#### 16. LIVING CHRISTMAS TREE (attached)

**RECOMMENDED:**

*To make a decision in respect of the purchase of the living Christmas tree.*

17. **TRANSFER OF HOLMOAK PLAY AREA**

**RECOMMENDED:**

*To note that the final piece of paperwork in respect of the transfer of the Holmoak play area has now been received by the Solicitor and they will send it to HMLR and let you know once they have undertaken the rectification.*

18. **POSSIBLE FOOTPATH/CYCLE PATH ACROSS ABBOTTS WOOD**

Email correspondence has been received from Graeme Stark of B&NES informing the Town Council that the adopted footpaths in the Abbots Wood area of town are shown on the map below. Also, following requests from residents there have been suggestions about creating a shared use footpath and cycle path across Abbots Wood connecting the two new estate areas (Bilbie Green to The Meadows). B&NES Council have secured the majority of the necessary funding but there is still about £15k shortfall. Keynsham residents have also requested through our CIL application funding scheme improvements to paths in this area. If the Town Council were interested in contributing towards the project, then B&NES Council are likely to be in a position to start moving this forward in April 2023.

**RECOMMENDED:**

- (i) *That Town Council receive and note the above information.*
- (ii) *That Town Council decided whether to provide funding towards this footpath and cycle path project at Abbots Wood.*



19. **TREES IN MEMORY OF PAST COUNCILLORS**

There has been a request from a family member of past Councillor, Roger Clark, seeking a tree in memory of him. Other Councillors that have passed away in recent years include Cllr Peter Oakey and Cllr Tony Crouch.

**RECOMMENDED:**

- (i) *That Council decide whether to purchase or use one of the trees in stock to plant in memory of Roger Clark and possibly the other two Councillors.*

- (ii) *That Council decide on the type of tree(s).*
- (iii) *That location for the tree(s) be made.*
- (iv) *That a request be made by the Town Clerk to seek permissions from landowners and undertake the task of seeking quotes, if required.*

20. **WEST OF ENGLAND PLACEMAKING CHARTER**

An email has been received from Alistair Kirk; Interim Director of Infrastructure for the West of England as follows: -

*"I am writing to notify you that last month the West of England Combined Authority launched a Placemaking Charter, setting out an ambitious vision for the development of healthy and successful places in the West of England.*

*We are contacting those that participated in stakeholder workshops in late 2020 and early 2021 to support the development of the Charter, and invite your organisation to become a signatory to demonstrate a shared commitment to the Charter principles. The Charter reflects this engagement and learning from best practice and responds to some of the key regional placemaking challenges.*

*By signing up to the Charter you will be supporting the region achieve its aspirations for high-quality places that contribute to clean and inclusive growth that supports the environment and benefits communities.*

*Organisations can sign up to the Charter and find more details, including an action plan that sets out how the Charter will be used in practice on the webpage here:  
<https://www.westofengland-ca.gov.uk/what-we-do/planning-housing/planning-policy/placemaking-charter/>*

*For more information on how you can use and support the Charter please contact the West of England Combined Authority at [planning@westofengland-ca.gov.uk](mailto:planning@westofengland-ca.gov.uk).*

**RECOMMENDED:**

*That Town Council decide whether to sign up to the Charter.*

21. **LGA MODEL CODE OF CONDUCT (ATTACHED)**

NALC are recommending that the LGA model Code Of Conduct is adopted by all Town and Parish Councils.

**RECOMMENDED:**

(i) *That Town Council adopt the new LGA model Code Of Conduct.*

(ii) *That Town Council review its Code of Conduct in June 2023*

22. **KEYNSHAM & DISTRICT TWINNING ASSOCIATION PLAQUE**

The Libourne plaque on the external wall of the Library has gone missing.

**RECOMMENDED:**

*That Town Council to discuss what action to be taken.*

23. **KEYNSHAM SPRING SHOW**

This matter was discussed at the recent EATH Committee, Members were very keen on this suggestion, proposed date 25<sup>th</sup> March 2023. The Budget for this event will be coming out of this year's Community Events Budget (£2,300) and the predicted cost for this event is £500-£1000. Further details to be discussed at a future Town Council meeting.

**RECOMMENDED:**

*To note the above information.*

24. **ITEM OF CORRESPONDENCE – LEAPING LAMBS NURSERY (Letter attached)**

**RECOMMENDED:**

*To receive and note the attached letter.*

25. **DATE OF NEXT MEETING**

**RECOMMENDED:**

To note that the date for the Town Council's next meeting is **Tuesday 18<sup>th</sup> October 2022 at 7.30pm** in The Space, Market Walk, Keynsham.

26. **EXCLUSION OF PRESS AND PUBLIC**

**RECOMMENDED:**

*In accordance with Standing Order 3(d) to RESOLVE 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 the matter to be transacted Item 27 - to progress sensitive issues.*

27. **OFFICE MOVE (CONFIDENTIAL – HARD COPY REPORT WILL BE AVAILABLE AT THE MEETING & OTHER DOCUMENTS)**

**RECOMMENDED:**

- (i) To receive and note a verbal report in respect of the above project.*
- (ii) That Town Council accept the quote from Company A as Architect.*
- (iii) That Town Council authorise the Town Clerk to seek tenders for a company to undertake a measured building survey and to report back with responses to the tender invitation as soon as possible.*