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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 18<sup>th</sup> OCTOBER 2022 commencing at 7.30pm.

Signed on 12<sup>th</sup> October 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 18<sup>th</sup> OCTOBER 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 27<sup>th</sup> September 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** (previously circulated)

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Capital Projects Committee	8 <sup>th</sup> September 2022	DRAFT
Planning & Development Committee	3 <sup>rd</sup> October 2022	DRAFT
Environment & Sustainability Committee	4 <sup>th</sup> October 2022	DRAFT
EATH	5 <sup>th</sup> October 2022	DRAFT
Finance & Policy Committee	11 <sup>th</sup> October 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 11<sup>th</sup> OCTOBER 2022:

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 18<sup>th</sup> October 2022:

FP1. FINANCIAL QUARTERLY REPORTS (attached)

n.b. Cash Book 1 – Current account, Cash Book 2 - Business Premium, Cash Book 3 – Petty Cash and Cash Book 5 - Rate Reward, there is no Cash Book 4.

- (i) Budget Monitoring quarterly (as at 30<sup>th</sup> September 2022)
- (ii) Bank Cash and Investment Reconciliation (Month 6 – September 2022)
- (iii) Balance sheet (Month 6 – September 2022)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 6 - September 2022)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 6 – September 2022)

**RECOMMENDED:**

*That Town Council receive and note the financial reports.*

FP2. UPDATE ON ENERGY CONTRACTS

**RECOMMENDED:**

*To receive and note a verbal update on the situations concerning Drax and Clear Solutions.*

FP3. FLAGSTONE INVESTMENTS

**RECOMMENDED:**

*To receive and note that:*

- i) *£160,000 has been transferred from the Council's Business Premium account to our Flagstone investment holding account.*
- ii) *That two investments of £80,000 each have been made using these funds:*
  - (1) *HSBC Bank – 12 months at 3.87% account opened 03.10.22 and as at 11.10.2022 interest accrued equates to £67.85*
  - (2) *Aldermore – 18 months at 3.75% account opened 05.10.22 and as at 11.10.22 interest accrued equates to £49.31*

FP4. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 27<sup>th</sup> SEPTEMBER 2022

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

**RECOMMENDED:**

*To note that the following sums (incl VAT) were paid:*

- i) £840 for staff first aid training*
- ii) £132 for additional desk phones*

**FP5. CONCLUSION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2022 (attached)**

The Conclusion of Audit for the year ended 31 March 2022 has been received from PKF Littlejohn LLP and no matters have been drawn to their attention giving cause for concern that relevant legislation and regulatory requirements have not been made.

**RECOMMENDED:**

- i) To note that the audited AGAR was displayed on the Council office window and posted on the website on 26 September 2022 to meet the 30 September statutory deadline. This was communicated to the Chair of this Committee at the time.*
- ii) That the AGAR and Conclusion of Audit are approved.*

**FP6. NEW TABLET AND DATA PLAN FOR YOUTH SERVICE (Report to follow)**

The Youth Service requires a tablet device with a mobile data connection to enable them to access information for the young people they are working with when undertaking outreach and detached work.

**RECOMMENDED:**

*That this matter be deferred until the next committee meeting pending further information.*

**FP7. COMMUNITY QUILT OWNERSHIP**

As part of the Cultural Programme, a Community Quilt is being made by local people in conjunction with a local Artist Isobel Tarr. It is proposed that the Quilt will then be transferred to Keynsham Town Council's ownership for a nil fee and then need to be insured as part of KTC's assets.

The Artist will retain the right to use the asset on request.

**RECOMMENDED:**

- i) That the Town Council agree to the transfer of the Quilt into their ownership.*
- j) That the Quilt be added to the asset register with a value of £250, sum suggested as the Quilt would be difficult to replace, the insurance value would be set below that of the Town Council excess.*

**FP8. PASSWORD MANAGER SUBSCRIPTION FOR OFFICE STAFF (attached)**

**RECOMMENDED:**

- i) To receive and note the attached report.*
- ii) That Town Council pay for Password Manager subscription for office staff as discussed at the Finance & Policy committee, the preferred option was 1password.*

**FP9. MANOR ROAD FOOTBALL PITCHES (report attached)**

There have been reports that the pitches at Manor Road are being used without the Council's knowledge and without the prerequisite fees being paid (as per the attached schedule of fees and charges previously agreed by Town Council).

**RECOMMENDED:**

*To authorise the Council to produce a flier, outlining the booking and payment process, that can be handed out to those using the pitches without the Council's prior knowledge and for placing on the noticeboard at Manor Road.*

**FP10. DOWNFIELD PLAY AREA REDESIGN QUOTATIONS (to follow)**

**RECOMMENDED:**

- i) To receive a verbal update from the Town Clerk in respect of this matter.*
- ii) That Town Council decide whether to upgrade this play area, funds to come from Play Area Earmarked Reserves which currently stand at £34,622.57 in Play Area Replacement and £14,152.47 in Play Area Resurfacing.*
- iii) That approval be given to seek permissions be sought from B&NES Council in respect of the play area upgrade and Curo in respect of any bio-diversity improvements in this area.*
- iv) That Town Council decide which is their preferred option.*
- v) That the Town Council approved that staff (in conjunction with nominated Councillors) undertake a consultation of local residents (including children) in the Downfield and neighbouring roads for their opinions on the designs.*
- vi) That this matter be brought back to Town Council for selection of the contractor.*
- vii) That the redevelopment of other play areas is discussed at the Capital Projects committee and results brought back to Town Council*

**FP11. UNISON SUBSCRIPTIONS (attached)**

**RECOMMENDED:**

*To receive and note the attached communication from Unison and that the review was undertaken by the Town Clerk with no changes necessary.*

FP12. PURCHASE OF CHRISTMAS LIGHTS FOR CHRISTMAS TREE AT ST JOHN'S CHURCH (Quotes attached)

*RECOMMENDED:*

- (i) To receive a verbal update from the Town Clerk.*
- (ii) That Town Council decide which quotation to accept.*

12. SCHEDULE OF INVOICES DUE FOR PAYMENT – OCTOBER (MONTH 7) (Attached)

*RECOMMENDED:*

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

13. ENVIRONMENT & SUSTAINABILITY COMMITTEE RECOMMENDATIONS

*RECOMMENDED:*

- i) That Keynsham Town Council works proactively to explore solar energy opportunities in conjunction with Keynsham Energy Group to promote solar energy installation in the area.*
- ii) That Keynsham Town Council to fund and host promotional events to provide information on renewable energy to the community and provide a platform for businesses who can provide this service, ensuring that the Town Council does not promote or favour any one company.*
- iii) That Keynsham Town Council writes to B&NES Council to request the planting of trees on Chandos Road, as part of their 2024/25 tree planting scheme.*

14. HALL FOR KEYNSHAM

Update from Councillor Biddleston as requested by full Council at the Town Council meeting on 21<sup>st</sup> June 2022.

*RECOMMENDED:*

*That Town Council decide on the way forward in respect of this matter.*

15. KEYNSHAM FINGERPOST SIGNAGE (Report attached)

*RECOMMENDED:*

*That Town Council decide what action is to be taken in respect of: -*

- a) The fingerpost signage on the Wellsway e.g., seek quotes for restoration.*
- b) The fingerpost signage on St. Ladoc Road e.g., appoint a volunteer refurbishment team to rectify the condition of these two signs or instruct the Grounds Maintenance Team to undertake refurbishment.*

16. COMMONWEALTH WAR GRAVES COMMISSION – INSTALLATION OF SIGNS INDICATING WAR GRAVES AT KEYNSHAM CEMETERY (Report attached)

**RECOMMENDED:**

*That Town Council decide whether to purchase Commonwealth War grave signage for Keynsham Cemetery.*

17. CIVILITY & RESPECT PROJECT – SIGN UP TO THE PLEDGE (Report attached)

Further information available via the link below.

<https://www.nalc.gov.uk/our-work/civility-and-respect-project>

**RECOMMENDED:**

*That Keynsham Town Council approve to sign the pledge.*

18. NEW LOCAL PLAN – PARISH AND TOWN COUNCIL ENGAGEMENT (Letter attached)

The Town Clerk recommends that the three representatives for Town Council at forthcoming Local Plan Workshops (first meeting January 2023) are:

- a) The Town Clerk as Clerk to the Town Council Planning and Development Committee.
- b) The Chair of the Town Council Neighbourhood Development Plan – Councillor C Fricker.
- c) A further representative of the Town Council Planning and Development Committee.

**RECOMMENDED:**

- (i) *That Town Council approve a and b above.*
- (ii) *That Town Council make a decision in respect of c above.*

19. POSSIBLE FOOTPATH/CYCLE PATH ACROSS ABBOTTS WOOD

**RECOMMENDED:**

*To note that to date no information has been received from B&NES in respect of the full cost of this project. The Town Clerk will chase this matter.*

20. KEYNSHAM & DISTRICT TWINNING ASSOCIATION PLAQUE

**RECOMMENDED:**

*To note that the Keynsham & District Twinning Association will submit information in respect of this matter at the November meeting.*



## 21. UPDATE ON BINS AT SOMERDALE

The Estate Manager for Somerdale has decided that he wants to park the matter of Keynsham Town Grounds staff emptying the bins on Somerdale Estate. That they only want to pursue the installation of a standard bin on the new footpath and Kelvin, Grounds Maintenance Supervisor will be meeting with him to confirm the siting of the same.

They no longer want a dog waste bin installed at the Dryleaze end of the footpath. The Town Clerk has informed him that Keynsham Town Council have a bin ready to be installed in this location at the request of many residents in this area and that there are already piles of discarded dog waste bags due to there being no bin.

The purchase and installation costs of the said dog waste bin has in the past been agreed by full Council.

### **RECOMMENDED:**

- i) To receive and note the above information.*
- ii) That Keynsham Town Council Grounds Maintenance Team install a dog waste bin as soon as Green Square Accord give permission (the bin to be emptied by Keynsham Town Council Grounds Maintenance Team).*

## 22. WARMER PLACES – KEYNSHAM

### **RECOMMENDED:**

- (i) To receive a verbal update from the Chair of the Community Resilience Working Party.*
- (ii) To decide how the Town Council can support community organisations leading on this initiative e.g., promotional literature printing, communication information, financial support (there is £10,000 unspent in the COVID community resilience budget – funds could be re-purposed from here).*

## 23. ITEM OF CORRESPONDENCE - USER FEEDBACK ON 'FIX MY STREET'

B&NES Council are currently reviewing people's experiences with reporting something online through 'Fix My Street'. They have requested sharing your feedback on any reports submitted, whether you have reported something as a member of Town Council staff, a Councillor or resident/s.

Any feedback that can be provided will be invaluable as it helps to improve the website, making it easier for people to report something to B&NES in the future.

### **Important information for the user research:**

1. The user research will take place on a Teams call, lasting approximately 30 minutes, if you can spare this time?

2. We will ask for your general feedback on the process/system for reporting something on 'Fix My Street' and you will have a chance to give us any specific feedback.
3. You can book a meeting slot with us via the Microsoft Booking website, here: <https://outlook.office365.com/owa/calendar/ServiceDesign@bathnesgovuk.onmicrosoft.com/bookings/> if none of these slots are convenient, please contact B&NES IT Services.

**RECOMMENDED:**

*To note the above information.*

24. **DATE OF NEXT MEETING**

**RECOMMENDED:**

To note that the date for the Town Council's next meeting is **Tuesday 22<sup>nd</sup> November 2022 at 7.30pm** in The Space, Market Walk, Keynsham.