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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 17<sup>th</sup> JANUARY 2023 commencing at 7.30pm.

Signed on 10<sup>th</sup> January 2023

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 17<sup>th</sup> January 2023**

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 13<sup>th</sup> December 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. **WESSEX WATER – ROAD CLOSURE OF THE WELLSWAY – (PRESENTATION BY MEMBERS OF WESSEX WATER).**

Keynsham Town Council may be aware of some recent local media reporting about sewer construction work being planned on the B3116 Wellsway in the town in 2023. These reports emerged off the back of information that appeared within minutes of a previous meeting of Saltford Parish Council and in advance of both the proposals being discussed and agreed with B&NES Council and Wessex Water's own plans to engage and communicate with the local community.

Wessex Water are now in a position to provide the Town Council and community members with some outline details of the Keynsham Sewer Flood Alleviation scheme scheduled to take place during the summer of next year.

Some initial briefing points are highlighted below.

**Briefing points**

- Reports of flooding in this area date back more than 20 years, with issues having been raised by residents, including those on Wellsway and Lime Kilns Close, on numerous occasions.
- To reduce these flooding incidents, including those in the grounds of Keynsham Cricket Club, Wessex Water will be investing over £500,000 to install a new 170 metre section of foul sewer in the carriageway of the B3116 Wellsway.
- The route of the new sewer is dictated by presence of other buried utilities. To construct the new sewer safely, a road closure (between Lime Kilns Close and Rock Hill Caravan Park) is required for the duration of the project.
- The works compound will be located within the road closure and a signed diversion route will be in effect during the closure.
- In consultation with B&NES Council Street Works team it has been agreed to move this scheme from February 2023 to summer 2023 to coincide with the school holidays and reduce impact on the local community.
- Residents affected by flooding and the Cricket Club have already been informed about this deferral.
- Work is now expected to begin at the end of July 2023 and should finish within 12 weeks.
- Wessex Water are currently finalising arrangements to proceed with B&NES ahead of contacting with residents, businesses, schools and the Town Council to inform them about the scheme and understand and address any local concerns.

**RECOMMENDED:**

- (i) *To receive and note a presentation by representatives of Wessex Water.*

10. **BRISTOL AIRPORT – FUTURE PLANS – PRESENTATION BY JAMES SHEARMAN, JACQUI MILLS AND JAMES COX**

Representatives for Bristol Airport are attending this meeting to speak to the Councillors about the future plans of Bristol Airport, in particular aircraft tracking, flight plans, scheduled arrival and departures, noise monitoring and parking arrangements.

They frequently receive information requests and concerns from residents, and they would like to be able to provide accurate information and answer their questions.

**RECOMMENDED:**

- (i) *To receive and note a presentation by representatives of Bristol Airport.*

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

**RECOMMENDED:**

*To receive and note any reports.*

12. **MINUTES OF COMMITTEE MEETINGS (Previously circulated)**

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Planning & Development Committee	12 <sup>th</sup> December 2022	APPROVED
Planning & Development Committee	9 <sup>th</sup> January 2023	DRAFT
Finance & Policy Committee	10 <sup>th</sup> January 2023	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.*

13. **TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 13<sup>TH</sup> DECEMBER 2022**

In accordance with the Schedule of Delegation approved on 22<sup>nd</sup> April 2021, to note the delegated decision made in advance of the January 2023 scheduled payments taken by the Town Clerk in consultation with Members.

The sum of £434.00. This is RoSPA training and examination for Robert Bonfield (grounds maintenance worker). The invoice was received on 23<sup>rd</sup> December and dated 18<sup>th</sup> November 2022 and the due date was 18<sup>th</sup> December 2022 with a late payment charge of 5%.

**RECOMMENDATION:**

*To note the delegated action.*

14. **FINANCIAL QUARTERLY REPORTS (To follow)**

- (i) Budget Monitoring quarterly (as at 31<sup>st</sup> December 2022)
- (ii) Bank Cash and Investment Reconciliation (Month 9 – December 2022)
- (iii) Balance sheet (Month 9 – December 2022)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 9 - December 2022)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 9 – December 2022)

**RECOMMENDED:**

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

15. **MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10<sup>th</sup> JANUARY 2023:**

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL  
MEETING ON 17<sup>TH</sup> JANUARY 2023:

**FP1. FLAGSTONE INVESTMENTS**

*RECOMMENDED: To receive and note that:*

*(1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 02.01.2023 interest accrued equates to £659.72*

*(2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 02.01.23 interest accrued equates to £731.50*

*(3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 02.01.23 interest accrued equates to £578.63*

*(4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 02.01.23 interest accrued equates to £771.87*

*(5) HSBC 6 months at 3.34% account opened 24.11.2022 and as at 02.01.23 interest accrued equates to £278.18*

**FP2. TOWN COUNCIL BUDGET 2023-2024 (Attached) & BACKGROUND REPORT (Attached)**

*RECOMMENDED:*

*(i) To approve the budget for 2023 – 2024.*

*(ii) To receive a recommendation from the Finance and Policy Committee in respect of the Precept for 2023 -2024.*

*(iii) To approve the Precept figure for 2023 – 2024.*

*(iv) That the Precept Requirements form for 2023 – 2024 be signed by the Chair of Town Council.*

**FP3. BUDGET AND PRECEPT - INCLUDING EARMARKED RESERVES DRAW DOWN AND GENERAL RESERVES DRAW DOWN**

The Finance & Policy Committee have considered the draft budget which is circulated together with their recommendations for consideration.

*RECOMMENDED:*

*a) To approve the Town Council Budget for 2023-2024, including amendments and recommendations proposed by Finance & Policy Committee.*

*b) To approve the Precept for 2023 – 2024 (action – Precept form to be completed by Town Clerk and submitted to B&NES before 2<sup>nd</sup> February 2023).*

*c) To approve the Earmarked Reserves Drawdown*

*d) To approve the General Reserves.*

#### **FP4. AMAZON PRIME ANNUAL SUBSCRIPTION**

The Town Council are buying more items from Amazon, as prices are often cheaper than other online sources, even including the delivery charges. However, it has been noted that the Town Council could have saved over £250 on free deliveries over the past twelve months. If the Town Council signed up for an Amazon Business Prime Account that has an annual fee of £80 per year this would allow for free deliveries going forward. Initially, it is suggested that a free 30-day trial is undertaken given an extra month of free deliveries.

**RECOMMENDED:**

*That the Town Council subscribes to an annual Amazon Prime Business Account at £80.00 per year.*

#### **FP5. INTERNAL AUDIT 2022-2023 (Attached)**

**RECOMMENDED:**

- (i) To receive and note the Internal Audit report from November 2022.*
- (ii) To note that the next Internal Audit is on 20<sup>th</sup> January 2023.*

#### **FP6. INSURANCE OF THE PADDOCK AND FOX AND HOUNDS CONSERVATION LAND.**

Keynsham Town Council's insurance policy has been amended by adding the two plots of land (The Paddock and Fox and Hounds Lane Conservation) with effect from the 21 December 2022 in accordance with instructions. A revised policy schedule has been supplied for your safekeeping.

In respect of The Paddock, the insurers have reviewed the old building currently on the land and in order for public liability to be operative for the land, Royal Sun Alliance (RSA) will require HERAS fencing to be erected to prevent unauthorised access to the building.

Also, RSA have restricted the public liability limit to £1,000,000 on any one claim. They have endorsed the policy accordingly.

As a result of this amendment, there is an additional premium in the amount of **£16.13** inclusive of Insurance Premium Tax (12%).

**RECOMMENDED:**

*To receive and note the above information.*

#### **FP7. ANNUAL RISK ASSESSMENT (Management) REVIEW 2023-2024 (Attached)**

**RECOMMENDED:**

*To consider and note the Annual Risk Assessment Review 2023-2024 and recommend to Town Council to approve the same.*

**FP8. PUBLIC SECTOR DEPOSIT FUND FACT SHEET NOVEMBER 2022 (Attached)**

**RECOMMENDED:**

*To consider and note the report.*

**FP9. CIL NOTIFICATION**

The sum of £ 3258.91 CIL funding has been paid to Keynsham Town Council in respect of application 16/05656/FUL The Bungalow Parkhouse Lane, Keynsham which is instalment 1 of 1.

**RECOMMENDED:**

*To receive and note the above.*

**FP10. EDF UTILITY FIXED TERM CONTRACT - 1<sup>ST</sup> APRIL 2023 – 31<sup>ST</sup> MARCH 2025 (amended quote figures attached)**

On 4<sup>th</sup> January 2023, the Town Clerk confirmed the contract details with Clear Utility Solutions in order to secure a two-year fixed term contract deal with EDF for the supply of electricity from 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2025, as per the amended quote figures previously circulated.

Clear Utility Solutions will handle the process of moving over the contract and setting up the Direct Debit with the new supplier.

Commission charges for sourcing the deals and handling the contract changeover are below:

28 – 30 Manor Road Pavilion - £15.00

15 – 17 Temple Street - £150.00

Cemetery Durley - £15.84

Unit 11b - £37.80

**RECOMMENDED:**

*To receive and note the above information.*

**16. SCHEDULE OF INVOICES DUE FOR PAYMENT – JANUARY 2023 (MONTH 10) (to follow)**

**RECOMMENDED:**

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



17. SCHEDULE OF MEETINGS - MUNICIPAL YEAR 2023 – 2024 (Attached)

**RECOMMENDED:**

*To approve the attached Schedule of Meetings for the Municipal Year 2023 – 2024.*

18. COMMUNITY RESILIENCE GRANT FUNDING REQUEST

Community at 67's Warm Places open days are working well and some of the people who attend the sessions have asked if films could be shown. The showing of films is licensed and costs £280.00 to buy one for one year. Community At 67 have asked if the Town Council would be happy to fund the purchase of a license.

**RECOMMENDED:**

*(i) To receive and note the above.*

*(ii) To decide if to approve this funding request.*

19. KEYNSHAM TOWN COUNCIL – DRAFT ADVERSE WEATHER POLICY (Attached)

**RECOMMENDED:**

*(i) To approve the Adverse Weather Policy.*

20. COMMEMORATING QUEEN ELIZABETH II (Bench quotes attached for information)

**RECOMMENDED:**

*To receive and discuss ideas.*

21. CORONATION EVENT – SUNDAY 7<sup>TH</sup> MAY 2023

As discussed at the EATH Committee meeting on 7<sup>th</sup> December 2022.

**RECOMMENDED:**

*That Town Council approve that we hold an Afternoon Tea event on Sunday 7<sup>th</sup> May in the afternoon.*

Note: To be aware that due to the Local Elections, there is no Council in place until Tuesday 9<sup>th</sup> May, and also due to Purdah there will be a period from mid-March when Councillors will not be able to make any decisions in respect of the planning of this event.

22. **MONEY FOR CYCLE HANGARS**

Information has been passed onto the Town Clerk, by Cllr MacFie, that as part of the WECA funding from bus stops and community transport there is also to be funding available for cycle hangars. He has asked if an application could be made to request 15 or 20 cycle spaces near Broadmead roundabout to provide a place for residents to safely store their bikes during the day.

The Town Council does not own any land in this area, and it has been suggested that B&NES Council be approached to take up the offer of free cycle hangars or alternatively the Town Council could approach Waitrose and enquire if they would be interested in this offer.

**RECOMMENDED:**

*To receive and consider the above information.*

23. **UPDATE ON MANOR ROAD PAVILION REFURBISHMENT**

**RECOMMENDED:**

*To receive a verbal update in respect of the Manor Road Pavilion.*

24. **CEMETERY CHAPEL – URGENT WORK**

**RECOMMENDED:**

*To receive a verbal update in respect of the urgent works to the Cemetery Chapel.*

25. **CORRESPONDENCE**

(i) **WECA BUS SHELTERS & COMMUNITY TRANSPORT**

An email has been received on 23<sup>rd</sup> December 2022 from Dan Norris, Metro Mayor for the West of England as follows: -

*‘Keynsham Town Council’s question about local community bus services is very timely. I am about to launch a Community Initiative Fund to look at providing exactly this kind of service. More information about this initiative will be made available in the New Year.*

*I am very keen to take over the management of bus stops. In the first instance officers from the Combined Authority are in talks with local authorities and bus stop management companies. I will ask for an officer to contact you for further discussions about your bus stops’.*

**RECOMMENDED:**

*To receive and note the information.*

(ii) KEYNSHAM MEMORIAL PARK FOOTBRIDGE – BRIEFING NOTE  
DECEMBER 2022 (Attached)

**RECOMMENDED:**

*To receive and note the information.*

(iii) HAVE YOUR SAY ON CHARGES FOR CLASS N3 DIESEL HGV'S OVER  
12 TONNES TRAVELLING THROUGH BATH (Attached)

Bath and North East Somerset Council would like Keynsham Town Council's views on a proposal to vary Bath's Clean Air Zone Charging Order so that all Euro VI diesel HGVs over 12 tonnes which enter the charging scheme area (concurrent with the existing Bath Clean Air Zone) will be charged £50. This charge would be supported by time-limited exemptions for businesses and deliveries taking place in a proposed exemption area.

These proposals support the B&NES Council's aims of going further to protect and conserve road infrastructure, including the Grade II\* listed Cleveland Bridge and the wider Bath World Heritage Site's historic architecture and natural setting.

Full details of this proposal and a questionnaire are available at [www.bathnes.gov.uk/Euro6HGVconsultation](http://www.bathnes.gov.uk/Euro6HGVconsultation). You will be able to complete our online questionnaire to share your views, until 5pm on 7 February 2023.

**RECOMMENDED:**

*(a) To receive and note the information above.*

*(b) To approve Keynsham Town Council's Planning and Development Committee responses to the consultation.*

(iv) TREE WORKS KEYNSHAM CEMETERY

An email has been received from James Nash (B&NES Council Arboricultural Department) date 11<sup>th</sup> January 2023

*"The removal of the cedars had initially been planned to include the use of a crane, which would have made the process much quicker and more cost effective, not to mention less laborious for staff. However, following a site meeting with the crane contractor, it has turned out that the narrow and sloping access to the site means it is impractical to access with suitable lifting equipment. The alternative method is to revert to traditional manual dismantling, which is much more labour intensive and time consuming. Therefore, the revised quote for all Keynsham Town Council Works is as follows*

*Keynsham cemetery*

- *Fell 2x dead cedars, 2x damaged cedars, (to fell and remove all timber and cuttings) £15,258.40*

- *2x weeping ash trees affected by ash dieback disease (to fell and remove all timber and cuttings) £2800*
- *Lift crowns of roadside trees over pavements and highway (including traffic management) £1250*
- *Sundry minor tree works within cemetery, (including removal of all cuttings from site) £1200*  
*Memorial Park Play area*
- *Maintenance works £1200*  
*Manor Road Playing Field*
- *Maintenance works £1200*

*The remaining part of the original quote is unaffected.*

*I understand that this is a significant variation from our original quote, and we will await your decision”.*

The original sum quoted for the works in yellow was £9,000.

**RECOMMENDED:**

- To receive and note the information.*
- To make a decision in respect of the quote.*

## 26. DATE OF NEXT MEETING

**RECOMMENDED:**

To note that the date for the Town Council’s next meeting is **Tuesday 14<sup>th</sup> February 2023 at 7.30pm** in The Space, Market Walk, Keynsham.

## 27. 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 Items 28 to progress sensitive and financial matters.*

## 28. OFFICE MOVE

**RECOMMENDED:**

- To receive and note a verbal report in respect of the above project.*