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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 14<sup>th</sup> FEBRUARY 2023 commencing at 7.30pm.

Signed on 7<sup>th</sup> February 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 14<sup>th</sup> FEBRUARY 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 17<sup>th</sup> January 2023 (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. TRUESPEED BROADBAND – THE KEYNSHAM NETWORK (10 – 15 minutes presentation)

*RECOMMENDED:*

*To receive a presentation from Jo Maish (Brand Engagement Manager) and Mark Comer (Build Manager) on plans for the Keynsham Network.*

10. ALLOTMENT ASSOCIATION QUARTERLY UPDATE AND SEC. 106 FUNDING INFORMATION.

*RECOMMENDED:*

*To receive a verbal report from the Allotment Association.*

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	9 <sup>th</sup> January 2023	APPROVED
Planning & Development Committee	6 <sup>th</sup> February 2023	DRAFT
Environment & Sustainability Committee	24 <sup>th</sup> January 2023	DRAFT
Personnel Committee	30 <sup>th</sup> January 2023	DRAFT
Finance & Policy Committee	10 <sup>th</sup> January 2023	APPROVED
Finance & Policy Committee	7 <sup>th</sup> February 2023	DRAFT
EATH Committee	8 <sup>th</sup> February 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 17<sup>TH</sup> JANUARY 2023**

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 February 2023 scheduled payments taken by the Town Clerk in consultation with Members.

The purchase of 4 LGBT training course from Mermaids (for youth staff) total cost £260.00

***RECOMMENDED:***

*To note the delegated action.*

14. **MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 7<sup>th</sup> FEBRUARY 2023:**

**APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 14<sup>TH</sup> FEBRUARY 2023:**

FP1. **FLAGSTONE INVESTMENTS**

***RECOMMENDED: To receive and note that:***

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*(1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 31.01.2023 interest accrued equates to £933,.04*

*(2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 31.01.23 interest accrued equates to £969.86*

- (3) *Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 31.01.23 interest accrued equates to £858.30*
- (4) *HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 31.01.23 interest accrued equates to £1017.86*
- (5) *HSBC 6 months at 3.34% account opened 24.11.2022 and as at 31.01.23 interest accrued equates to £490.47*

**FP2. TREE QUOTES FOR KEYNSHAM CEMETERY (Attached)**

To note that an urgent decision needs to be made in respect of this matter as the tree works need to be undertaken before the bird nesting season begins on 1<sup>st</sup> March 2023.

**RECOMMENDED:**

- (i) *To receive and note the quotes.*
- (ii) *To receive recommendations from the Finance and Policy Committee*
- (iii) *To make a decision in respect of the quotes.*

**FP3. LEAF BLOWER FOR CEMETERY QUOTE (Report attached)**

**RECOMMENDED:**

- (i) *To receive and note the quote.*
- (ii) *To receive recommendations from the Finance and Policy Committee*
- (iii) *To make a decision in respect of the quotes.*

**FP4. PSDF FACTSHEET DECEMBER 2022 (attached)**

**RECOMMENDED:**

*To receive and note the December CCLA PSDF Fact sheet for December 2022.*

**FP5 TALKTALK BUSINESS IMPORTANT PRICING UPDATE**

Notice has been received from TALKTALK the Town Council's Broadband providers in us that business and third-party supplier costs have been increasing. TalkTalk's' supplier Openreach, who provide the connectivity infrastructure from the premise to their network, recently confirmed that it will be raising its prices, and TalkTalk have taken the difficult decision to review and increase their prices too. These increases are required to cover rising costs and maintain service levels.

TalkTalk will be increasing prices across their Data, Broadband and voice Services in line with the Consumer Price Index (CPI) plus 3.7%. This equates to an increase of 14.2% will be applied to their charges excluding VAT. The new pricing will come into effect from 1<sup>st</sup> March 2023. The Town Council account terms will also be changing from 1<sup>st</sup> March 2023 to include information about future annual price rises. Increases will be

calculated by multiplying the existing charges by the CPI plus 3.7%. For example, a subscription of £30 per month and an increase of CPI (10.5%) plus 3.7% this would mean the monthly priced would be no more than £4.26. Currently, the Town Council pay £19.95 plus VAT.

**RECOMMENDED:**

*To receive and note the information above.*

**FP6. WRITE OFF - THE SUM OF £6.37**

A sum of £6.37 with reference Amazon.co.uk\*K160B appeared on the Town Council bank statement on 10<sup>th</sup> October 2022. No order was placed with this company in or around this date, no purchase order raised, or invoice received. After several lengthy, email exchanges with Amazon, they have insisted this is a bank error. The Town Clerk phoned the Town Council business banking department at Barclays and asked them to investigate. A letter was received on 23<sup>rd</sup> November 2022, stating that they had checked the account and cannot locate the payment and that they can see that no sum of £6.37 had been debited on 10<sup>th</sup> November 2022. The Town Clerk wrote back on 30<sup>th</sup> November stating that they were checking an incorrect payment date in November and not October 2022. No response to this letter has been received despite chasing by telephone. The Town Clerk asks should she send a further letter or make further phones calls which is time consuming or ask the auditor to write this sum off at the end of the year.

**RECOMMENDED:**

- (i) *To receive and note the information above*
- (ii) *To receive recommendations from the Finance and Policy Committee*
- (iii) *To decide on a course of action.*

**FP7. INTERNAL AUDIT JANUARY 2023 REPORT AND RECOMMENDATIONS**

**RECOMMENDED:**

*To note the internal audit report from January 2023 will be presented at the March Town Council meeting.*

**FP8. SECTION 106 ALLOTMENT MONIES UPDATE**

**RECOMMENDED:**

*To note the sum of £13,334.00 is outstanding in respect of the Section 106 allotment funding. This will be carried forward into the next financial year.*

## **FP9. BURNETT BUSINESS PARK LEASE RENEWAL AND RENT INCREASE**

The Assistant Town Clerk and Town Clerk met with the owner of the 11b Burnett Business Park (the Council Lock up). The lease was past its renewal date and there had not been a rent increase for many years.

A new lease has been produced with conditions as follows: -

Rent of £ 10450.00 plus VAT per year (870.83 per month + VAT) from 1<sup>st</sup> February 2023 linked to RPI increasing in January 2028 each year payable monthly in advance by Standing Order which the Tenant covenants to pay.

The rent includes the following services: -  
Incurred management services 42% of rent charged.  
Insurance of building  
Gardening and site upkeep

The current rent is £435.59 plus VAT per month.

### ***RECOMMENDED:***

*To receive a recommendation from the Finance and Policy Committee that the lease be signed.*

## **FP10. DRAFT COUNCIL TAX LEAFLET 2023-2024 (Attached)**

The draft Council Tax leaflet has been circulated for consideration prior to publishing on B&NES and Town Council websites.

### ***RECOMMENDED:***

- (i) To receive recommendations of amendments from the Finance and Policy Committee.*
- (ii) To approve the 2023-2024 Council Tax Leaflet for publication with amendments.*

## **FP11. REPAIRS TO EAST CHAPEL AT THE CEMETERY.**

Mann Williams, Consulting Civil & Structural Engineers are proposing that as a first step they visit the Chapel and take some monitoring readings and review the extent of movement since their last visit. From there they will go on to produce a report before considering what remedial measures of repair are appropriate and detailing these.

As the full extent of their input is not known at this stage, they suggest proceeding on a time basis at this stage. An hourly rate of £85ph+VAT would apply. They would suggest budgeting for around 12hrs (£1020+VAT) input for the initial visit and report. Beyond this further time input will be required for obtaining quotations for soils investigations (if underpinning is to be considered) and ultimately preparing

repair drawings which will include a number of stitching details (with or without underpinning – subject to available funds to undertake the physical repair works and additional archaeological and arboricultural considerations).

**RECOMMENDED:**

- (i) *To note that the appointment of Mann Williams has been previously approved.*
- (ii) *To approve the above quote.*

15. **SCHEDULE OF INVOICES DUE FOR PAYMENT – FEBRUARY 2023 (MONTH 11)**

**RECOMMENDED:**

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

16. **FEEDBACK FROM LOCAL PLAN WORKSHOP – 26<sup>TH</sup> JANUARY 2023**

**RECOMMENDED:**

*To receive and note an update from Councillors Wait, Fricker, Cooper and Simmons.*

17. **THERMAL IMAGING CAMERA COURSE - 3RD FEBRUARY 2023, PLUS COMMUNITY GROUP COURSES**

An email has been received from Micaela Basford (Team Manager, Green Transformation Service, Climate and Environmental Sustainability, Team Bath & North East Somerset Council) dated 27<sup>th</sup> January 2023, as follows:

Bath and North East Somerset Council wish to draw the Town Council's attention to an invitation from Transition Bath, about running a training course to use their Thermal Imaging camera. This is aimed at community volunteers and in areas outside of Bath. Once trained there are several thermal imaging cameras available for groups to borrow.

It's still cold enough temperatures to make it ideal conditions for using a thermal imaging camera to see where heat is escaping in homes. As a result there might even be chance of identifying some quick draught proofing fixes that can be put in place straight away.

If the Town Council is interested in holding a course they should get in touch with Transition Bath.

**RECOMMENDED:**

*That the Town Council consider whether to contact local community groups to see if there is a need to hold such a training course in Keynsham.*



18. GUEST SPEAKER(S) FOR ANNUAL TOWN MEETING

*RECOMMENDED:*

- (i) *To suggest/consider speakers for the 2023 Annual Town meeting on Thursday 20<sup>th</sup> April at 7.30p.m in The Space.*

19. CIL EXPENDITURE APPLICATIONS 2022 – 2023

*RECOMMENDED:*

*To note that no CIL Expenditure applications have been received.*

20. KINGS CORONATION – EVENT- SUNDAY 7<sup>TH</sup> MAY 2023

*RECOMMENDED:*

*To receive a verbal update from members of the EATH Committee.*

21. LAND AT THE REAR AND SIDE OF QUEENS ROAD METHODIST CHURCH (Reported attached).

*RECOMMENDED:*

- (i) *To receive and note the attached report.*  
(ii) *To receive an additional verbal update from the Town Clerk.*  
(iii) *To consider appointing Councillors to this project after the elections and to note in the meantime that the Town Clerk will attend any initial meetings.*

22. AREA OF GREAT LANDSCAPE VALUE OR LOCAL GREEN SPACE DESIGNATION FOR KEYNSHAM NORTH (Attached Saltford's AGLV OR LGS designation document for Saltford South)

*RECOMMENDED*

*To receive a verbal report in respect of this matter from the Chair of the Planning & Development Committee.*

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) ADOPTION OF LOCAL PLAN PARTIAL UPDATE (LPPU) AND SUPPLEMENTARY PLANNING DOCUMENTS (SPDS) (LLPU Adoption Statement attached)

An email has been received from Richard Daone (Deputy Head of Planning Policy (B&NES Council) dated 24<sup>th</sup> January 2023 informing the Town Council that Bath and North East Somerset Council adopted the Local Plan Partial Update (LPPU) on 19<sup>th</sup> of January 2023. This means that the LPPU now forms part of the Council's statutory Development Plan, including for the purposes of determining planning applications.

Along with the LPPU, the Council has recently adopted three Supplementary Planning Documents (SPDs); Planning Obligations, Sustainable Construction Checklist and Transport Development. These documents are material considerations in determining planning applications and provide further guidance and information on specific areas related to the Local Plan.

The adopted Local Plan and SPDs are now available for public inspection on the Council's website: <https://beta.bathnes.gov.uk/local-planning-policy-and-guidance>

### (ii) DEMAND RESPONSIVE TRANSPORT (attached supporting letters)

Correspondence has been received from B&NES Council (dated 27<sup>th</sup> January 2023) informing Keynsham Town Council of changes to the Bus Services and the introduction of the Demand Responsible Transport proposed together with and introduction from the Leader and Deputy Leader of the Council.

Also, received was a copy of a letter the Leader has sent to the WECA Mayor regarding the changes and new DRT.

#### **RECOMMENDED:**

***To receive and note the above information.***

### (iii) WECA UPDATE ON BUS STOPS

An email has been received from Dan Norris MP dated 25<sup>th</sup> January 2023 as follows:

“Thank you for your email.

I am sure you will appreciate that there is a great deal of work going on with bus services in general in the region at the moment. I am afraid this has temporarily taken precedence over the timescale for bus stop acquisition discussions.

Please be reassured, though, that plans for the region's bus stops are still ongoing and that they will be addressed as soon as possible”.

Yours sincerely,

Dan Norris  
Metro Mayor for the West of England

**(iv) ST. JOHN'S PRIMARY SCHOOL PTA – Grant Award 2022 – 2023**

St. John's School PTA applied, and was successful, with a Town Council grant for an outdoor shelter. With the recent large increased costs of materials, the PTA are struggling to fund the full amount for the outdoor shelter, this financial year. They are busy fundraising and hope to be able to achieve the full amount needed soon.

They were wondering if they would be able to spend the Town Council grant on the materials associated with the outdoor shelter rather than the actual shelter? This would enable them to be able to use the Town Council money, which they are so very grateful for, and it would contribute to the increased use of outdoor space.

They realise that this is a slight change in the application.

***RECOMMENDED:***

***To consider the request from St. John's School PTA.***

**(v) STREET LIGHTING – DRAGONS HILL GARDENS**

An email (dated 03.02.23) has been received from Melissa CathCart (Senior Parliamentary Assistant to the Rt.Hon. Jacob Rees-Mogg MP addressed to Bath and North East Somerset Council details below:

“Please see the below email that Mr. Rees-Mogg has received from the above-named constituent in respect of the street lights for Dragons Hill Gardens and Dragons Hill Court.

Mr. Rees-Mogg has asked me to bring this to your attention. He would be grateful for your comments and any assistance that can be provided in respect of the matter as soon as possible please”.

With best wishes,

Melissa

Melissa Cathcart  
Senior Parliamentary Assistant to the Rt. Hon. Jacob Rees-Mogg MP  
Member of Parliament for North East Somerset

“Dear Mr Rees-Mogg,

I live in your constituency (in Keynsham) and have an ongoing problem that BANES council seem to be unable to resolve. I wondered if you might be able to help.

The street lights in Dragons Hill Gardens and Dragons Hill Court went out overnight on 11th/12th January. I raised the issue via Fix My Street on the morning of 12th January. It took until 30th January for the lights to be fixed (our repeated requests to have the lights fixed were ignored). The lights worked for all of one night and failed again on the evening of 1st February. I logged it with Fix My Street that night but as, yet nothing has been done.

Dragons Hill Court has a large number of elderly and vulnerable residents. The pavements are not the best and it seems the combination of no lighting and uneven ground is an accident waiting to happen. Not to mention the increased risk of burglary and mugging as it is totally dark with no street lights.

Does this seem an acceptable situation to you? It doesn't to me. I would appreciate any help or advice you can give”.

Yours sincerely,

Mrs Weaver

***RECOMMENDED:***

*To receive and note the above information.*

26. **DATE OF NEXT MEETING**

***RECOMMENDED:***

To note that the date for the Town Council’s next meeting is **Tuesday 14<sup>th</sup> March 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 Item 28 to progress sensitive and financial matters.*

28. **OFFICE MOVE**

***RECOMMENDED:***

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