



Dawn Drury – Town Clerk  
15-17 Temple Street,  
Keynsham, Bristol BS31 1HF  
Telephone: Nos: 0117 986 8683/07904 161097  
E-mail: [townclerk@keynsham-tc.gov.uk](mailto:townclerk@keynsham-tc.gov.uk)  
[www.keynsham-tc.gov.uk](http://www.keynsham-tc.gov.uk)

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> MARCH 2023 commencing at 7.30pm.

Signed on 7<sup>th</sup> March 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 14<sup>th</sup> MARCH 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 14<sup>th</sup> February 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. **STANDING ORDER 9C DURING PURDAH**

To note that that as per Standing Order 9c of the Town Council's Standing Orders approved on 14<sup>th</sup> May 2019 Motions on Notice may not be moved during the pre-election period relating to the 4 yearly Election of a new Council, known as the duration of purdah (12<sup>th</sup> March – 8<sup>th</sup> May 2023) will come into force.

Therefore, Standing Order 3 (e) (iv) which relates to 'Questions on Notice by Members' will not be tabled on the Agenda for the April Town Council meetings.

**RECOMMENDED:**

*To note the above.*

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 (Previously circulated)

<u>Committee</u>	<u>Date 2023</u>	<u>Status</u>
Planning & Development Committee	6 <sup>th</sup> February 2023	APPROVED
Planning & Development Committee	6 <sup>th</sup> March 2023	DRAFT
Grants Committee	1 <sup>st</sup> March 2023	DRAFT
EATH Committee	8 <sup>th</sup> March 2023	DRAFT
Finance & Policy Committee	14 <sup>th</sup> March 2023	DRAFT
Youth Strategy Working Party	2 <sup>nd</sup> March 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.*

12. SEC 106 SPREADSHEET FROM B&NES UPDATE

**RECOMMENDED:**

*To receive a verbal update in respect of a request to receive an updated Sec 106 Spreadsheet from B&NES Council.*

13. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 14<sup>TH</sup> FEBRUARY 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 March 2023 scheduled payments taken by the Town Clerk in consultation with Members.

**RECOMMENDED:**

*To note that there were no delegated actions.*

14. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 7<sup>TH</sup> MARCH 2023:

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 14<sup>th</sup> MARCH 2023:

FP1. FLAGSTONE INVESTMENTS

**RECOMMENDED:** *To receive and note the investments as follows:*

*(1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 01.03.2023 interest accrued equates to £1206.35*

*(2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 01.03.2023 interest accrued equates to £1208.21*

(3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 01.03.2023 interest accrued equates to £1137.97

(4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 01.03.2023 interest accrued equates to £1263.84

(5) HSBC 6 months at 3.34% account opened 24.11.2022 and as at 001.03.23 interest accrued equates to £702.77

FP2. INTERNAL AUDIT JANUARY 2023 REPORT AND RECOMMENDATIONS  
(Attached)

*RECOMMENDED:*

*To receive and note the internal audit report from January 2023.*

FP3. 2023-2024 FEES AND CHARGES (Attached)

*a) Cemetery Fees*

*b) Manor Road Football Fees (2022-2023 charges information attached)*

*c) Photocopying Fees*

*RECOMMENDED:*

*(i) To receive and note the fees and charges as proposed for the Cemetery, Manor Road and Photocopying.*

*(i) To consider the recommendation from Finance and Policy Committee as follows: Cemetery – increase of 5% for in Parish Charges and 10% for out of Parish Charges.*

*Printing – 10% increase for A4, (colour and black and white), A3 colour 50p black and white 25p. Officers to calculate the cost of laminating.*

*Manor Road – To be review in August when Pavilion works are completed.*

*(ii) To decide on the 2023-2024 Fees and Charges.*

FP4. PUBLIC SECTOR DEPOSIT FUND FACT SHEET JANUARY 2023 (Attached)

*RECOMMENDED:*

*To receive and note the report.*

FP5. QUOTE FOR GAMING COMPUTERS (Attached)

*RECOMMENDED:*

*(i) To consider the attached quotation for two gaming computers received from SoVision.*

*(ii) Recommendation from the Finance & Policy Committee that Town Council to obtain more information on usage and request a risk analysis.*

**FP6. BRISTOL CITY COUNCIL PENALTY CHARGE NOTICE 31<sup>ST</sup> JAN 2023 (Attached)**

**RECOMMENDED:**

*To note that on 13<sup>th</sup> January 2023 Town Council van CV11 LIX was detected within the Bristol Clean Air Zone without paying a clean air zone charge. A penalty notice was received on 31<sup>st</sup> January 2023 and paid immediately at the reduced fee of £60.00.*

**FP7. WORKNEST H & S AUDIT FEBRUARY 2023 (Attached)**

**RECOMMENDED:**

*To receive and note the WorkNest H & S audit report from February 2023.*

**FP8. KEYNSHAM TOWN COUNCIL INVESTMENT STRATEGY & POLICY (Attached)**

This Strategy is to be reviewed by the Finance & Policy Committee and Town Council at their meetings in March 2023, as amendments have been made to the Investment Policy adopted on 19<sup>th</sup> September 2017, in time for it to be adopted by Council at its Annual Meeting on 9th May 2023.

**RECOMMENDED:**

- (i) To receive and note the Keynsham Town Council Investment Strategy & Policy together with any recommendations from the Finance and Policy Committee.*
- (ii) To note that the document is to be adopted at the May Annual Town Council meeting.*

**FP9. OVERFLOW STATION CAR PARK, KEYNSHAM ROAD**

Following a litter pick by members of KeynshamNow some questions were asked regarding matters relating to the overflow station car park on the Keynsham Road and the following is reported:

- The car park and responsibility for clearance of fly tipping, litter clearance and emptying of bins currently lies with Green Square Accord (Estates Management team on behalf of Taylor Wimpey).
- The company also have responsibility for the path that leads up from the station and into the Somerdale Estate. This path is in the process of being transferred from Taylor Wimpey to Bath and North East Somerset Council.
- The bins are emptied once a week and the immediate vicinity is litter picked at the same time.
- Green Square Accord have asked if Keynsham Town Council would be interested in quoting for the litter clearance and the emptying of bins going forward.

**RECOMMENDED:**

- (i) *To receive and note the information.*
- (iii) *Recommendation from the Finance and Policy Committee to decline the invite to quote.*
- (iv) *To make a decision in respect of the request to quote for litter clearance and bin emptying in the overflow station car park.*

15. SCHEDULE OF INVOICES DUE FOR PAYMENT – MARCH 2023 (MONTH 12) (ATTACHED)

**RECOMMENDED:**

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

16. RIALTAS OMEGA FINANCIAL SOLUTION SUPPORT AND MAINTENANCE 3 YEAR TERM QUOTATION (ATTACHED)

**RECOMMENDED:**

*That the attached quotation be approved.*

17. LITTER & DOG WASTE BINS – THE HYGGE ESTATE AND MANOR ROAD COMMUNITY WOODLAND

An email has been received from a resident complaining about littering and dog waste on the Hygge Estate and in areas in and around the Manor Road Community Woodland due to there being no or limited bins in these locations.

**RECOMMENDED:**

- (i) *To receive and note the above.*
- (ii) *To consider this matter and decide on next steps.*

18. SECTION 106 FUNDING – BUS SERVICES 663 664 665.

**RECOMMENDED:**

*To receive a verbal update.*

19. DRAFT ANNUAL REPORT 2022-2023 (To follow)

**RECOMMENDED:**

*To approve the Draft Annual Report 2022-2023 for publication and to be presented at the 2023 Annual Town Meeting on Thursday 20<sup>th</sup> April 2023 at 7.30pm in The Space.*

20. UPDATE ON MANOR ROAD PAVILION REFURBISHMENT

**RECOMMENDED:**

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

21. CEMETERY CHAPEL – URGENT WORK

**RECOMMENDED:**

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

22. ANTI- SOCIAL BEHAVIOUR – KEYNSHAM LIBRARY

A recent incident of anti-social behaviour taking place in Keynsham Library has been reported to the Chair of Council.

**RECOMMENDED:**

*(i) To receive a verbal update from the Chair.*

*(ii) To consider the update and decide on any course of action.*

23. CORRESPONDENCE

*(i)* BANES RURAL TRANSPORT GROUP (BRTG) MONTHLY PROGRESS REPORT FOR FEB 23 (DOCUMENTS ATTACHED)

Email received from BRTG on 19<sup>th</sup> February 2023:-

PSA the monthly BRTG progress report for Jan - Feb 23 against the Group's Action Plan.

There are several attachments to the report this month, reflecting the large amount of information being generated about the impending changes to rural bus services.

**RECOMMENDED:**

*To receive, note and consider the information attached.*

*(ii)* LETTER FROM CLLR KEVIN GUY (B&NES COUNCIL) RE: BUSES (ATTACHED)

**RECOMMENDED:**

*To receive and note the letter dated 15<sup>th</sup> February 2023 from Councillor Kevin Guy.*

*(iii)* EMAIL RECEIVED FROM CURO 'SUPPORTING RESIDENTS WHO WOULD LIKE TO DOWNSIZE (LETTER ATTACHED)

An email has been received from the Communications Manager – Property Services of Curo as follows: -

“I wanted to update you on some work Curo is doing with B&NES Council to try to free up much-needed larger family homes in the Keynsham and Saltford areas.



As you'll be aware, there's a serious shortage of larger affordable homes in Keynsham and Saltford. Last year just nine Curo homes with three or more bedrooms became available to rent in Keynsham. We're working with B&NES Council to support any social tenants in 3+ bed homes who would like to move to a smaller home.

As part of this drive, we're sending the attached letter to all Curo tenants in Keynsham who live in a home with three or more bedrooms. We've also published information about this [on our website](#) and social media.

Our message to residents is: If you've thought about moving in the past but been put off by the practicalities and costs, now may be a good time to reconsider.

We will also share this letter with Ward Councillors in Keynsham and Saltford'.

**RECOMMENDED:**

***To receive and note the letter.***

**(iv) ZIG ZAG MARKINGS – HIGH STREET KEYNSHAM NEAR BARGAIN BOOZE**

The issue below is a matter that has been brought before Council in the past and a resident is again raising the issue of illegal parking on the Zig Zag markings near the zebra crossing on the High Street (near Bargain Booze). The resident clarifies the situation below.

“To clarify:

1. This is a long-standing issue (in years now).
2. Many reports have been made with video evidence uploaded to the Avon & Somerset Constabulary.
3. I have submitted video evidence for Bargain Booze delivery lorries parking on the zig-zags TWICE! (the delivery day is normally Weds at 07:40)
4. Many phone calls to the parking services number in Bath.
5. Zero action has been taken in "years" now.
6. Wards Solicitors have had enough and started putting cones out the front. Drivers now just park up on the pavement between the cone and the zebra crossing light post, making the visibility issue worse or just run over the cones.
7. Two cars were parked there overnight on the zig zags, this past Saturday evening to way past 10 am Sunday morning.
8. This issue can be easily witnessed in person, just stand over at the bus stop outside the church. In the evenings the velocity of cars and vans parked here is even worse.

Again, reference the image below and consider how many children use this crossing to go to Wellsway, Broadlands or the nursely on the High Street.”



The residents reports that no action has been taken in two years. **An email from B&NES Traffic Management Team to the resident dated Thursday 23 is below. Note the B&NES Officer is no longer with the Council)**

*“Thank you for your enquiry regarding the High Street Keynsham.*

*For information, enforceable parking restrictions can only be introduced on the public highway with the support of a Traffic Regulation Order (TRO). The TRO is the formal enactment that provides the legal basis for the future enforcement of the parking restrictions by our Civil Enforcement Officers.*

*The process that must be followed to establish a TRO usually takes several months to complete and includes consultation with interested parties (often including local residents and businesses), the public advertisement of the proposals and the resolution of any objections.*

*A parking restriction TRO is also relatively expensive to promote, costing around £4,500 each, irrespective of the type and length of the parking restriction that has been requested. For cost and resource efficiency purposes, therefore, requests for parking restrictions are incorporated into area-based, annual reviews. There are 7 distinct areas in Bath and North East Somerset, and these are reviewed in the same order each year.*

*The decision on which parking restrictions will be included in each area review will be made by the Traffic Management Team, based on a technical assessment of each request. However, a request will only be assessed if it also has the support of at least one of your Ward Members (Councillor), as they will have greater knowledge of local issues and the potential impact of introducing parking restrictions in some situations.*

*To this end, please can you forward your request to Cllr Vic Clarke and Cllr Brian Simmons. If they are supportive of the request, the Ward Member(s) will complete a Proposal Form for consideration by the Traffic Management Team.*

*If your request is supported by your Ward Member(s) and considered appropriate and feasible by the Traffic Management Team, it will be added to the next Area Review.*

*If your Ward Member(s) does support your request, they will be responsible for updating you on the outcome of the assessment carried out by the Traffic Management Team.*

*I trust that the above course of action is acceptable, but please let us know if you need anything further at this time”.*

**Email dated 28<sup>th</sup> February 2023 from Avon and Somerset Police to the resident.**

*“Thank you for taking the time to upload your Dashcam footage which has now been processed.*

*As a result of this report, I can confirm a positive outcome in that the driver(s) will receive either a warning letter, a fixed penalty or a prosecution.*

*Thank you for helping to keep our roads safe.*

*[Please note you will not receive any further communication.](#)*

*Regards*

*5354 Nick Genge Special Sergeant, Road Safety, Avon and Somerset Police”*

To note that a second email has been received by the resident the same as above, dated 4<sup>th</sup> March 2023

**RECOMMENDED:**

*The Council consider the above and any course of action.*

**(v) PCAA SUPPORTING BRISTOL AIRPORT ACTION NETWORK (BAAN) IN THE APPEAL COURT**

**RESOLVED:**

- (i) That the Planning and Development Committee recommend that full Council consider the letter from the PCAA.*
- (ii) That the Planning and Development recommend that Town Council be aware that this Committee have concerns with the financial implications associated with the Town Council making a donation to the PCAA to support BAAN’s Appeal, especially in current climate.*

24. KEYNSHAM TOWN COUNCIL LOCAL GREEN SPACE/AREA OF GREAT LANDSCAPE VALUE DRAFT DOCUMENT (ATTACHED)

*RECOMMENDED:*

- (i) To receive and note the Keynsham Town Council LGS/GLVA Draft Document.*
- (ii) To note that the Planning and Development Committee consider that no amendments are required to the draft document and that full Council comment in respect of the same.*
- (iii) To note that the Planning and Development Committee recommend to full Council that the document be shared with Saltford Parish Council for their comments.*
- (iv) To note that the Planning and Development Committee recommend to full Council the document be sent to B&NES Council once the document is fully finalised.*

25. FEES AND CONTRIBUTIONS – TIMEOUT YOUTH SERVICE

As discussed at the recent Youth Strategy Working Party meeting:

*RECOMMENDED:*

- (i) To note that members of TimeOut Youth Service will not be asked to pay a membership fee or session fee to use the Club.*
- (ii) To note that going forward members of TimeOut Youth Service will be requested to pay a suggested contribution towards the cost of outings, calculated on a percentage of the total trip cost (entrance fees and travel – sum to be known in advance).*
- (iii) To note that going forward members of TimeOut Youth Service will be requested to pay a suggested contribution towards any planned residential, calculated on a percentage of the residential cost (accommodation, activities, travel and food – sum to be known in advance).*
- (iv) That going forward, the TimeOut Youth Service members and staff will undertake fund raising activities to support the cost of outings and residential.*

26. THE PADDOCK

*RECOMMENDED:*

*To receive a verbal update in respect of the Paddock.*

27. DATE OF NEXT MEETING

*RECOMMENDED:*

To note that the date for the Town Council's next meeting is **Tuesday 18<sup>th</sup> April 2023 at 7.30pm** in The Space, Market Walk, Keynsham.

28. 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 29 due personal details.*

29. GOOD CITIZEN NOMINATIONS (Nominations to follow)

*RECOMMENDED*

*To consider and make a decision in respect of the Good Citizen Awards 2022-2023.*