



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 18<sup>th</sup> APRIL 2023 commencing at 7.30pm.

Signed on 11<sup>th</sup> April 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 18<sup>TH</sup> APRIL 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> March 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. KEYNSHAMNOW

**RECOMMENDED:**

*To receive and note the report from KeynshamNow.*

8. 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.*

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>
Planning & Development Committee	6 <sup>th</sup> March 2023	APPROVED
Planning & Development Committee	27 <sup>th</sup> March 2023	APPROVED
Planning & Development Committee	17 <sup>th</sup> April 2023	DRAFT
Finance & Policy Committee	14 <sup>th</sup> March 2023	APPROVED
Finance & Policy Committee	11 <sup>th</sup> April 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.*

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

**RECOMMENDED:**

*To note there were no delegated actions.*

12. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 11<sup>th</sup> APRIL 2023:

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 18<sup>th</sup> APRIL 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 03.04.23 interest accrued equates to £1,157.36

(2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 03.04.23 interest accrued equates to £1,479.45

(3) Charter Savings Bank – 12 months at 4.40%, account opened 03.04.23 and as at 05.12.2022 interest accrued equates to £1,456.21

(4) HSBC (first account opened) 12 months at 3.87%, account opened 03.04.23 and as at 05.12.2022 interest accrued equates to £1,543.75

(5) HSBC 6 months at 3.34% account opened 24.11.2022 and as at 03.04.23 interest accrued equates to £944.35

FP2. YOUTH SERVICE RESIDENTIAL

The number of young people signed up for the Youth Residential trip is now 6. The original budget for the trip was £2,756 for 12 young people and 3 members of staff. The anticipated spend for 6 young people and 3 members of staff is £1,754. The Clerk is working with the Youth Development Officer to finalise the costs.

**RECOMMENDED:**

*To note the budget changes for the Youth Residential.*

FP3. EE PRICE INCREASE (ATTACHED)

*RECOMMENDED:*

*To consider the price increases from EE of 14.4%.*

FP4. BATEMAN SKIPS PRICE INCREASE (ATTACHED)

*RECOMMENDED:*

*To consider the price increases from Bateman Skips of 7%.*

13. FINANCIAL QUARTERLY REPORTS (MONTHS 10, 11, 12 – JANUARY, FEBRUARY & MARCH 2023 ATTACHED)

- (i) Budget Monitoring (Months 10, 11 and 12 – January, February and March 2023)
- (ii) Bank Cash and Investment Reconciliation (Months 10,11 and 12 – January, February and March 2023)
- (iii) Balance sheet (Months 10,11 and 12 – January, February and March 2023)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Months 10,11 and 12 – January, February and March 2023)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Months 10, 11 and 12 – January, February and March 2023)

*RECOMMENDED:*

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

14. SCHEDULE OF INVOICES DUE FOR PAYMENT – APRIL 2023 (MONTH 1) (ATTACHED)

*RECOMMENDED:*

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

15. UPDATE ON MANOR ROAD PAVILION REFURBISHMENT

*RECOMMENDED:*

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

16. CEMETERY CHAPEL – URGENT WORK

*RECOMMENDED:*

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

17. CORRESPONDENCE

## (i) EARLY NOTICE OF GWR CUSTOMER AND COMMUNITY IMPROVEMENT FUND FOR BIDS

GWR are to inform the community of Keynsham that bids will be open shortly for Customer & Community Improvement Funding.

The online application form will be available on the GWR website as soon as the fund opens, along with some frequently asked questions and guidance information to help make the best application possible. Once the bid application is open applicants will have until midnight on Thursday 24th May 2023 to get their application submitted.

GWR are particularly interested in bids that show a tangible benefit to the community with an emphasis on inclusion and diversity, engagement and education, environmental benefit and increasing rail travel. It would be great if the fund could help close the gap on projects where some existing funding has been secured or could be available from other sources. However, each proposal will be treated on its own merits and consideration of the benefit it would bring to the community, and GWR will happily fund projects without any match funding.

There are no hard and fast rules; GWR just want to encourage bids of all shapes and sizes, though to be fair, as the funding needs to cover the whole network GWR are particularly keen on **small and medium projects**. This could include phased projects, for instance a bid for a feasibility study or some research, to support a larger project. There must be a link to the railway in every project.

For more information and to discuss any ideas applicants have ahead of the fund officially opening use their dedicated email address [Community.Fund@GWR.com](mailto:Community.Fund@GWR.com). GWR are keen to encourage as many bids as possible and look forward to hearing from applicants.

GWR will email the Town Council again when the application form is in place and the fund open for bids and Town Council officers will promote this bid opportunity.

### ***RECOMMENDED:***

***To receive and note.***

## (ii) WESTLOCAL IDEA

Email received from West of England Mayor dated 28<sup>th</sup> March 2023

“I am delighted to invite you and members of your organisation to put your heads together and think of an idea that will directly help your community.

I’ve always said that local people know their communities best. You only have to look at the Big Choices public meetings I held in the region last year to see that. I listened to thousands of people air their concerns and suggest solutions to one of the knottiest issues this region is facing right now – travel, transport, buses and how we get around...

Let me introduce **WESTlocal** - a new £2 million fund from the West of England Mayoral Combined Authority aimed at helping communities design and then run their own version of new transport in their patch. Maybe the challenge in your area is driving children to school, getting older residents to the shops, or workers to their workplace. Whatever it is, with **WESTlocal** - the West of England Mayoral Combined Authority will unleash the power of local people working together and keep residents on the move.

All you need to do is come up with an idea, identify a range of transport needs and come up with a transport scheme to tackle them. We will support you to put those plans into action and make them a success.

The fund is really flexible, and communities can consider a range of ideas with fixed timetables or flexible service with pre-booked or “buy on the bus” ticket options. They could run to key locations, and various vehicles can be used - traditional buses, minibuses – you name it!

Your proposed scheme must serve residents based in the West of England area and must be run on a not-for-profit basis. Your ideas must be locally designed and new - they can't simply keep schemes going that are already in place.

If this sounds like something way out of your experience or reach - don't worry. Expert advice and support will be made available every step of the way by my West of England Mayoral Combined Authority to help all those looking to set up a new transport scheme in their efforts. Look here for all the details [WESTlocal - West of England Combined Authority \(westofengland-ca.gov.uk\)](https://www.westofengland-ca.gov.uk)

Once you have got your idea, contact [transport.operations@westofengland-ca.gov.uk](mailto:transport.operations@westofengland-ca.gov.uk) put 'WESTlocal idea' in the address line, and the Combined Authority will get back to you with advice. The deadline is the end of April 2024, but I'd love you to get started right away. There's nothing stopping you! This is people powered transport, designed and delivered locally”.

**RECOMMENDED:**

*That this matter be deferred to the May 2023 Town Council meeting when Council consider setting up a Working Party to consider this matter fully.*

## 18. DATE OF NEXT MEETING

**RECOMMENDED:**

To note that the date for the Town Council's next meeting is the **Annual Town Council meeting Thursday 11<sup>th</sup> May 2023 at 8.00pm** (short meeting to elect Chair and Vice Chair of Council and Chairs and Vice Chairs to the Finance and Policy and Planning and Development Committees for the Municipal year 2023 – 2024) in the **Baptist Church, High Street, Keynsham.**

To note the May 2023 Town Council meeting with be held on **Tuesday 23<sup>rd</sup> May 2023** at 7.30 p.m. in The Space, Market Walk, Keynsham

19. 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 20 - 22 to progress sensitive and financial matters.*

20. B&NES RECEIPT AND PAYMENTS OF CIL (REPORT ATTACHED)

*RECOMMENDED:*

- (i) To receive and note the confidential report.*
- (ii) To consider the recommendations within the report.*

21. UPDATE ON SECTION 106 MATTERS AND FURTHER REPORT ON SECTION 106 PAYMENTS (REPORT ATTACHED)

*RECOMMENDED:*

- (i) To receive and note the report.*
- (ii) To make recommendations to Town Council in respect of any decisions regarding the report.*

22. OFFICE MOVE

*RECOMMENDED:*

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