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Dear Councillor

You are summoned to attend the MEETING OF KEYNSHAM TOWN COUNCIL to be held in THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 23rd May 2023 commencing at 7.30pm.

Signed on 16th May 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 23RD May 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 16th 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 Annual meeting of the Town Council held on Thursday 11th May 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. **KEYNSHAM ALLOTMENT ASSOCIATION QUARTERLY UPDATE**

To receive information from the Keynsham Allotment Association and to allow Councillors the opportunity to ask questions.

RECOMMENDED:

To receive and note a verbal report from the Keynsham Allotment Association.

10. **APPOINTMENT OF MEMBERS TO COMMITTEES WORKING PARTIES, RESPONSE AND REVIEW GROUPS SHOWN IN BLUE (schedule attached)**

RECOMMENDED:

(i) *To appoint Members to Committee, Working Parties, Response and Review Groups, as per the attached Schedule of Committee Membership 2023/2024. Committees, Working Parties, Response and Reviews Groups in blue.*

(ii) *To note that the appointment of a Chairman and Vice Chairman will be made at the beginning of the first meeting of each of the Committees, Working Parties, Response and Review Groups.*

11. REPRESENTATIVES TO OUTSIDE BODIES/ORGANISATIONS 2023/2034
(schedule attached)

RECOMMENDED:

- (i) *To appoint representatives to Outside Bodies and Organisations, as per the attached schedule.*

12. MINUTES OF COMMITTEE MEETINGS (previously circulated)

<u>Committee</u>	<u>Date 2023</u>	<u>Status</u>
Planning Committee	17 th April 2023	APPROVED
Finance & Policy Committee	18 th May 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. SCHEDULE OF INVOICES DUE FOR PAYMENT – MAY (MONTH 2) (to follow)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

14. PAYMENTS APPROVED UNDER DELEGATED POWERS MAY 2022 (Month 2)

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

1. Trellis panels for Cemetery Rose Garden £583.33 plus vat.
2. Climbing roses at £306 includes 15% discount for purchase before 18th April.
3. Dynabook Computer for Music Studio Manager £746 plus vat.
4. URGENTLY needed to ensure the safety of a piece of play equipment in upper Memorial Play area.
5 x PWS-AAU0630&FXG Clamp 2.38In and loose fixings @ £181.00 each less 10% discount @ £162.90 each - £814.50.

RECOMMENDATION FROM FINANCE & POLICY COMMITTEE:

To approve the delegated actions.

15. **FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 18th MAY 2023**

The Finance & Policy Committee met on 18th May 2023 and the following recommendations (to be presented verbally by Chair of Finance and Policy Committee) were made:

FP1. **FLAGSTONE INVESTMENTS**

(1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 03.05.23 interest accrued equates to £1,800.10

(2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 03.05.23 interest accrued equates to £1,726.02

(3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 03.05.23 interest accrued equates to £1,745.53

(4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 03.05.23 interest accrued equates to £1,789.22

(5) HSBC 6 months at 3.34% account opened 24.11.2022 and as at 03.05.23 interest accrued equates to £1,163.96

RECOMMENDED:

To receive and note.

FP2. **INVESTMENT END DATE**

Flagstone Investment HSBC Bank PLC (3.34%) is coming to an end on 25th May 2023. The investment has returned a profit of £1,163.96 since 25th November 2022 (6 months) on the initial investment of £80,000.

RECOMMENDATION:

i) To receive a recommendation from Finance & Policy Committee in respect of deciding whether to extend the investment or cash in and look for a new investment.

FP3. **REVIEW OF EARMARKED RESERVES AND BUDGET VIREMENTS**

Proposed virements end of year 2022/2023.

EMR Code	EMR Description	Amount
374	Twinning (NEW CODE)	£500
335	Cemetery Chapel	£17,320
346	Play Area Replacement	£15,377.43
353	New Vehicle	£7,000
354	Play Area Resurfacing	£5,847.53
360	Office Move	£12,380
	Total	£58,424.96

The remaining balance of £23,595.13 is to be transferred to the General Reserve.

Proposed virement between EMRs

From EMR Code	EMR Description	To EMR Code	EMR Description	Amount
351	Youth Cncl-Crimebeat Grant	350	Youth Service	£1,663.83

Code 351 (Youth Cncl-Crimebeat Grant) is no longer required.

RECOMMENDED:

To receive and note Finance and Policy Committees considerations in respect of the proposed virements.

FP4. **ASSET REGISTER ANNUAL REVIEW (Attached)**

RECOMMENDED:

To review the Asset Register.

FP5. **DIRECT DEBITS FOR FINANCIAL YEAR 2023/24 (Attached)**

RECOMMENDED:

- i) To review the direct debit payments.*
- ii) To receive a recommendation from Finance and Policy Committee to approve the payments.*

FP6. **ST JOHN'S PTA GRANT PAYMENT (attached)**

The original grant application submitted by St. John's Church was for "long lasting, sustainable outdoor shelter to enable outdoor play and lessons for the whole school, year-round", however, 2 welly sheds for storage have been purchased.

Also, St John's PTA have struggled to get the correct evidence from the supplier of the two new Welly Sheds and hence submitted their grant application after the deadline.

RECOMMENDED:

- (i) To receive a recommendation from Finance & Policy Committee in respect of a decision as to whether to pay the Grant to St. John's PTA from 2022-2023.*
- (ii) To decide whether to pay the grant after the deadline and for an item as not specified on the application form.*

FP7. THE PADDOCK, HERITAGE ASSESSMENT QUOTES (redacted quotes attached)

RECOMMENDED:

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

FP8. ACCESSIBILITY SWING SEAT QUOTES (redacted quotes attached)

RECOMMENDED:

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

FP9. PAVILION MANOR ROAD DEFIBRILLATOR (quote attached)

Before Council is an application for a Defibrillator for the front wall of the restored Pavilion at Manor Road.

The cost of the machine including a spare battery and pads is £2,349, inclusive of VAT of £5 which is a price increase of about 100% since the last one was purchased.

The life-saving benefits of a Defibrillator at the playing fields needs no explanation.

RECOMMENDED:

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

FP10. PAVILION ALARM (attached)

RECOMMENDED:

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

FP 11. B&NES FOOTPATH AGENCY

The following has been received from B&NES regarding the Public Rights of Way - Vegetation Clearance Parish Council Agency Agreement 2023/24:

“Further to the above agreement between Bath and North East Somerset Council and Keynsham Town Council in relation to vegetation clearance on Public Rights of Way. I am pleased to include the order for the 2023/24 financial year.

Payments will increase by 2.0% in line with the Council’s standard increase to contractors for the 2023/24 financial year. The amount you will receive this year therefore is £813.18. As always if there are major works required this will be looked at as a separate issue and not taken into account for this Agreement.

May I take this opportunity of thanking you for the efforts made by your Council during the past year in maintaining these routes.”

RECOMMENDED:

To receive and note the information above.

FP 12. SOVISION PRICE INCREASE (ATTACHED)

RECOMMENDED:

- (i) *To receive and note the attached information.*
- (ii) *To receive a recommendation in respect of the information from the Finance and Policy Committee*
- (iii) *To make a decision in respect of the SoVision 5% price increase.*

FP 13. MINISTER CLEANING PRICE INCREASE (ATTACHED)

RECOMMENDED:

- (i) *To receive and note the attached information.*
- (ii) *To receive a recommendation in respect of the information from the Finance and Policy Committee*
- (iii) *To make a decision in respect of the Minster Cleaning 9.7% price increase.*

FP14 NOVA FEST BUDGET (ATTACHED)

RECOMMENDED:

- (i) *To receive and note the budget cost from KMFA Limited for the Nova Fest.*
- (ii) *To receive and note the festival costs breakdown sheet.*

FP15. FINANCE FOR COUNCILLORS' TRAINING

Finance and Policy Committee members are asked to complete the Finance for Councillor Course. The Course is online via Zoom and takes an hour and a half to complete.

Dates for the course are:

June 2023 – 6th or 20th (10am)

July 2023 – 4th or 13th (10am)

RECOMMENDED:

- (i) To note that the Town Council RFO is taking bookings for the finance training.*
- (ii) That all Councillors on the Finance and Policy Committee to complete the course.*
- (iii) That the cost of the training is £30 per Councillor (to be funded from the Town Council Councillor training budget).*

16. KEYNSHAM TOWN COUNCIL INVESTMENT STRATEGY & POLICY (Attached)

RECOMMENDED:

- (i) To receive and note the attached Investment Strategy and Policy*
- (ii) To adopt the Policy and the same be signed by the Chair of Council and the Town Clerk.*

17. ANTI SOCIAL BEHAVIOUR – LIBRARY & LOCAL SHOPS

The Town Clerk has received concerns from B&NES Council employees at Keynsham Library in respect of anti-social behaviour by young people, taking place in the Library and other local shops. Staff in the Library have informed the Town Clerk that they were of the opinion that Keynsham Town Council has a large security budget, which could be used to put measures in place to resolve the issue. Keynsham Town Council have no such budget, so it is assumed that the budget in question is a B&NES budget.

RECOMMENDED:

- (i) That Council consider this matter.*
- (ii) That Keynsham Ward Councillors raise this issue with the finance department of B&NES Council.*

18. EXPRESSION OF INTEREST IN RESPECT OF THE PADDOCK (Letter attached)

RECOMMENDED:

- (i) To receive and note the letter from Keynsham and Saltford History Society.*

(ii) *That until geophysical surveys are undertaken the Council cannot fully decide on any future use.*

19. **SOMERDALE HISTORIC GATES (CHANDOS GATES)**



Requests have been made by members of the public to ensure that the historic Chocolate Factory Gates are protected as an asset and that the gates are repaired/refurbished. Taylor Wimpey made a commitment to keep the gates closed but the commitment does not seem to include maintaining them. As the Developer will soon be leaving site Town Council are asked to consider a cause of action to deal with this matter.

RECOMMENDED:

That Council should decide on the next steps in respect of these gates.

20. **REDUCING SPEED LIMIT ON 'LANES' BETWEEN KEYNSHAM AND SALT FORD**

At its April meeting, Saltford Parish Council discussed approaching B&NES Council to reduce the speed limit between Keynsham and Saltford on Manor Road and Courtney Road.

As Council are probably aware, the 'lanes' are used by vehicles alongside pedestrians (often school children), horse riders, cyclists etc. The speed limit is currently NSL/60mph.

Saltford Parish Council would like to see this limit lowered, possibly to 20mph.

Saltford Parish Council would also welcome traffic calming measures to be introduced as deemed appropriate by the Highways Authority. It is hoped that such actions would improve safety and encourage active travel.

As these sections of highway are both in Keynsham and Saltford, the Saltford Parish Council agreed to first approach Keynsham Town Council to discuss the possibility of a

joint request to B&NES Council prior to any direct contact being made with B&NES with regards to the TRO process.

RECOMMENDED:

- (i) *That Council consider the above.*
- (ii) *That if a decision is made to work with Saltford Parish Council in respect of this matter, that the Town Clerk and two members of Council meet with members of Saltford Parish Council to take this forward.*

21. CHANDAG ROAD – TOWN COUNCIL NOTICEBOARD



It has been brought to the attention of the Town Clerk that the noticeboard on Chandag Road is in a poor condition with faded lettering and the Perspex has become yellow and opaque making notices hard to read.

There is £3,000 in the 2023-2024 noticeboard budget for new/replacement noticeboards and noticeboards of this size are in the region of £1,500.

RECOMMENDED:

- (i) *That Council decide whether to replace the noticeboard.*
- (ii) *That If Council approve the purchase of a new noticeboard, that the Town Council Responsible Financial Officer seek three quotes for the Finance and Policy Committee to consider and make recommendations to full Council.*

22. PILOTING A LOCAL NATURE ACTION PLAN

Following on from our Annual Town meeting where Siobhan Lamb (Waterspace Connected Project Manager for B&NES Council) requested that Keynsham Town Council jointly with B&NES Officers pilot a Local Nature Plan for the Town of

Keynsham, Council are asked to approve this action. The production of the Local Nature Plan will be undertaken by members of the Environment and Sustainability Committee with the draft plan being approved by full Council.

RECOMMENDED:

That full Council approve the production of a Local Nature Plan.

23. **CORRESPONDENCE:**

a) **IVC EVIDENSIA IN THE CHOCOLATE FACTORY**

Councillors may have heard on the local news television broadcasts that approximately 400 jobs are to be lost from IVC Evidensia at the Chocolate Factory.

A comment has been received by this Company as follows:

“Following the recent reporting about IVC Evidensia’s future in Keynsham, I wanted to reach out to you, and your fellow Town Council members, to offer some reassurance.

I want to reassure you that we are committed to Keynsham, and that the Chocolate Factory will continue to be the global centre for IVC Evidensia’s corporate functions.

The proposal to outsource the work carried out by our Finance back-office teams to a specialist provider is about finding ways to improve support levels and enable our veterinary teams across the UK and the world to better focus on animal care and customer service, as our business grows.

The team who, unfortunately, are potentially impacted by our proposal to outsource are colleagues based in just one part of our overall Finance function. The Chocolate Factory in Keynsham will continue to serve as IVC Evidensia’s global centre for multiple corporate functions, including our Finance operations, with over 1,000 employees currently based out of the building.

Right now, we are in consultation with the potentially impacted employees and no decisions will be made until this has concluded. If this proposal goes ahead, it will take 6 to 12 months. We will provide full support to all employees who are potentially impacted by this proposal, including financially, and will offer redeployment opportunities within IVC Evidensia where suitable, and full outplacement support to colleagues.

“We recognise this is difficult news for those affected, but I hope this note provides reassurance of our commitment to Keynsham and the Bristol area.

I’ll revert back to you with a further update at the conclusion of the consultation programme with impacted employees.

Should you or the Council have any further questions in the meantime please do let me know”.

RECOMMENDED:

- (i) *To receive and note this information.*
- (ii) *To receive any additional questions from Councillors.*

b) WESTLOCAL IDEA

“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://westofengland-ca.gov.uk)

Once you have got your idea, contact transport.operations@westofengland-ca.gov.uk and 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.

I look forward to hearing what you create,

Yours sincerely,



Dan Norris, Metro Mayor for the West of England

DAN NORRIS
West of England
METRO MAYOR

P.S. Do please feel free to pass this information on to any other organisations you think might be interested in this fund.

RECOMMENDED:

- (i) *That the correspondence be received and noted.*
- (ii) *To note that this matter will be dealt with by the members of the newly formed Town Council WestLocal Community Transport Working Party.*

c) **COOKING SUPPORT AT TIMEOUT (Attached).**

RECOMMENDED:

To receive and note a message from St. John's Church Mothers Union.

24. **DATE OF NEXT MEETING**

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 20th June 2023 at 7.30pm** in The Space, Market Walk, Keynsham.