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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 20th June 2023 commencing at 7.30pm.

Signed on 13th June 2023

A handwritten signature in black ink, appearing to be 'Dawn Drury'.

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 20th June 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**

That with an amendment to Min. no. 34 - Reducing speed limit on 'lanes' between Keynsham and Saltford –which should read:

That the Town Clerk and Cllrs Greenfield and Leonard meet with members of Saltford Parish Council to consider this matter and not Cllr Wait.

and a further amendment – Min. no. 26 – Representatives to Outside Bodies/Organisations 2023/2024 for the representative on Community At 67 which should read Cllr Dave Biddleston and not Cllr. David Brassington.

RECOMMENDED:

That the minutes of the Town Council meeting held on Tuesday 23rd 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. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES (One report attached)**

Report attached from Councillor Burton in respect of meeting held at Queens Road Methodist Church possible Community Garden.

RECOMMENDED:

To receive and note any reports.

10. **E & S COMMITTEE – B&NES COUNCILLOR VACANCY**

RECOMMENDED:

To appoint a B&NES Councillor to the vacant position on the E & S Committee.

11. **EATH COMMITTEE VACANCY**

Following the resignation of Cllr Alex Beaumont from the EATH Committee this leaves two vacant positions to be filled (currently only 5 members)

RECOMMENDED:

To appoint two Councillors to the vacant positions on the EATH Committee.

12. **FEEDBACK FROM COUNCILLOR TRAINING SESSION**

RECOMMENDED:

To receive feedback from Councillors that have attended training sessions recently.

13. **MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13TH JUNE 2023**

FP1. **APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 20th JUNE 2023: -**

- (a) **STATEMENT OF INTERNAL CONTROL 2023-2024 (copy for signing to presented at Town Council)**

RECOMMENDED:

That the Statement of Internal Control be approved and signed by the Chairman of Keynsham Town Council.

- (b) **2023/2024 BUDGET WITH ACTUAL 2022/2023 END OF YEAR FIGURES (attached)**

RECOMMENDED:

To receive and note.

- (c) **BUDGET MONITORING REPORT – YEAR END 2022 – 2023 – MONTH 12 (attached)**

RECOMMENDED:

That the Town Council approve the Budget Monitoring Report.

(d) **MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES
(attached)**

RECOMMENDED:

- (i) *That Town Council approve the closing balance of earmarked and general reserves as at 31st March 2023 including transfer of surpluses.*
- (ii) *That Town Council note the proposed list of drawdowns to support the current year's expenditure and that there are no drawdowns for this current financial year.*

(e) **ANNUAL BANK RECONCILIATION**

RECOMMENDED:

That Town Council note that the Annual Bank Reconciliations has been approved by Finance and Policy Committee and submitted to the External Auditor.

(f) **STATUTORY BALANCE SHEET– 2022/2023 (attached)**

RECOMMENDED:

That the Balance sheet 2022/2023 be approved by Town Council and signed by the Chairman of the Town Council and submitted to the External Auditor.

(g) **STATUTORY INCOME/EXPENDITURE STATEMENT 2022/2023
(attached)**

RECOMMENDED:

That Town Council approve the statutory Income/expenditure Statement 2022/2023 for publication and submission to the External Auditor.

(h) **ANNUAL RETURN 2022/2023 – ACCOUNTING STATEMENTS
(attached)**

RECOMMENDED:

That Town Council approve the Accounting Statements for 2022/2023 and these be signed by the Chairman of the Town Council.

(i) **ANNUAL RETURN 2022/2023 – ACCOMPANYING SCHEDULES
(attached)**

RECOMMENDED:

- (i) *That Town Council approve the Schedule of Significant Variations.*
- (ii) *That Town Council approve the Reserves Reconciliation.*

(j) **Confirmation of Dates for the Exercise of Public Rights**

RECOMMENDED:

That Town Council agree to use the dates 23rd June 2023 – 4th August 2023.

**FP2. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED
ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 23rd May 2023**

RECOMMENDED:

To note there are no delegated actions.

FP3. TOWN COUNCIL INVESTMENTS

RECOMMENDED: *To receive and note the investment updates as follows:*

(1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 01.06.2023 interest accrued equates to £2,073.42

(2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 01.06.2023 interest accrued equates to £1,964.38

(3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 01.06.2023 interest accrued equates to £2,025.20

(4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 01.06.2023 interest accrued equates to £2,044.20

FP4 BANK MANDATE

To nominate up to 5 Councillors to act as signatories on the bank mandate for both signing of cheques and authorising BACS payments for approval by Town Council. BACS payments require Councillors to be issued with an authorisation bank card and PIN. Each BACS run takes approximately an hour and authorisation needs to occur once a week. Changes have been made and agreed to the Financial Regulations to allow the BACS run to occur weekly. It is advised to create a rota to cover. Also, to add Katherine Sears and Amanda Hazell as bank signatories with online banking access.

RECOMMENDED:

- (i) To receive a recommendation from the Finance & Policy Committee in respect of the number of Councillors as bank signatories with online banking access.*
- (ii) To approve the addition of Katherine Sears (Deputy Town Clerk) and Amanda Hazell as bank signatories with online banking access.*
- (iii) To note that the RFO will work with the appointed Councillor signatories to devise a rota for the signing of weekly BACS runs. Any Councillor unable to fulfil their turn on the rota will be responsible for finding a replacement.*
- (iv) That the Financial Regulations and Standing Orders with any amendments be brought to the Town Council meeting in July for approval.*

FP5 KEYNSHAM CEMETERY RULES AND REGULATIONS AMENDED (attached)

Following a number of recent cemetery courses staff have attended the Rules and Regulations have been amended accordingly, to be approved for publication by members of the Council.

Once the Regulations have been approved they will be made into an easy to read leaflet to send out to Funeral Directors and all future purchasers of Plots at the

Cemetery and the one page Lawn Regulations page for signing by purchasers of lawn plots will be amended accordingly.

RECOMMENDED:

That with amendments recommended at the Finance and policy Committee meeting on 13th June 2023 as follows:

- *Page 2 grievance is spelt incorrectly.*
- *Item 17. What number is large? Number to inserted.*
- *Item 18 – can a link to the prices on the website be included.*

The Rules and Regulations be approved.

FP6 NOVA BUDGET UPDATE (attached)

RECOMMENDED:

- i. To receive and note the updated budget for the Nova Fest.*
- ii. To receive any recommendations from the Finance and Policy Committee.*
- iii. To approve the updated budget.*

FP7 YOUTH SERVICE MISSION STATEMENT (attached)

RECOMMENDED:

- i. To receive and note the attached Youth Service Mission Statement.*
- ii. That with the following amendments and additions recommended by the Finance and Policy Committee on 13th June, the Youth Service Mission Statement be approved.*

Amendments:

- a) Remove open access from aims.*
- b) Insert participate to the following objective: To offer opportunities for young people to connect with their local community.*
- c) Insert an objective stating special needs (SEND) young people are included in the Youth Centre.*

FP8. CONFLICT OF INTEREST (form attached)

This year Keynsham Town Council have a new company, BDO LLP, carrying out the external audit. They have provided a form to complete to confirm there is no conflict of interest with the Council and disclose if there is a conflict.

RECOMMENDED:

To confirm or disclose if any Councillor has a conflict of interest and instruct the Responsible Financial Officer to complete the form.

FP9. PARKING ISSUE AT CHERWELL ROAD

Correspondence received from BANES regarding the parking issue at Cherwell Road:

“We’ve had a quote back to install bollards at Cherwell Road. The cost to install 3 no. fixed wooden bollards and 2 no. removable wooden bollards in galvanised sockets (for access for our mowing equipment) is £946.00.

As I think I explained, before we got the quote – this is about 8% of our overall budget for repairs, materials and small projects in parks. We fund improvement projects – like Manor Road solely through S106 and CIL- so essentially the 12k budget that we have has to cover anything else at the 150 other parks and open spaces that we maintain. It normally gets spent on minor repairs that the Property Team can’t cover and materials like padlocks, paint for railings/benches etc, repairs to steps and handrails and new signs in parks – and every year the budget is spent to the penny.

So, I’m reluctant to suggest spending so much on 5 bollards to stop someone parking on a piece of green space; particularly as this is a problem across the district. But I can make a case for match funding this, if there are other sources of funding available – so for instance do you think that the Town Council would be willing to contribute?

We recently had to tell Saltford Parish Council that we didn’t have funds to install bollards at the Shallows, and they chose to fund that project themselves”.

RECOMMENDED:

- (k) *To receive a recommendation from Finance and Policy Committee in respect of this matter.*
- (ii) *To decide whether to fund the bollards.*

FP10. BWS STANDFAST CHANGE TO DIRECT DEBIT (attached)

See attached quote from BWS Standfast.

RECOMMENDED:

- (a) *To receive any recommendations from the Finance and Policy Committee.*
- (b) *To approve the quote.*

14. SCHEDULE OF INVOICES DUE FOR PAYMENT – JUNE (MONTH 3)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

15. MINUTES OF COMMITTEE MEETINGS (previously circulated)

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Environment & Sustainability Committee	30 th May 2023	DRAFT
EATH	7 th June 2023	DRAFT
Finance and Policy Committee	13 th June 2023	DRAFT (To follow)

Grants Committee	14 th June 2023	DRAFT (To follow)
Planning & Development Committee	19 th June 2023	DRAFT (To follow)

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.*

16. **VEHICLE ACTIVATED SIGN (SPEED MONITORING)**

An email has been received from David Boardman (B&NES Council – Senior Engineer Road Safety Team

“KTC can apply to the Avon & Somerset Road Safety Fund for a VAS/SID (effectively the same thing, but different terminology used across agencies). The reason the Police would like them to apply for it is that they are a public body with the correct insurances in place and if anything were to happen, they would be protected as such.

The Police would probably request that somebody is trained to move the VAS, which I believe can be covered in the funding. The Police prefer the mobile signs as they have greater impact.

<https://www.avonandsomerset.police.uk/apply/police-community-trust/road-safety-fund/apply-for-a-speed-indication-device/>

Please feel free to use my name as your contact with the local authority on the application.

Regarding the 20mph stickers, I am not aware of where these can be purchased. Being the highway authority I am unable to recommend use of these stickers as they are non-compliant with standards, but Cllr Hounsell from the Saltford ward may be able to point you in the right direction as they are used on the A4 Bath Road, near the junction with The Glen. Additionally, Bathford Parish Council have also used them on their green bins and I’m sure they would be able to sort you out with a supplier.....just don’t tell me about it!

Good luck and please let me know if there is anything else my team can assist with”.

RECOMMENDED:

To consider submitting an application for a VAS for the Wellsway.

17. **CHARLTON ROAD - 30MPH SPEED LIMIT FOR SAFE ACTIVE TRAVEL**

Email received from Cllr Duncan Hounsell (B&NES Ward Councillor – Saltford Ward) to James Boxall-Clasby – Keynsham Active Travel.

“Dear James,

There are costs involved in any TRO process. From start to implementation of a speed limit change is about £7000 and that has to be budgeted for. A TRO involving Charlton Road is not in this year's highways improvement programme. The highways department must agree any changes. There may be technical reasons why something cannot go ahead as envisaged. This is the time to ask the highways department to consider the changes you seek. Copy in Cllr Manda Rigby, the cabinet member for transport. Like you, ward councillors can only lobby for change. We cannot dictate that it happens. All potential schemes across the area are scored and prioritised. Costs are determined and the limited funds are allocated to the most pressing schemes. The 40 mph speed limit we asked for is on a register of suggested schemes but, at present, no decision has been made on it.

It can only help if Keynsham TC, ward councillors, the Parish Council, individuals and groups all make the case for change at about the same time.

*Regards
Duncan*

Cllr Duncan Hounsell - B&NES ward Councillor (Saltford ward)"

RECOMMENDED:

To consider the email above including any outcomes.

18. **CPRE- URGE YOUR MP: STOP THE GOVERNMENT'S POWER GRAB**

The Levelling Up and Regeneration Bill is making its way through Parliament, and in it is a dangerous new law.

This law gives government ministers more say over what happens on your street than locally elected Councillors and your MP.

The Levelling Up Bill's 'National Development Management Policies' might sound like nothing to object to, but it's the sheer scale of existing rules they replace and the way they can be implemented without any scrutiny that would turn the planning system upside down.

As the Bill reaches the final stages of its passage through Parliament, CPRE (of which Keynsham town Council are members) are coordinating a letter from MPs to the Secretary of State urging the government to change direction.

Our local MP is one of the few people who can stop the government taking power away from you and your community – will you write to them today?

RECOMMENDED:

To consider the information above and make a decision whether or not to write to our MP.

19. **ANTI SOCIAL BEHAVIOUR LIBRARY UPDATE**

Lynda Deane, Head of Service – City & Town Centre Management, B&NES Council has reported that the Keynsham Library team, led by Clare Morris, are working with Police Constable (PC) Knocker and report each of the incidents. They have an alarm which connects to the police and have had two recent training sessions.

The Library team are all clear on what to do if and when another incident occurs. They have had some great support from PC Knocker and the team do feel supported.

She meets weekly with the new Neighbourhood Inspector, Inspector Jon Nash, and it is on her list to discuss further with him.

20. **WESSEX WATER AND RAW SEWAGE (Information attached)**

RECOMMENDED:

- (i) *To receive and note the information attached.*
- (ii) *To decide whether to invite Wessex Water to a meeting of the Town Council or request a site visit to enabling Councillors to ask any questions about the proposed work and the operation of storm overflows.*

21. **TEMPLE STREET WIRING AND FLAG HOLDERS REMOVAL**

B&NES Council are specifying to landlords on Temple Street that as part of the HS HAZ Shopfront Improvement scheme and Keynsham Shopfront Design Guide, that (as much as possible) buildings should be decluttered, and redundant / unnecessary items removed with necessary items tidied up and executed in the best possible way.

As part of the above, removal of the flag poles and wiring to connector for the Town Council Christmas trees is something that the Architect has proposed for the conservation benefit, as well as the aesthetic of the building and street. This has been well received by the landlord and business owner, which B&NES Council also support.

As Town Council is aware, shopfront Improvements are being taken forward in 20 – 28 Temple Street (20 and 22 for the Shopfronts and 20 – 28 for the uppers). Within this stretch there are only two flagpole holders (one on the right-hand side of Temple Street Canteen and one in the blank window above Savour). It looks like the power for the one above Your Move potentially comes from Temple Street Canteen so may need further investigation. So would only be 2 (or max 3 if power attached) out of the 8 available.

A decision needs to be made in respect of the 2/3 electric connections and the potential loss of 2/3 trees being displayed on Temple Street this year, this may possibly include relocation (as a minimum) or removal and exploration of alternative options, like lamppost banners to replace the flag pole holders that B&NES Council recently arranged permission for.

RECOMMENDED:

To make a decision in respect of the information above.

22. **SAFE ACTIVE TRAVEL FOR SOUTH KEYNSHAM – CIL APPLICATION**

To note the information below in respect of Keynsham Active Travel (James Boxall-Clasby) as a follow up to their CIL application submitted (last year) to B&NES Council.

“Keynsham Active Travel are a local group campaigning for safer and better-connected active travel routes in the Keynsham area. Following extensive and encouraging conversations with Keynsham Town Council, Compton Dando Parish Council and our local B&NES councillors James has been in correspondence with the B&NES Cabinet Member for Transport.

He has requested a reduction in the speed limit on Charlton Road to 40mph, and to 30mph on the section from Keynsham to Redlynch Lane junction. He appreciates that a similar such scheme that has already been requested by the local Councillors and the Compton Dando Parish Council. He reiterated that Charlton Road is extremely dangerous for active travel: it is used by many drivers as the de-facto South Eastern section of the Bristol ring-road, connecting Keynsham to Whitchurch village, by-passing Queen Charlton. Furthermore, it presents the most viable option for active travel between these 3 B&NES towns and villages. He highlighted that as such, Charlton Road is an accident blackspot. In the past 10 years there have been 19 known collisions and 30 known injuries, 5 of which were to active travellers: an injury every 4 months! He said that the change was urgently required.

He went on to say that the reduction in speed limit would hopefully form the basis of significant further improvements in the area, including road-narrowing, junction improvements, and the construction of pavements, cycle-paths and crossing places. To this end, he pointed the Cabinet member to a CIL application that was submitted by Keynsham Active Travel last year (see attached). The journey from Keynsham to the nearby Whitchurch Village is barely 5 minutes' drive - but no single section of pavement, accessible walkway or bridleway exists between these closely-linked locations. The B&NES South East Bristol and Whitchurch Transport Package (October 2018) highlighted this both the “high level of car dependency” the “lack of orbital connectivity, with Whitchurch connected to the west, and Keynsham connected to the north and east, but poor links between the two”. This issue extends into Keynsham itself, with no continuous pavement adjacent to Charlton Road as far South as the Bilbie Green housing estate.

With the recent closure of Queen Charlton Lane to cars, as well as other local cycle path improvements (e.g. on Keynsham Road A4175) there is a very real opportunity to allow safe active travel from the Bristol-Bath cycle path at Willsbridge via Keynsham all the way to Whitchurch and Brislington: all that is required is safe travel along Charlton Road to complete this missing link in the network. I have illustrated this point in the attached map of the

area: <https://www.google.com/maps/d/edit?mid=1vv5LIDISgIXt0GY4bxhIAI8xw6bQmU&ll=51.40008800077946%2C-2.5527897864549276&z=13>

James has requested an opportunity to discuss this matter further with Cabinet members and officers of Bath and North East Somerset Council”.

RECOMMENDED:

To receive and note the information.

23. **LETTER FROM JACOB REES-MOGG MP – KEYNSHAM HIGH STREET (attached)**

RECOMMENDED:

To receive and note the contents of a letter from Jacob Rees-Mogg MP in response to the Town Council’s letter regarding the High Street.

24. **DATE OF NEXT MEETING**

RECOMMENDED:

To note that the date for the Town Council’s next meeting is **Tuesday 25th July 2023 at 7.30pm** in The Space, Market Walk, Keynsham.

25. **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 business to be transacted. Item 26 – 27 to progress sensitive issues.

26. **FUNDING OPPORTUNITY (attached)**

See attached paper regarding a funding opportunity from the Community Ownership fund.

RECOMMENDED:

- a) To receive a recommendation from the Finance and Policy Committee.*
- b) To consider applying for the funding.*

27. **OFFICE MOVE (Papers to be provided at the meeting)**

RECOMMENDED:

- a) To receive and note the information provided.*
- b) To consider the recommendations, as per the confidential papers.*