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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 25<sup>th</sup> July 2023 commencing at 7.30pm.

Signed on 18<sup>th</sup> July 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 25<sup>th</sup> July 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 20<sup>th</sup> June 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.

A Question on Notice has been asked by Councillor Cannon, as follows:

*BANES spent £12,500 on refurbishing Keynsham's public toilets in Ashton Way and the running costs per year are approximately £2,750, shared equally between BANES and KTC. In a question to BANES Cabinet in March, I was told that the income forecast had been £1,000 per year, but that in the ten months from May 2022 to March 2023 total income had only been £414.60, suggesting use by 2,073 people. This works out at slightly under seven people per day.*

*Can KTC do the following:*

- 1. Put a sign on the toilet building facing Ashton Way to make it easier for passers-by to see that it is a functioning toilet.*
- 2. Repair the door facing Ashton Way - this is currently in poor condition and suggests that the building is abandoned (see photo below).*
- 3. Consider adding signage on the High Street.*
- 4. Consider adding signage elsewhere?*



8. KEYNSHAMNOW

**RECOMMENDED:**

*To receive and note the report from KeynshamNow.*

9. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

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

**RECOMMENDED:**

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

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 2022</u>	<u>Status</u>
Planning Committee	29 <sup>th</sup> June 2023	APPROVED
Planning Committee	17 <sup>th</sup> July 2023	DRAFT
Environment & Sustainability Committee	11 <sup>th</sup> June 2023	DRAFT
EATH	7 <sup>th</sup> June 2023	APPROVED
EATH	5 <sup>th</sup> July 2023	DRAFT
Finance & Policy Committee	13 <sup>th</sup> June 2023	APPROVED
Finance & Policy Committee	20 <sup>th</sup> June 2023	APPROVED
Finance & Policy Committee	18 <sup>th</sup> July 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. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 18<sup>TH</sup> JULY 2023

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 25<sup>TH</sup> JULY 2023: -

FP1. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 20<sup>TH</sup> JUNE 2023

*In accordance with the Schedule of Delegation approved on 22nd April 2021, to note the delegated decision made in advance of the July 2022 scheduled payments taken by the Town Clerk in consultation with Members.*

**RECOMMENDED:**

*To note the following payments.*

3 x Galaxy Tablets (One to replace a broken Councillor tablet, one for Grounds Maintenance Team – play area inspection App and photos and one for Youth Service for outreach work). Cost includes labour for set up by SoVision £801.00 plus VAT.

Manor Road Pavilion for the phase 2 works in the sum of £20,376 (sum already agreed within the budget for the works) the invoice due date was 28<sup>th</sup> June 2023, hence the urgency of this request.

Changing room benches for Manor Road Pavilion in the sum of £2816.43 plus VAT

HMRC Tax and NI in the sum of £7543.23

**FP2. FLAGSTONE INVESTMENTS**

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

*(1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 01.07.23 interest accrued equates to £2,440.98*

*(2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 01.07.23 interest accrued equates to £1,284.93*

*(3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 01.07.23 interest accrued equates to £2,401.31*

*(4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 01.07.23 interest accrued equates to £2,375.01*

*(5) Santander – 95 days at 3.65%, account opened 01.06.2023 and as at 01.07.2023 interest accrued equates to £306.54*

**FP3. CHANGE TO INTEREST RATE ON SANTANDER INTERNATIONAL ACCOUNT**

The interest rate on our 95-day notice account with Santander International has increased to 3.95% from 3.65%.

**RECOMMENDED:**

*To note a new interest rate.*

**FP4. INTERNAL AUDIT REPORT (attached)**

**RECOMMENDED:**

*To receive and note the report.*

**FP5. REGULATIONS AND POLICIES (attached)**

**RECOMMENDED:**

- (i) To note that the Regulations and Policies (with any recommendations) have been approved by the Finance and Policy Committee.*
- (ii) That Council approve the Regulations and Policies and the Chair of Council sign the Policies.*

- i. Financial Regulations
- ii. Bad Debt Policy
- iii. CIL & s106 Policy
- iv. Co-option Policy

**FP6. OUTSOURCING PAYROLL (attached)**

At present the payroll is run in house by the Town Clerk. The process takes a day to complete. The cost at present is £44.32 per month paid to IRIS for the use of the software and to produce payslips. The payroll company will produce reports based on the staff hours provided and online payslips. The Town Clerk will still be making the payments into the Bank, HRMC and Pensions using the information provided on the reports.

**RECOMMENDED:**

*That Company C be accepted by the Town Council to outsource payroll.*

**FP7. CHRISTMAS LIGHTS ADAPTATION**

Email received from BANES regarding a further column on Station Road for Christmas lights:

Column 1 here is already adapted. To adapt column 2 would cost £294.98.

To hire a further motif to go on it would be £298.00 a year.

Keynsham Town Council to let B&NES know if they are happy to proceed. The Town Council will then be invoiced for the adaptation and hire of the extra motif on top of whatever this year's contribution is going to be.

**RECOMMENDED:**

*That Town Council approve adapting column 2 at a cost of £294.98 and to hire a further motif to go on it at a cost of £298 a year.*

**FP8. REPLACEMENT COMMUNITY NOTICE BOARD – CHANDAG ROAD (attached)**

**RECOMMENDED:**

- (i) To receive a recommendation from the Finance and Policy Committee in respect of the quotes. To approve Option B.*
- (ii) To note that the Perspex on the Town Council noticeboard on Chandag Road has been replaced. This was not possible for the Community Noticeboard as it was sealed in a way that removing it would damage the noticeboard causing water ingress in the future.*

**FP9. GRANT APPLICATION**

Queens Road Methodist Church Preschool submitted a Grant application for financial year 2023/2024. The Grant is for work that has already been carried out (replace a broken awning purchased on the 16<sup>th</sup> February 2023).

The Grant Policy states that grants are to be used for work to be carried out in this financial year not to replace funds already spent.

**RECOMMENDED:**

- (i) That Council do not approve the Grant Application and Officers write to the applicant with an explanation and include a copy of the Grants Policy.*

**FP10. ASSET REGISTER (attached)**

One of the recommendations from the Internal Audit is to transfer our Excel held assets to an Asset Register. Rialtas, our financial system, has an asset register function that will fit in with our business. We are signed up for 3 years with Rialtas due to additional free software we have installed.

**RECOMMENDED:**

- (i) That the quote from Rialtas be approved.*
- (ii) To received recommendations from the Finance and Policy Committee in respect of the quote.*

**FP11. INSURANCE**

In 2020 the Council signed up to a 3-year term with the insurance company AVIVA. The 3-year term is now coming to an end on the 25<sup>th</sup> August 2023.

**RECOMMENDED:**

*Due to the timing of the renewal and there being no Council meeting in August, the recommendation from Finance Committee is to give the Town Clerk delegated powers to appoint a new Insurance Company when all quotes have been received. The decision to be made with the Chair and Deputy Chair of Town Council and the Chair and Deputy Chair of Finance Committee and to report back to Council in September.*

13. **FINANCIAL QUARTERLY REPORTS MONTHS 1, 2 AND 3 (attached)**

- (i) Budget Monitoring (Month 1, 2 and 3 – April, May and June 2023)
- (ii) Bank Cash and Investment Reconciliation (Month 1, 2 and 3 – April, May and June 2023)
- (iii) Balance sheet (Month 1, 2 and 3 – April, May and June 2023)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Month 1, 2 and 3 – April, May and June 2023)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 1, 2 and 3 – April, May and June 2023)

**RECOMMENDED:**

*That Town Council receive and note the reports.*

14. **SCHEDULE OF INVOICES DUE FOR PAYMENT – JULY (MONTH 4) (attached)**

**RECOMMENDED:**

*That the attached Schedule of Invoices be approved for payment and copy be signed by the Chair of Council.*

15. **SCHEDULE OF INVOICES DUE FOR PAYMENT – AUGUST (MONTH 5)**

As there is no Town Council meeting in the month of August the following recommendation is made.

**RECOMMENDED:**

*That the Schedule of Invoices due for payment be signed off by the Chair of the Finance and Policy Committee at the meeting to be held on 15<sup>th</sup> August 2023 and the BACS run be undertaken on Monday 21<sup>st</sup> August 2023. Any additional urgent payments be delegated to the Town Clerk.*

16. **MANOR ROAD FEES AND CHARGES (attached)**

**RECOMMENDED:**

- (i) To review the Fees and Charges.
- (ii) To approve the same.

17. **TERMS OF REFERENCE 2023-2024 (attached)**

**RECOMMENDED:**

*That the Terms of Reference for 2023 – 2024 be approved.*

18. **TOWN COUNCIL FOUR YEAR ACTION PLAN FOR 2023 – 2027 (attached)**



The Town Council Four Year Action Plan for 2023 – 2027 has been reviewed by the Town Council's Committees.

**RECOMMENDED:**

*That the Town Council Four Year Action Plan for 2023 – 2027 be approved.*

19. **ANTI-BULLYING AND HARASSMENT POLICY (attached)**

**RECOMMENDED:**

- (i) *To note that the Anti-Bullying Policy (with any recommendations) has been approved by the Personnel Committee*
- (ii) *That Council approve the Policy and the Chair of Council sign the Policy.*

20. **EMPLOYEE WELLBEING POLICY (attached)**

**RECOMMENDED:**

- (i) *To note that the Employee Wellbeing Policy (with any recommendations) has been approved by the Personnel Committee*
- (ii) *That Council approve the Policy and the Chair of Council sign the Policy.*

21. **CO-OPTION ADVERT – AUGUST 2023 (attached)**

**RECOMMENDED:**

*That the Town Council approve the Co-Option advert.*

22. **23-016 - BIKE HANGER MINOR ORDER - INFORMAL CONSULTATION REPORT - TOWN COUNCILS (Documents attached)**

Attached are the Informal Consultation Report and supporting documents for the Bike Hanger Minor Order 23-016, for locations within Bath, Radstock and Keynsham, received by Town Council on 30<sup>th</sup> June 2023.

The report has been approved by the Traffic Management & Network Manager.

Any comments/queries to be sent to Kris Gardom, Senior Engineer, Traffic Management, B&NES Council within next **5 working days** (by 5<sup>th</sup> July 2023).

The purpose of sending this report to Ward Members, Cabinet Members and Town Councils at this stage is so that members can review the proposals put forward and have an opportunity to comment or request that they are amended or removed before the report is then sent to the Director of Place Management, who makes the decision on whether the proposals progress.

**RECOMMENDED:**

- (i) *That the Report and supporting documents be received and noted.*

(ii) *That Town Council make comments if required.*

23. **WESSEX WATER FILL POINT FOR KEYNSHAM**

Wessex Water has installed 24 "water refill points" (water fountains) around the West Country.

Details can be found at:

<https://www.wessexwater.co.uk/visit-and-learn/installing-a-water-refill-point>

**RECOMMENDED:**

*That Council consider this matter.*

24. **GWR CHANGING HOW THEY SELL TICKETS AT STATIONS**

You will have seen in the National Media that train operators have recently started to consult on how they sell tickets at stations in future. GWR is part of that national change, and they have on 5<sup>th</sup> July 2023 notified their staff and customers of the consultation.

GWR are consulting on proposals to move ticket office staff into other areas of the station where they can help more customers. As transactions from tickets offices drop below 15%.

It is important that GWR recognise the changes customers are making in the way they buy tickets, and there is a good case for bringing their staff out of the ticket office and onto the concourse. They want to do that in the best way possible. GWR are not reducing station hours and their plans mean that customers should have better engagement with staff. Access to other station facilities and services such as passenger assistance, toilets and waiting rooms remains unchanged.

Details of the plans for each of the 79 GWR stations affected are on their website [www.gwr.com/haveyoursay](http://www.gwr.com/haveyoursay) along with information on how to take part in the consultation through Transport Focus or London TravelWatch.

It is really important to GWR that their customers take part in the consultation, and they would welcome assistance in sharing the link to the webpage. The Town Council staff have shared this link.

**RECOMMENDED:**

*That Council decides if it wishes to respond to the GWR proposals in respect of the ticket office staff.*

25. **TRO TO REDUCE THE SPEED LIMIT TO 20 M.P.H./30 M.P.H. FROM NATIONAL SPEED LIMIT ON THE SECTIONS OF MANOR ROAD AND COURTNEY ROAD BETWEEN SALTFORD AND KEYNSHAM**

Those present at the meeting to assess the lanes for a TRO to reduce speed limits to 20 m.p.h. agreed Keynsham Town Council (KTC) and Saltford Parish Council (SPC) would include in their agendas (late July and early September respectively) to resolve to request a B&NES Council TRO to reduce the speed limit on the sections of Manor Road and Courtney Road between Saltford and Keynsham (e.g., where currently 60mph/NSL). This would be in the interests of safety and to encourage active travel.

Preference by all was for the speed limit to reduce to 20mph - for safety reasons, and in line with the current speed limits either end of both roads - however it was acknowledged that as neither section of road was a residential area that 30mph was likely to also be acceptable to both Councils.

It was acknowledged that other traffic calming measures were required but that these would need to be appropriate to the rural setting of Manor Woods and the 'lanes', and for environmental reasons (whilst also achievable in light of B&NES Council's budget limitations). Further to replacement signposts with 20 (or 30) roundels, regularly placed white 20/30 speed roundels on the highway were recommended. It was recommended that 'red triangle' warning signs for children/pedestrians and cyclists should be added further to the horse rider warning signs.

Appropriate traffic calming measures were also recommended at the 'crossing' between sections of Manor Woods over Manor Road highway, with action taken to define it as a pedestrian crossing point via e.g., signage, limited road markings in keeping with the area, or possible raised paving or curbs to better define the crossing.

#### **Reasons:**

It is understood that residents in Saltford and Keynsham would be in favour of a reduction in the speed limit. These sections of the highway are regularly used by Saltford's school children walking or cycling to Wellsway School; as well as by many cyclists, horse riders and pedestrians from both Saltford and Keynsham. Such measures would improve safety for those in vehicles also.

This request fits in with B&NES Council's interest in improving active travel. By making the area safer more people are likely to use these sections of highway to walk and cycle.

It was viewed that in light of the current B&NES Council consultation about improvements at Manor Woods, reducing the speed limit and adding traffic calming measures would be an appropriate addition as part of making Manor Woods a more accessible and enjoyable place to visit.

It was acknowledged that the use of the lanes was likely to increase due to the planned housing developments at Minsmere Road and 'Withies Green', by those in vehicles as well as by pedestrians, cyclists and horse riders. As such the need for improved safety should be reconsidered at this location due to anticipated heavier use in the future.

#### **Action:**

If resolved at both KTC and SPC meetings, it was agreed that each Council would inform the other of the resolution then submit an individual TRO request to B&NES

Council, stating as part of their submission that the two Councils were in agreement e.g. in essence it was a joint request from KTC and SPC.

**RECOMMENDED:**

*To approve the recommendation by the Town Council Planning and Development Committee to submit a TRO request to B&NES Council for the speed reduction, as above.*

26. **CORRESPONDENCE FOR DECISION**

a) **VEHICLE COLLISION ROCK ROAD**

Email received from resident on 15<sup>th</sup> June 2023 regarding a vehicle crashing into her property on Rock Road causing significant structural damage. The resident has had to move out of the property as the damage is so extensive and it is not safe to live there. The front rooms of the house are currently unsafe to even enter at this time.

The incident was caused by someone accelerating out of Aston Way and over the mini roundabout.

The resident and their neighbour have been concerned recently over the traffic going past their properties at speed, with near collisions happening frequently at this roundabout. They have also noticed that late in the evening people are using Ashton Way as a racetrack.

The resident has been advised that it would be of benefit for a barrier or bollards to be placed in front of our properties to help avoid any further damage. The resident has also requested some traffic calming devices to be put in place on Ashton Way for example speed bumps. They believe that the whole layout needs a re-think.

The resident has been in touch with the local MP who also has his concerns, and the resident is led to believe that he will be in contact with the Town Council. Nothing has been received to date.

The Town Clerk has responded to the resident informing them that Keynsham Town Council have no control over highway matters, as this comes under the remit of the Local Authority Bath and North East Somerset Council and that the matter would be included in this agenda, so that Councillors can discuss and decide on a course of action to put some pressure on B&NES to undertake some measures to resolve this issue.

**RECOMMENDED:**

*That Council consider the contents of the email above and decide on any course of action.*

b) **AMERICAN CAR SHOW**

An email has been received from a resident dated 18<sup>th</sup> June as follows: -

*“I’m writing to Keynsham Town Council regarding the Bristol American Car Show that is currently being held at Keynsham Rugby Club.*

*When this event took place last year at the same venue, someone flew a collection of flags that included the English flag, American flag, and a few others - but it also included the Confederate Flag. It appeared last year that someone was selling these flags from a van, although I cannot be sure about this, as I only saw them from a distance.*

*At the time, I emailed the Rugby Club to make them aware that the Confederate Flag is a pro-slavery symbol that many people still use to signal their belief in white supremacy, but I got no response. This year the flag is back, so it would appear that the Rugby Club took no action on this.*

*I appreciate that displaying the Confederate Flag is not illegal, so the club and event organisers are within their rights to keep flying it - but I am surprised they do not seem concerned about the message it is sending. They might pay more attention if the Town Council intervened and made their position on the issue clear – so I am hoping there is something you can do”.*

**RECOMMENDED:**

***That Council consider the contents of the email above and decide on any course of action.***

27. **CORRESPONDENCE FOR INFORMATION**

FIRST BUS BRISTOL – EMAIL FROM RESIDENT TO METRO MAYOR REGARDING SERVICES (Attached)

**RECOMMENDED:**

***To receive and note the email.***

28. **DATE OF NEXT MEETING**

**RECOMMENDED:**

To note that the date for the Town Council’s next meeting is **Tuesday 19<sup>th</sup> September 2023 at 7.30pm** in The Space, Market Walk, Keynsham.

29. **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 agenda items 30 and 31 to progress sensitive issues.*

30. TRADE UNION AND LABOUR RELATIONS (Consolidation) Act 1992: Notice to Employer of ballot results (copy of notice to be presented at the meeting).

*RECOMMENDED:*

*To receive and note a notice from Unison in respect of ballot results on strike action.*

31. COMPLAINT IN RESPECT OF GRAVE SPACE 1213 (COMPLAINT LETTER AND REPORT attached)

*RECOMMENDED:*

*That Council consider the matter and a response to the complainant.*