



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
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 21st NOVEMBER 2023 commencing at 7.30pm.

Signed on 14th November 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 21st NOVEMBER 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 Town Council meeting held on Tuesday 17th October 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. **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. **WILDLIFE CAMERAS AND VIDEO FOOTAGE OF VANDALISM/THEFT AS EVIDENCE – ALLOTMENT ASSOCIATION RELATED MATTER.**

The Town Clerk was tasked with finding out information in respect of wildlife cameras and video footage of vandalism/theft being admissible as evidence in a criminal trial. The following has been discovered.

In English Law CCTV is admissible subject to safeguards. A useful explanation of the safeguards and the practical contents in the CCTV footage to be of use is helpfully set out on a website: active-cctv.co.uk. This site may assist the Allotment Association.

There would be an admin burden in storing CCTV for 30 days and replying to FOI requests about data on it, that might militate against the benefits of using it for vegetable theft. So, the deterrent of the risk of being filmed even if the Allotment Association does not implement a full throttle recording system may be the most practical and economic way forward.

Also, given the challenging economic circumstances that drive many people to steal food in this way there may be social issues about going in too hard on someone who is doing this to eat the vegetables if they cannot afford them otherwise and will thereby gain sympathy for unlawful acts.

RECOMMENDED:

To receive and note the above information.

11. KTCRfm - FUNDING PROPOSAL (Documents attached)

Following on from the resolutions of the Town Council on 17th October 2023, the matter is being brought back for consideration.

RECOMMENDED:

- (i) That Council consider the attached proposal and support documentation.*
- (ii) That a decision is made in respect of funding request.*

12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

13. MINUTES OF COMMITTEE MEETINGS (previously circulated)

<u>Committee</u>	<u>Date 2023</u>	<u>Status</u>
Planning & Development Committee	23 October 2023	APPROVED
Planning & Development Committee	13 November 2023	DRAFT
Capital Projects Committee	25 October 2023	DRAFT
Defibrillator Working Party	2 November 2023	DRAFT
EATH	8 November 2023	DRAFT
Finance & Policy Committee	14 November 2023	DRAFT
Personnel Committee	14 November 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.*

14. MATTERS FROM THE PERSONNEL COMMITTEE MEETING ON 5TH OCTOBER 2023

RECOMMENDED:

That Finance Training for all Councillors be mandatory going forward.

15. MATTERS FROM THE CAPITAL PROJECTS MEETING ON 25TH OCTOBER 2023

The Paddock

RECOMMENDED:

- (i) That the vegetation on the old derelict hay cart building be removed by the Town Council Grounds Maintenance Team. Council to approve this action.*
- (ii) That the Assistant Town Clerk draft a proposal for the purpose of obtaining an archaeological and structural survey on the derelict structure.*
- (iii) That tenders be sought for the survey as mentioned in point (ii).*
- (iv) That cost of the survey be taken from general reserves of CIL as this item has not been budgeted for in this financial year, and to note that the cost of the tender fee is likely to be in the region of £3,000 plus VAT.*

Fox and Hounds Lane

RECOMMENDED:

- (i) That quotes be sought, in respect of the removal of one sycamore tree on the Fox and Hounds site that relates to an insurance claim, to be presented to our insurers and seek their opinion on the claim.*

Keynsham Cemetery & Chapel (Document attached)

RECOMMENDED:

- (i) That full Council receive and note the draft Statement of Works – for the Chapel Wall, Steeple and Listed Wall.*
- (ii) That permission be sought to undertake the works on the Chapel Wall and Steeple and works to the listed wall be undertaken at a later date.*
- (iii) To note that costs, to cover the works associated with the Chapel Wall and Steeple, if possible be funded through outside grant sources (e.g., English Heritage) failing which funds be taken from Cemetery Earmarked Reserves.*
- (iv) That the Assistant Town Clerk prepares a Management Plan for the works taking reference from the Historic England guidelines.*
- (v) That full Council make a decision in respect of any solution to a member of public's concerns regarding entry and access to the Cemetery via the driveway.*

Manor Road Pavilion

RECOMMENDED:

- (i) *To receive and note the report.*
- (ii) *To receive and note the update in respect of extension of the parking provision at the Manor Road Pavilion.*
- (iii) *That payment for the car park works come from CIL funds (car park to also include a number of disabled parking spaces).*
- (iv) *That officers be tasked with looking into the feasibility of either extending the current Pavilion or demolishing and re-building a new Pavilion.*
- (v) *That officers are tasked with investigating whether there is any B&NES Section 106 funding that would cover new build costs and also look into possible grant funding sources.*

UNIT 11b Burnett Lock up.

RECOMMENDED:

- (i) *That a structural survey be undertaken in respect of the sagging floor of the Burnett lock up.*

16. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14th NOVEMBER 2023:

FP1. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 10th OCTOBER 2023

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

To purchase a replacement Draytek from SoVision to replace the BT router to ensure connection to the server - £375.

RECOMMENDED:

To approve the delegated action.

FP2 FLAGSTONE INVESTMENTS

RECOMMENDED:

To receive and note that:

(1) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 31.10.2023 interest accrued equates to £3,221.91

(2) Santander – 5 days' notice at 4.7%, account opened 01.06.23 and as at 31.10.2023 interest accrued equates to £1,415.02

(3) HSBC Bank – 9 months at 5.29%, account opened 20.10.2023 and as at 31.10.2023 interest accrued equates to £139.13

(4) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.10.2023 interest accrued equates to £82.84

(5) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 31.10.2023 interest accrued equates to £3,500.71

The account is now closed.

RECOMMENDED:

(i) For the RFO to investigate the complications of having two investments with the same Bank regarding the protection and get advice from the Internal Auditor.

(ii) That the update on investments be received and noted.

FP3 CCLA ACCOUNT

At present, Council has over £85,000 in the CCLA account. We are covered by insurance for £80,000 per account. The RFO has been in touch with CCLA, and we have the following options:

RECOMMENDED:

(i) For the RFO to confirm the protection will cover 2 separate accounts.

(ii) To open a second account if covered by insurance.

FP4 GATE AT UPPER MEMORIAL PARK

The Council has received one complaint regarding the gate at the Upper Memorial Park. The gate is broken beyond repair. As the gate is part of the upgrade of the Upper Memorial Park the Clerk has contacted B&NES for advice. Here is the response:

“I’ve checked with Greenhalgh about the fencing, and they plan to retain as much of the fencing as possible. For the gates they have included two new gates and the reuse of the existing functioning gate. All the three gates are planned for new locations, so it doesn’t seem sensible to replace a broken existing gate that is currently in situ for the meantime. This gate will remain padlocked shut.”

RECOMMENDED:

To receive and note the advice from B&NES regarding the gate at Upper Memorial Park.

FP5 CEMETERY SOILBOX (Attached)

Attached are 2 quotes for soil boxes for the Cemetery. These are the only 2 companies who make the soil boxes required.

RECOMMENDED:

That quote 2 be accepted.

FP6 PLAY INSPECTION APP

RECOMMENDED:

To accept to use the free app for play inspections.

FP7 TIMEOUT RISK ASSESSMENT (Attached)

RECOMMENDED:

To note that this matter was deferred to the Personnel Committee for consideration.

FP8 TREE INSPECTION SLA (Attached)

RECOMMENDED:

(i) That the SLA be received and noted

(ii) Recommend to Council to accept the SLA agreement.

17. SCHEDULE OF INVOICES DUE FOR PAYMENT – NOVEMBER (MONTH 8) (Attached)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

18. ENVIRONMENT AND SUSTAINABILITY PROJECT PLAN (July 2023 document attached).

RECOMMENDED:

(i) To receive an update from the Chair of the Environment and Sustainability Committee.

(ii) To consider steps for taking the project plan forward.

19. TOWN COUNCIL FOUR YEAR ACTION PLAN 2023 – 2027 (Attached)

This matter was deferred from the June 2023 Town Council meeting. Items in blue are new additions, some that have already been instigated.

RECOMMENDED:

(i) To consider and approve the Town Council Four Year Action Plan.

20. REQUEST FOR LEAVE OF ABSENCE FROM KEYNSHAM TOWN COUNCIL DUTIES FOR FOUR (4) MONTHS

A request has been made by Councillor A Halliday for a leave of absence from Town Council duties for four months (to the end of February 2024) due to ill health.

RECOMMENDED:
To consider the request.

21. **CHANGE OF BUSINESS FORUM MEMBERSHIP**

The current Business Forum membership, as per the Council's Membership of Working Parties is Councillors Alenshasy, Brennan, Davis, Fricker and MacFie. A request has been made to change the membership to Councillors Burton, Brennan, Cannon, Fricker, Greenfield and Wait.

RECOMMENDED:

(i) *To note that the Terms of Reference are yet to be created for the Business Forum and these will need approving at the first meeting of the Business Forum Working Group.*

(ii) *To consider the same.*

22. **REVIEW OF POLLING DISTRICTS AND POLLING PLACES (Documents attached)**

RECOMMENDED:

To consider any response to be submitted by Council in respect of the consultation.

23. **CORRESPONDENCE FOR ACTION**

JOINT PROJECTS KEYNSHAM & LIBOURNE (Email attached)

An email has been received from the International Relations Officer from Libourne (dated 14th November) detailing possible joint projects for our twinned towns.

RECOMMENDED:

(i) *To consider the contents of the email.*

(ii) *To formulate a response.*

(iii) *To consider a way forward in respect of the request.*

24. **DATE OF NEXT MEETING**

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 13th December 2022 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 the matter to be transacted Items 25 - 27 - to progress sensitive issues.

26. BUDGET 2024-2025

RECOMMENDED BY THE FINANCE AND POLICY COMMITTEE:

- (i) To receive and note the draft 2024-2025 budget.*

27. STAFF SALARY BUDGET & LOCAL GOVERNMENT NJC PAY AWARD 2023 – 2024.

RECOMMENDED BY THE PERSONNEL COMMITTEE:

- (i) To receive and note the draft 2024-2025 salary budget.*
- (ii) That Council approve the Local Government NJC pay award 2023 – 2024, pay to be back dated to April 2023.*

28. OFFICE MOVE (CONFIDENTIAL – HARD COPY REPORT WILL BE AVAILABLE AT THE MEETING & OTHER DOCUMENTS)

RECOMMENDED BY THE CAPITAL PROJECTS COMMITTEE:

- (i) To receive and note the report and verbal report by the Assistant Town Clerk in respect of the above project.*
- (ii) That recommendations (numbered 1 – 7) in the confidential report to be considered and approved.*
- (iii) That point 8 of the confidential report be received and noted.*