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Dear Councillor

You are summoned to attend a meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 16th JANUARY 2024 commencing at 7.30pm.

Signed on 9th January 2024

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 16th January 2024

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 12th December 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.

Cllr Andy Wait has a question in respect of the Police and Crime Commissioner (PCC) meeting at the British Legion on 24th January 2024.

8. **KEYNSHAMNOW**

RECOMMENDED:

To receive and note the report from KeynshamNow.

9. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

RECOMMENDED:

To receive and note any reports.

10. **MINUTES OF COMMITTEE MEETINGS (Previously circulated)**

| <u>Committee</u> | <u>Date 2023/2024</u> | <u>Status</u> |
|----------------------------------|--------------------------------|---------------|
| Planning & Development Committee | 11 th December 2023 | APPROVED |
| Planning & Development Committee | 8 th January 2024 | DRAFT |
| Finance & Policy Committee | 9 th January 2024 | DRAFT |
| EATH Committee | 10 th January 2024 | DRAFT |

RECOMMENDED:

- (i) *That the Minutes of the above meetings are received and noted.*
- (ii) *That the recommendations that are not subsequent Town Council Agenda Items are approved.*

11. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 12TH DECEMBER 2023

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

RECOMMENDATION:

To note that there were no delegated actions.

12. FINANCIAL QUARTERLY REPORTS (To follow)

- (i) Budget Monitoring quarterly (Months 7, 8 & 9)
- (ii) Bank Cash and Investment Reconciliation (Months 7, 8 & 9)
- (iii) Balance sheet (Months 7, 8 & 9)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Months 7, 8 & 9)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Months 7, 8 & 9)

RECOMMENDED:

That Town Council receive and note the quarterly financial reports.

13. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 9th JANUARY 2024:

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 16TH JANUARY 2024:

FP1. FLAGSTONE INVESTMENTS

RECOMMENDED:

To receive and note that:

- (1) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 31.12.2023 interest accrued equates to £3,731.50
- (2) Santander – 95 days' notice at 4.7%, account opened 01.06.23 and as at 31.12.2023 interest accrued equates to £2,067.56
- (3) HSBC Bank – 6 months at 5.29%, account opened 20.10.2023 and as at 31.12.2023 interest accrued equates to £857.99
- (4) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.12.2023 interest accrued equates to £816.65

*RECOMMENDED:
To receive and note.*

FP2. UPDATES FROM THE RFO

PSDF – The RFO has now received the forms to be able to transfer the £80,000 from the Flagstone Investment account to the PSDF account. The funds have been withdrawn from the Flagstone account and are at present in the Rate Reward bank account.

The accrued interest from the Flagstone investments has not been entered since Month 5. As we are taking out investments the accounting must be entered differently. A process will be written which will be ready by the next meeting in February and all the interest will be entered into the correct codes.

*RECOMMENDED:
To receive and note the updates from the RFO.*

FP3. INTERNAL AUDIT REPORT FINAL (attached)

RECOMMENDED:

- (i) That the Internal Audit Report be received and noted.*
- (ii) To receive and note the following points from the Internal Auditor:
 - (a) That the Bank Reconciliation will in future be initialled by the RFO, and initialled by a Councillor as evidence that it has been checked.*
 - (b) That the Aged Debtors' listings will be taken to Finance Committee meetings quarterly (Months 3,6,9 and 12) for review and any action to be taken on amounts overdue to the Council. The office staff will meet monthly to monitor the debtors.**

FP4. POLICIES (attached)

RECOMMENDED:

To review and approve the following policies:

- (i) Standing Orders (Amended)*
- (ii) Financial Regulations (Revised)*
- (iii) Confidentiality and Data Protection Policy – Youth Service.*

FP5. HYDRAULIC SHORING (attached)

RECOMMENDED:

- (i) To receive and note the 2 quotes for Hydraulic Shoring for the Cemetery.*
- (ii) To receive a recommendation from the F & P committee that quote 1 be approved.*

FP6. CIL CHARGING SCHEDULE

At the December Meeting it was asked why the CIL charges have not risen since 2005. Cllr Wait contacted B&NES on the Council's behalf. Below is the response from B&NES:

The current CIL Charging Schedule was based on the Development Plan including Core Strategy which sets out the development strategy for the area and runs until 2029. The Placemaking Plan, which was adopted in 2017, did not change the development strategy, but complemented it, so there was no basis to review the charging schedule. A Local Plan Partial Update (LPPU) was prepared and has recently been adopted in January 2023. This plan did not amend the development strategy, but among other policies introduced updated policies in relation to the climate and nature emergency which had additional financial costs for development. It is important to note in addition to CIL, the Planning Obligations Supplementary Planning Document (SPD) which sets out the criteria for securing Section 106 planning obligations including financial contributions has been updated since the CIL Charging Schedule came into force, both in 2019 and on the adoption of the LPPU.

Notwithstanding the above, a review of CIL was started in 2018 to align with a new Local Plan being prepared to support the West of England Joint Spatial Plan, however, this was postponed as the JSP was withdrawn and Local Plan halted.

Work has now commenced on the preparation of a new Local Plan. The CIL charging schedule/rates will be reviewed alongside preparation of the new Local Plan and will be informed by viability testing. Accordingly, a new CIL Charging Schedule can only be introduced on or after the new Local Plan is adopted, i.e., later than the financial year 2024/5. A revised Planning Obligations SPD will also be required.

It should also be noted that the Government is currently proposing to introduce changes to CIL, through the introduction of an Infrastructure Levy. Government changes will also need to be taken into account in the process of CIL review.

Please note also that the existing CIL charges are indexed from the date of the Charging Schedule and are currently 37% higher than when adopted based on the index.

RECOMMENDED:

To receive and note the information regarding the CIL Charging Schedule.

FP7. SYCAMORE TREE – FOX AND HOUNDS LANE KEYNSHAM

Quote received from B&NES to remove the Sycamore Tree at the Fox and Hounds Lane:

We have a quote in for £1850 plus VAT to remove the Sycamore Tree at Fox and Hounds Lane including sorting out a one lane road closure for the work. If the work is

undertaken on a without prejudice as to liability basis, then we have mitigated any potential claim as per that request. Further, the Auger report disclosed to us discounts heave shrinkage as a problem due to the soil content.

The Assistant Town Clerk will set the scene with the Insurer of the couple at 31 Bath Hill East and enquire if the removal of the four trees by them for which planning permission has been obtained has been paid for under an insurance claim. If it has been they can possibly request the cost from their insurance company, though it is recommended that Council do not resist removal of the tree, if they refuse.

RECOMMENDED:

- (i) To receive the quote for removal of the tree.*
- (ii) That the quote be approved, if the third party insurers refuse to pay for removal of the tree.*
- (iii) To receive a recommendation from Finance & Policy Committee to approve the quote, if required.*

FP8. AVON PENSION FUND CLIMATE TARGETS (attached)

Please see attached the summary of the Avon Pension Fund climate targets, as discussed at a meeting in December 2023:

RECOMMENDED:

To receive and note the Avon Pension Fund Climate Targets.

FP9. BWS (attached)

RECOMMENDED:

To receive and note the important information on aftercare services from BWS.

FP10. TIMEOUT GENERAL RISK ASSESMENT (attached)

Following some amendments to the Risk Assessment, requested by Finance and Policy Committee.

RECOMMENDED:

- (i) To receive and consider the attached Timeout Risk Assessment.*
- (ii) To approve the Risk Assessment.*

14. INFIDELITY INSURANCE

On the recommendation of the Town Council's Internal Auditor the Town Clerk has sought an increase in the Town Council's infidelity insurance to cover £2,000,000. The premium for this increase was £145.30. This insurance is shown in the policy under Commercial Crime Section the cover is recorded under the Internal Crime.

RECOMMENDED:

To receive and note the information.

15. SCHEDULE OF INVOICES DUE FOR PAYMENT – JANUARY 2024 (MONTH 10)
(to follow)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

16. SCHEDULE OF MEETINGS - MUNICIPAL YEAR 2024 – 2025 (Attached)

RECOMMENDED:

To approve the attached Schedule of Meetings for the Municipal Year 2024 – 2025.

17. FORTHCOMING WORKING GROUP MEETINGS (Attached)

RECOMMENDED:

To note that Working Group meetings have been scheduled, as per the attached sheet.

18. AMENDMENT TO THE TERMS OF REFERENCE OF THE COMMUNITY
RESILIENCE PARTY (Attached)

An amendment to the Terms of Reference of the Community Resilience Working Group requires the membership to be recorded as 5 and not 4.

RECOMMENDED:

To approve the above amendment.

19. KEYNSHAM TOWN COUNCIL BIODIVERSITY POLICY AND SINGLE USE
PLASTIC POLICY (Attached)

Following a review by the Environment and Sustainability Committee of the Biodiversity and Single Use Plastic Policies and some amendments being made (in blue within the documents), to approve the amended policies.

RECOMMENDED:

That the amendments to the policies be approved.

20. PARISH COUNCIL FUNDING FOR PLACES OF WORSHIP (Report attached)

An amendment has been made to the Local Government Act 1894 in respect of powers relating to funding places of worship.

RECOMMENDED:

To receive and note the report.

21. QUEEN'S ROAD METHODIST COMMUNITY GARDEN UPDATE.

An email has been received from a member of the Queen's Road Methodist Church dated 30th December 2023, giving the following update: -

"Members will be aware that following support from Church Council the possibility of the creation of a Community Garden on the land at the rear of Queen's Road has received careful consideration. A public meeting was held in May 2023 which attracted good support from individuals and groups in the local community. Resulting from this we had a very helpful Zoom meeting with one of the Methodist Churches Panel Solicitors, and from this we were aware of the structure of the Management Committee that we needed to form. Quite clearly if this were to be a community project there needed to be representation from the community as well as from KMC.

All of those who attended the meeting were emailed on more than one occasion to seek volunteers. As there was no response, articles appeared in The Week In and Keynsham Voice freebie papers and we have put out an appeal on the local Community Radio Station. The latter has been broadcast on a number of occasions but regrettably all of this effort has produced no response. Having discussed this with our Minister, we have reluctantly concluded that as there is not the required support from the community we cannot proceed. We therefore propose to bring this to the members of the Church Council on 20th February with the recommendation that we consider as an alternative using the land as a wildflower garden".

RECOMMENDED:

To receive and note the information.

22. B&NES COUNCIL SEEKS VIEW ON "VERY DIFFICULT CHOICES" AROUND BUDGET PROPOSALS FOR 2024-25

Excerpt from B&NES Council news published 15.12.2023.

"Proposals are also being put forward which would see parking charge increases, alongside the extension of emission-based charging to across all locations in Bath, both on-street and off-street, and to Keynsham. Parking charges based on vehicle emissions are also proposed for Midsomer Norton and Radstock, where parking is currently free of charge, to an equivalent level as in Keynsham. This would also make it easier for shoppers to find parking by encouraging turnover of spaces."

Councillors and Residents are encouraged to complete the online survey in respect of the matter.

[Budget consultation 2024 to 2025 | Bath and North East Somerset Council \(bathnes.gov.uk\)](https://www.bathnes.gov.uk) The consultation concludes on 15th January 2024.

A further consultation regarding this matter will be released in the summer of 2024.

RECOMMENDED:

- (i) *To receive and note the information.*
- (ii) *To consider a response to the consultation.*

23. **VAS SIGNAGE 20 M.P.H.**

20 mph VAS signage has been requested. Also, locations of further 30 mph VAS Signage need to be recorded.

RECOMMENDED:

- (i) *To record the location of where 20 mph VAS Signage is required and to approve that an application be submitted for this signage.*
- (ii) *To record locations of where other 30 mph VAS Signage may be required in Keynsham, for submission in a future application.*

24. **POSSIBLE SOLUTIONS TO VEHICULAR ENTRANCE AND EGRESS PROBLEMS AT KEYNSHAM CEMETERY (Report attached)**

RECOMMENDED:

- (i) *To receive and note the report.*
- (ii) *To approve the proposed solution.*

25. **CORRESPONDENCE**

25.1 **B&NES EMERGENCY WINTER WEATHER ADVICE FOR BUSINESS (Advice attached)**

RECOMMENDED:

- (i) *To receive and note.*

25.2 **STREET VOTES FOR PLANNING DEVELOPMENT**

The Town Clerk has received information via SLCC regarding a Government Consultation on street votes for Planning Development. Councillors may be interested in completing this as individuals as the closing date is 1st February 2024:

<https://www.gov.uk/government/consultations/street-vote-development-orders-consultation/street-vote-development-orders>

25.3 **RURAL MARKET TOWN GROUP SURVEY – THE IMPACT OF CUTS ON LOCAL PUBLIC SERVICES 2024**

The Town Clerk has received information from RMTG regarding their survey on the impact of cuts on Local Public Services 2024. Councillors may be interested in completing this as individuals as the closing date is 2nd February 2024:

26. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 20th February 2024 at 7.30pm** in The Space, Market Walk, Keynsham.

27. 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 28 to 30 to progress financial matters.

28. 2024/2025 BUDGET (attached)

RECOMMENDED:

- (i) *To receive the budget and corresponding paperwork considering the changes required as stated at Town Council on Monday 12th December 2023.*
- (ii) *To receive a recommendation from Finance and Policy Committee to approve the final budget for 2024/2025.*
- (iii) *To approve the Earmarked Reserves Drawdown.*
- (iv) *To approve the General Reserves.*

29. 2024/2025 PRECEPT (attached)

RECOMMENDED:

- (i) *To receive the calculations for the 2024/2025 Precept based on the Budget from agenda item 28.*
- (ii) *To receive a recommendation from Finance and Policy Committee for an increase of 7% for the 2024/2025 Precept.*
- (iii) *To approve the Precept figure for 2024 – 2025.*
- (iv) *That the Precept Requirements form for 2024 – 2025 be signed by the Town Clerk.*

30. OFFICE MOVE UPDATE

RECOMMENDED:

To receive and note any updates.