



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 27th FEBRUARY 2024 commencing at 7.00pm.

Signed on 20th February 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 27th FEBRUARY 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 16th January 2024 (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

RECOMMENDED:

To receive 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 2024</u>	<u>Status</u>
Planning & Development Committee	5 th February 2024	DRAFT
Environment & Sustainability Committee	23 rd January 2024	DRAFT
Finance & Policy Committee	13 th February 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. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16TH JANUARY 2024

In accordance with the Schedule of Delegation approved under Financial Regulations January 2024, to note the delegated decision made in advance of the February 2024 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDED:

There were two payments made under delegated powers as follows:

£7757.54 to HMRC for Tax and NI payments for February 2024

£7753.82 to Avon Pension Fund for pensions contributions for February 2024

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

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 27TH FEBRUARY 2024:

FP1. UPDATES FROM THE RFO

Update regarding the transfers to the CCLA Account:

Transfers have been made from 2 bank accounts as agreed. £80,000 which is the Flagstone withdrawal. £70,000 from the Rate Reward account. We can only make payments of up to £50,000 at any one time depending on how many payments have been made that day over the 3 accounts. We will continue with the transfers until the agreed funds have been transferred.

The interest from the Flagstone investments, CCLA and bank account have been entered into Rialtas up to month 9. We did not receive the statements in time to enter them before month 10 was closed.

RECOMMENDED: *That Council receive and note the updates from the RFO.*

FP2. FLAGSTONE INVESTMENTS

RECOMMENDED:

To receive and note that:

(1) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 31.1.2024 interest accrued equates to £4,019.17

(2) Santander – 95 days’ notice at 4.7%, account opened 01.06.23 and as at 31.1.2024 interest accrued equates to £2,438.24

(3) HSBC Bank – 6 months at 5.29%, account opened 20.10.2023 and as at 31.1.2024 interest accrued equates to £1,263.80

(4) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.1.2024 interest accrued equates to £1,230.90

FP3. DRAFT COUNCIL TAX LEAFLET 2024-2025 (attached)

RECOMMENDED:

- (i) To review the Council Tax leaflet for 2024-2025 prior to publishing on B&NES and Town Council websites.*
- (ii) To note that the Finance and Policy Committee recommended the following amendments:*
 - (a) Insert Youth Festival under Youth Services.*
 - (b) Add in “Support” to the Music Festival.*
 - (c) Include Spring Show under Events.*
 - (d) In Outdoor Costs, take out staffing and vans and insert the word Maintaining.*
 - (e) Activities Expenditure, remove GWR Expenditure and insert Station Artwork.*
 - (f) Under Grants/Projects remove the word Projects. Add Environmental Grants.*
 - (g) On the budget second page insert the word “grant” after Music Festival.*
 - (h) To check with the Clerk if 23/24 budget column can be removed. “**Town Clerk’s comment - The previous year’s budget has historically been included in the tax leaflet and is an auditor’s recommendation. It also follows the format of the end of year AGAR (which is a public document), hence the Clerk recommends that this column is not removed**”.*
- (iii) That with the above amendments Council approve the Council Tax leaflet.*

FP4. POLICIES (attached)

RECOMMENDED:

To review and receive a recommendation from Finance and Policy Committee to approve the following policies with the following amendments/additions:

- (i) **Adverse Weather Policy.***

In respect of this policy the F & P Committee recommended that item 5.5 be amended to read “The Town Clerk to make the decision on sending staff home and inform the Councillors of the decision”.
- (ii) **Petty Cash Policy and Procedure.***

In respect of this policy the F & P Committee recommended that under item 2.7 that the word “VAT” be added before the word receipt (referenced throughout 2.7.)

FP5. ANNUAL FINANCIAL RISK MANAGEMENT REVIEW 2024 -2025 (attached)

RECOMMENDED:

To review and receive a recommendation from Finance and Policy Committee to approve the Annual Financial Risk Management Review Document 2024 - 2025 with the following amendments/additions:

- a. Top of page 3 – remove spouse and insert anyone.
- b. Page ten – Has the investigation of the key man been completed? *The Clerk confirms that the investigation has been completed and there is insurance cover in place in respect of all Officers (including the Town Clerk and Deputy Town Clerk) covering absolute bodily injury, absolute breach of contract, bribery and commissions.*

FP6. INTERNAL FINANCIAL CHECKS (attached)

RECOMMENDED:

- (i) *To receive and approve the forms for the monthly and quarterly checks to be completed by the Finance and Policy Committee.*
- (ii) *That RFO to sign that the tasks have been completed, the Clerk to confirm and two Councillors to countersign.*

FP7. DEBTORS LETTERS (attached)

Attached are 3 letters required to reduce the Councils Debtors in line with the Bad Debt Policy. They are as follows:

- (i) *Debt Letter 45 Days.*
- (ii) *Debt Letter 60 Days.*
- (iii) *Debt Letter 90 Days.*

RECOMMENDED:

- (i) *To receive and note the debtor letters.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to add the following additions to the 60 day and 90 day letters.*
 - a) *In the 60 day letter include a warning of we will no longer be able to do business with you if the invoice is not paid.*
 - b) *In the 90 day letter include “The Council will no longer be doing business with your Company”.*
- (iii) *That with the additions to approve usage of the letters in conjunction with the Bad Debt Policy.*

FP8. CHANGING BANK ACCOUNTS (attached)

RECOMMENDED:

- (i) To receive the paper regarding the changing of the bank accounts.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve to change banks.*

FP9. CIL PAYMENT

The following CIL Payment Notification has been received from BANES:
1 payment request of £ 3,560.99 to the B&NES Finance Team for a CIL payment to Keynsham Town Council in respect of application 17/00985/FUL 73 Bath Road Keynsham which is instalment 1 of 1.

RECOMMENDED:

To receive and note the CIL Payment Notification.

FP10. TRIPOD LADDER (attached)

RECOMMENDED:

- (i) To receive and consider the attached 3 quotes.*
- (ii) To receive a recommendation from the Finance and Policy Committee that quote 1 be accepted.*

FP11. MENTORING FOR YOUTH LEADER (attached)

RECOMMENDED:

- (i) To receive and consider the attached two quotes together with the Youth Leaders statement.*
- (ii) To receive a recommendation from the Finance and Policy Committee that the following points are instigated before any decision is made in respect of this matter.*

The Committee would like to view the following documents before making a decision:

- (i) The existing contract in place for mentoring.*
- (ii) The details on the SLA in place currently with Youth Connect Southwest.*
- (iii) Youth Leader's terms and conditions of employment.*
- (iv) A report from the Town Clerk including a recommendation.*

FP12. REGISTRATION SOFTWARE FOR YOUTH (attached)

RECOMMENDED:

- (i) To receive the 3 quotes.*
- (ii) To receive a recommendation from the Finance and Policy Committee that the following points are instigated before any decision is made in respect of this matter.*

- a) More information is required on quotes 2 and 3.

- b) That the Town Clerk to find other Councils who use the software for recommendations.

FP13. PICNIC IN THE PARK (draft budget attached)

The EATH Committee would like to hold a Picnic in the Park for the residents of Keynsham, similar to the Coronation Event in 2023, which was extremely well attended and received lots of positive feedback.

The budget for the Coronation was £10,000 which was a one-off and it is appreciated that this isn't a realistic budget for a general event.

The attached budget shows that for sufficient security and first aid provision for an event, along with the amenities required, the budget needs to be £6000, currently £3000 was agreed.

Please could a further £3,000 from earmarked reserves be considered to make this event achievable.

RECOMMENDED:

- (i) To receive the budget from EATH.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the additional funding of £3,000 from EMR.*
- (iii) To receive a recommendation from the Finance and Policy Committee that there be no commitment for a Picnic in the Park in 2025.*

FP14. STRUCTURAL INSPECTION OF UNIT 11A BURNETT BUSINESS PARK (attached)

RECOMMENDED:

- (i) To receive the one tender received for the structural inspection.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept the quote.*

FP15. PRS LICENCE

To be able to listen to KTCRfm the Council will need to purchase a PRS Licence. As we are granting the Station funding the staff would like the opportunity to listen to the Station whilst in the office especially as they will be fundamental in producing the content from the Council. As visitors come into the office, we can show we are supporting the local radio station and hopefully bring in more listeners to the station. The PRS Licence costs £254.12 + VAT a year.

RECOMMENDED:

- (i) To note the information regarding the PRS licence.*
- (ii) To receive a recommendation from the Finance and Policy Committee that*

the purchase of the PRS license is not approved on the grounds the Committee believe it is unprofessional to have a radio on where the public enter the premises and telephone calls are received regarding the Cemetery.

FP16. DOODLE POLL

Doodle poll is a good way of arranging meetings without the need of lots of emails. The cost of Doodle Premium is £7.71 for 5 users a month. The Officers have been using the free Doodle, but you can only use it for so long.

RECOMMENDED:

- (i) To receive and note the information regarding the Doodle Poll.*
- (ii) To receive a recommendation from the Finance and Policy Committee that the monthly cost of £7.71p for Doodle Poll be approved and that the Council sign up for a Doodle Poll account.*

FP17. SYCAMORE TREE FOX AND HOUNDS LANE

NOTE: Item FP17 to be considered in conjunction with item 14 on the agenda.

We have received this email from our insurance brokers giving clear requirements from our insurer that we must remove the tree notwithstanding any wishes of FHLAG to resist the demand of the neighbour, through their insurers, to remove it. Council has resolved already to remove the tree and use BANES tree services for the removal, and we have a quote for it of £1850 plus VAT.

“Hi Alan,

I hope you’re well.

I refer to the claim above.

Your insurers have responded as follows:

“Costs incurred by our insured to undertake any works and/or the removal of their own tree are not recoverable under the terms of this policy and/or under the Claimant’s insurance policy. As our insured is the owner of the tree, they are liable for any costs incurred for the removal of their own tree.

We remind our insured that they have a duty to maintain their property in good order and to be aware of any nuisance which may arise. As the third party have put them on notice of damage being caused and whilst they may not be liable for the damage, they are now in an actionable position should they fail to abate the nuisance and minimize the damage.

We appreciate your assistance and wait confirmation that our insured has now taken necessary steps.”

RECOMMENDED:

- (i) *To receive and note the correspondence from the Council’s insurers.*
- (ii) *To accept the Town Council’s Insurance Broker’s advice and proceed with removal of the tree which will be undertaken by B&NES Arboricultural Team.*

14. FHLAG DRAFT MINUTES OF THE MEETING ON 18TH JANUARY 2024

RECOMMENDED:

- (i) *To receive and note the minutes.*
- (ii) *To note and consider the item 4.3 on the agenda.*

15. SECTION 106 ALLOTMENT MONIES EXPENDITURE UPDATE

RECOMMENDED:

- (i) *To note the following expenditure:*
 - MH Landscaping for hedge cutting at Park Road, Allotments in the sum of £720.00.*
 - Scotty’s Gate – Supply, fix, galvanize and powder coat a pedestrian gate at Park Road, Allotments 50% deposit in the sum of £715.00*
 - Scotty’s Gate – Supply, fix, galvanize and powder coat a large mesh gate at Park Road, Allotments 50% deposit in the sum of £975.00*
- (ii) *To note that the sum of £10,924 is outstanding in respect of the Section 106 allotment funding.*

16. EXPENDITURE BY THE TOWN CLERK IF A CRISIS SHOULD ARISE.

RECOMMENDED:

To receive a recommendation from the Community Resilience Working Party that the Town Clerk have unlimited spending powers in consultation with one Councillor that is a signatory to the Town Council bank account should the need arise in a crisis.

17. SCHEDULE OF INVOICES DUE FOR PAYMENT – FEBRUARY 2024 (MONTH 11)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

18. DRAFT ANNUAL REPORT 2023/2024 (attached)

RECOMMENDED:

To approve the Draft Annual Report for publication and presentation at the Annual Town Meeting on 18 April 2024.

19. GUEST SPEAKER(S) FOR ANNUAL TOWN MEETING

The following suggestions have been made for guest speakers at the Annual Town Meeting:

CEO B&NES Council

CEO Curo Housing

Ian Carter – Retired Scout Leader and Trainer

Imogen Colley – Village Community Engagement Officer for St. Monica's Trust who oversees all resident wide range of amazing diverse facilities.

RECOMMENDED:

- (i) *To suggest/consider speakers for the 2024 Annual Town meeting on Thursday 18th April at 7.30 p.m in The Space.*

20. CIL EXPENDITURE APPLICATIONS 2024 – 2025

RECOMMENDED:

- (i) *To note that no CIL Expenditure applications have been received.*

21. PICNIC IN THE PARK – EVENT- SATURDAY 22ND JUNE 2024

RECOMMENDED:

To receive a verbal update from members of the EATH Committee.

22. B&NES LOCAL PLAN OPTIONS 12TH FEBRUARY - 25TH MARCH – 8 APRIL 2024 (8 WEEK CONSULTATION)

B&NES Council have launched their Local Plan Options Consultation that details development sites that have been put forward for more housing, shops and facilities.

Residents are urged to take part in this importation consultation for our town. The link for the online consultation is as follows:

<https://beta.bathnes.gov.uk/local-plan-options-consultation>

Keynsham Town Council staff will be holding the following drop-in sessions to provide more information and to assist those that require help with submitting online responses.

Monday 4th March 10am to 12pm at Community at 67

Saturday 9th March 9am to 1pm Farmer's Market but directing people to the display boards at the Leisure Centre

Wednesday 13th March 1pm to 3pm at Somerdale Pavilion, Terrace Suite

RECOMMENDED:

To receive and note the information above.

23. REPLACEMENT REPRESENTATIVE ON THE OUTSIDE BODY IN BLOOM COMMUNITY GROUP

RECOMMENDED:

To approve a second representative on the In Bloom Community Group.

24. VACANCY FOR SUBSTITUTE MEMBER OF THE NDP STEERING GROUP

RECOMMENDED:

To appoint a second substitute to the NDP Steering Group.

25. B&NES COUNCIL RESEARCH ON FOOD INSECURITY INTO ACTION WORKSHOP

RECOMMENDED:

- (i) To approve Cllr Martin Burton as a representative on this workshop group. Keynsham workshops to take place later in the year July onwards.*
- (ii) To decide if a second representative is required and, if so to nominate and approve a Councillor.*

26. TOWN COUNCIL INTERNAL EMAILS

RECOMMENDED:

- (i) To note that Councillors should think carefully before replying to all on internal emails.*
- (ii) To note that comments on agenda items should be sent to the Clerk of that Committee or Working Group, to ensure that Councillors do not get into lengthy email discussions regarding items that should be addressed by all Councillors at the meeting in which the agenda relates to.*

27. ITEMS FOR ACTION

NALC NATIONAL NETWORK: CLIMATE EMERGENCY (EMAIL - 08.02.24)

NALC's climate emergency network met online on 5 February 2024 to discuss the Climate and Ecology Bill, the Great Collaboration Website, the Local Net Zero Forum Task and Finish Group, and a recent roundtable for local councils that have adopted a Net Zero 2030 policy. Allan Scott Grey, political communications manager at Zero Hour, was our guest speaker and informed network members that the Climate and Ecology Bill aimed to reduce emissions consistent with limiting global warming to 1.5C and to halt and reverse nature loss. The bill was about to be reintroduced to Parliament, and

local councils could show their support by presenting motions supporting the bill and [signing the open letter](#).

Further updates were provided on the Place Based Initiative's takeover of the Great Collaboration website, including that a regional pilot was being planned in East Anglia and that four working groups had been created and from the Department for Energy, Security and Net Zero's Local Net Zero Forum Task and Finish Group, which had agreed to look into simplifying available funding streams but hadn't shown any appetite for joined up working. Network members were also encouraged to help shape the future of the network by completing the [network survey](#) by 16 February 2024 and to sign up for the Centre for Sustainable Energy's upcoming webinars [on an introduction to their Community Carbon Calculator](#) and [Community Carbon Calculator: the tool in action](#).

RECOMMENDED:

- (i) *That Councillors consider personally signing the open letter in respect of this matter.*
- (ii) *That the Town Council consider showing their support by presenting a motion of support to the Bill.*

28. NI TO LIST - 23-025 PIXASH LANE, ASHMEAD ROAD, AND ELLSBRIDGE CLOSE, KEYNSHAM.

RECOMMENDED:

To note that following Saltford Parish Council's response to the Notice of Intent Consultation above.

Saltford Parish Council supports proposed changes to 'Introduce No Parking At Any Time in lengths of Bath Road, Ellsbridge Close and Ashmead Road, Keynsham' and to 'Remove No Parking At Any Time in lengths of Pixash Lane, Keynsham', for safety reasons.

29. SEVERANCE OF THE RIVER AVON TRAIL (Plan attached)

Information from email from Anna Palmer, Chair for and on behalf of Bitton Village Residents Association to local Parish and Town Council's:

Since 2020 The River Avon Trail along the River Severn from Pill to Bath has been severed in B&NES at its boundary with South Gloucestershire. A number of representations have been made by residents to the local authorities over the past 3 years to get the route reinstated but with no success to date.

We understand that the landowner closed a 100m section of the Trail during lockdown due to anti-social behavior of people using the Railway Path. Apparently, the landowner considered the section to be a permissive path despite no signage to that effect and it being frequently used by local and long-distance walkers for many

years as a part of the well-established River Avon Trail. But now, well over a year after the last lockdown, access to this vital section of the Trail is still closed.

This means that residents of Bitton, Keynsham and the many other users from Bristol and further afield are unable to get to Saltford and Bath along the river or to cross the river to use the footpaths on either side. Walkers are now forced to divert for over a mile onto a very busy section of the Bristol Bath Railway Path from the Bitton picnic site to Saltford. Increasing use by cyclists on this route severely limits safe access and enjoyment for walkers, particularly those with young families, people with mobility issues and dog walkers. It also undermines the quality of the walking experience.

Significant public funding, including a Heritage Lottery grant, was invested to establish, sign and publicise the River Avon Trail over 20 years ago, and with the growing awareness of the importance of walking to community wellbeing it is critical that this valued route is reinstated.

We request that you address this blockage of one of the most treasured walking routes in the West of England as a matter of urgency.

We look forward to your comments and response.

RECOMMENDED:

- (i) To receive and note the email and attached plan.*
- (ii) To decide whether to respond to the email and if so, what response to send.*

30. RADIOS FOR LOCAL BUSINESSES – ASB MATTER

At a meeting held on Friday 9th February 2024, between the local shops and the Neighbourhood Police Team local shop owners expressed the need for a local radio system connecting them direct to the Police to assist with a quick response and information sharing when it comes to tackling shop lifting and ASB. The Police acknowledged that they would be happy to carry a radio that would offer such a link. The matter of funding of the radios was discussed and the following suggestions made:

Contacting Ward Councillors for a contribution.
Individual shop owners donating towards the fund.
Requesting some funds from the Town Council.

It was also suggested that the Town Council could lead on this project by managing the funding side, working with the Police to produce the right radio system, getting insurance cover for the radios, and drawing up an agreement between the Town Council and shop owner for the loan of a radio.

RECOMMENDED:

That Keynsham Town Council consider the information above and decide whether to take on this project.

31. MANAGING YOUNG PEOPLE’S BEHAVIOUR & SANCTION POLICY WITH GOOD PRACTICE GUIDELINES (Attached)

RECOMMENDED:

To approve the Managing Young People’s Behaviour & Sanction Policy with Good Practice Guidelines with the amendments by Personnel Committee.

32. CORRESPONDENCE ITEMS (Report covering all correspondence items 30.1 – 30.3 attached)

32.1 BYPASS DRAIN FAILING TO CLEAR - KNOCK-ON FLOODING TO RUGBY CLUB FIELDS

Following flooding issues recently that affected the Cemetery and surroundings areas the Town Clerk reported the issue via Fix My Street, and contacted the Drainage and Flooding Team of B&NES regarding the removal of silt in the brook on the perimeter of the Keynsham Football and Rugby Fields. This matter was also taken up by a local resident, a copy of correspondence between the resident and the Drainage and Flooding Team is attached. The resident and B&NES Team will keep the Town Clerk updated regarding this matter.

Email received from Mr T Roberts to Principal Engineer – Drainage & Flooding Highways Maintenance & Drainage, B&NES Council dated 26th January 2024

RECOMMENDED:

To receive and note the information in the email.

32.2 KEYNSHAM FOOTBALL CLUB – PARKING ISSUES

RECOMMENDED:

To receive and note the information in the email.

32.3 RE: 24-003 - KEYNSHAM AND SALTFORD AREA TRO REVIEW - INFORMAL CONSULTATION - WM / POLICE

RECOMMENDED:

To receive and note the information in the email.

32.4 KEYNSHAM HIGH STREET – LETTER FROM JACOB REES MOGG (Attached)

RECOMMENDED:

To receive and note the information in the letter.

32.5 CEMETERY BIER (History Society - email correspondence attached)

Currently the historic Cemetery Bier is stored in the Chapel at Keynsham Cemetery. This was restored in 2003 and Funeralcare Keynsham had it on loan. It was in the window of their office in the High Street for some years until they no longer wanted it and asked the Council to take it back.

There is not a lot of room in the Chapel and there are sometimes services held in there before a burial takes place, and there does not seem to be anywhere else to store it.

A funeral company in Henbury has shown an interest in the Bier, either to buy it or on loan.

However, the Bier is steeped in history, and should the Council be selling the Bier giving its provenance to the time of the beginning of the Cemetery? In addition, future generations may be disappointed that it was permanently lost having survived in ownership for nearly 150 years.

There is an article on the Bier by Keynsham Historian Michael Fitter with very interesting information. Research shows that the Somerset County Record office has an entry of the purchase of a hand cart on 16 August 1878 for £21. The original Bier was used by the workhouse until 1920.

A Keynsham resident who died in 1937 aged 93 was conveyed in the Bier to Keynsham Cemetery.



RECOMMENDED:

To consider the above information and the way forward for storing/placing of the Cemetery Bier.

32.6 HIKEYNSHAM WEBSITE

The opportunity has arisen for the Town Council to take on the HiKeynsham website which contains the Business Directory that we developed in conjunction with B&NES Council. This site also contains a great section for promoting What's On. With the HSHAZ Programme coming to an end B&NES Council have no finances or human resources to keep this site ongoing. They have offered the site to Keynsham Town Council. The annual running costs are £12 per year, and this has been paid for the next three years. The Town Clerk is of the opinion that this website will be extremely useful for the Town Council and taking on the same will ensure that the Business Directory gets added to and refreshed regularly.

RECOMMENDED:

That ownership of the site should be taken on by Keynsham Town Council and that Council approve this action.

32.7 KEYNSHAM BUS PETITION

To whom it may concern,

"My name is Lee Foster and I've started a petition to bring back the 38 bus route, which used to run from Bath to Keynsham but was cut back in 2017. I was wondering if the Town Council would be interested in getting involved with the petition and help to spread the word about it"?

RECOMMENDED:

- (i) *To receive and note the correspondence above.*
- (ii) *To decide on any course of action.*

32.8 REVOKING THE KEYNSHAM AIR QUALITY MANAGEMENT AREA (Document attached)

An email has been received from the Senior Officer – Environmental Monitoring, Bath and North East Somerset Council as follows:

I write to notify you of our intention to revoke the order named 'Keynsham Air Quality Management Area Order 2010' (a map of the Air Quality Management Area is available on our [website](#)).

Please see the attached letters for further information, full details are also available on our [revoking the Keynsham AQMA website](#).

If you wish to make any representation with regards to these proposals, please go to the [revoking the Keynsham AQMA website](#) or send your comments to environmental_monitoring@bathnes.gov.uk or Environmental Monitoring, Bath and

North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG by midday on the 11th March 2024.

RECOMMENDED:

- (i) *To receive and note the correspondence.*
- (ii) *To decide if Council wish to make a representation regarding the proposals.*

32.9 WATER HYGIENE MONITORING CONTRACT RENEWAL (Document attached)

An email has been received from the sales team of Dantek as follows:

“As I am sure you are aware, your water hygiene monitoring contract renewal is due in March 2024 so in preparation I have put together the attached contract renewal quotation for your consideration.

Included in the renewal this year are some follow-up questions to check that we have the most up to date requirements for your site. If you can review the proposal and let me know if any changes are required, I will update your quotation accordingly and send it back to you for review.

I would like to take this opportunity to thank you for using Dantek this year. I hope that everything has gone well from your point of view and that we can continue to work with you for the year ahead.

If you would like to proceed with your renewal or have any questions, please do not hesitate to contact”.

RECOMMENDED:

- (i) *The information above and attached be received and noted.*
- (ii) *That a verbal update be received from the Town Clerk and the Town Clerk have delegated power to deal with this matter.*

33. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council’s next meeting is **Tuesday 19th March 2024 at 7.30pm** in the **Baptist Church, High Street, Keynsham.**