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Dear Councillor

You are summoned to attend a meeting of KEYNSHAM TOWN COUNCIL to be held in the BAPTIST CHURCH, HIGH STREET, KEYNSHAM on TUESDAY 19th MARCH 2024 commencing at 7.30pm.

Signed on 12th March 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 19th MARCH 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. DISPENSATION (Town Clerk to Present Form at Meeting)

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:

That a blanket dispensation to cover all Councillors is received and accepted to cover items number 14 - 17 matters relating to the Local Plan Options Consultation.

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 27th February 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. 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 2024</u> | <u>Status</u> |
|----------------------------------|-----------------------------|---------------|
| Planning & Development Committee | 4 th March 2024 | DRAFT |
| Grants Committee | 6 th March 2024 | DRAFT |
| EATH Committee | 6 th March 2024 | DRAFT |
| Finance & Policy Committee | 12 th March 2024 | DRAFT |
| Youth Strategy Working Party | 2 nd March 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 27TH FEBRUARY 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:

To note that there were no delegated actions.

12. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 12TH MARCH 2024:

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 19TH MARCH 2024:

FP1. UPDATES FROM THE RFO

We have received the date of the 9th April 2024 for the year end closedown with Rialtas.

The Internal Auditor visited on Friday 1st March; report to follow.

We have worked very hard to reduce the Debtors on Rialtas and have set up a new process that follows the Bad Debt Policy.

The Asset Register on Rialtas is near completion. We have completed an Audit of the Councils assets and removed assets that are no longer in use and included all new assets that were missing.

RECOMMENDED:

To receive and note the update.

FP2. FLAGSTONE INVESTMENTS

RECOMMENDATION:

To receive and note that:

(1) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 29.2.2024 interest accrued equates to £4,249.31

(2) Santander – 95 days' notice at 4.7%, account opened 01.06.23 and as at 29.2.2024 interest accrued equates to £2,735.99

(3) HSBC Bank – 6 months at 5.29%, account opened 20.10.2023 and as at 29.2.2024 interest accrued equates to £1,588.44

(4) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 29.2.2024 interest accrued equates to £1,562.30

FP3. MATURED FLAGSTONE INVESTMENTS

The following Flagstone Investments mature on the 5th April and 22nd April 2024 respectively:

| | | |
|--------------------|-----|---------|
| Aldermore Bank Plc | 18m | £80,000 |
| HSBC Bank Plc | 6m | £80,000 |

The Clerk will check for new opportunities on the day of the meeting and will bring them to the meeting.

RECOMMENDED:

- (i) To receive any investment opportunities provided by the Town Clerk.*
- (ii) To receive a recommendation from the Finance & Policy Committee on whether to accept the investment opportunities.*

FP4. BARCLAYS BUSINESS DEBIT CARD

A couple of the new bank signatories are required to apply for a debit card to be able to log into the bank account and release payments. Barclays recommend 2 cardholders. The other signatory will have read access to the current account.

RECOMMENDED:

- (i) To decide on which two Councillors will be card holders. The card holders will be required to come to the office (sometimes at short notice) to authorise payments in the Bank with the Town Clerk.*
- (ii) For the agreed Councillors to sign the Barclays Board Resolution.*

FP5. 2024-2025 FEES AND CHARGES (Attached)

- a) Cemetery Fees*
- b) Manor Road Football Fees (2024-2025 charges information attached)*
- c) Photocopying Fees*

RECOMMENDED:

- (i) To receive and note the fees and charges as proposed for the Cemetery, Manor Road and Photocopying.*
- (ii) To consider the recommendation from Finance and Policy Committee as follows: Cemetery – increase of 5% for In Parish Charges and 5% for Out of Parish Charges.*
- (iii) That there be no increases to the Manor Road Football charges.*
- (iv) Printing – that printing fees increases by 2 pence across the board.*
- (v) To approve the 2024-2025 Fees and Charges for a – c above.*

FP6. KEYNSHAM TOWN COUNCIL INVESTMENT STRATEGY & POLICY (attached)

This Strategy is to be reviewed by the Finance & Policy Committee and Town Council at their meetings in March 2024, as amendments have been made to the Investment Policy adopted on 19th September 2017, in time for it to be adopted by Council at its Annual Meeting on 9th May 2024.

RECOMMENDED:

- (i) To receive and note the Keynsham Town Council Investment Strategy & Policy.*
- (ii) To note that the document is to be adopted at the May Annual Town Council meeting.*

FP7. WORKNEST H & S AUDIT FEBRUARY 2024

Town Clerk Report

To note that the Audit Report is now filed online via the WorkNest portal. All aspects of the Health and Safety Audit were completed successfully apart from the actions below:

- Arrange for an annual service inspection of the emergency lighting system for the office and Manor Road – to be completed by 26th May 2024. This is currently being actioned by staff.
- Carry out or commission a specific fire risk assessment. I am aware that fire risk assessments are in place but in my opinion not sufficient for the office and Pavilion, only suitable for very low risk buildings – to be completed by 26th May 2024. This is currently being actioned by staff.
- Ensure fixed wiring tests are carried out at relevant sites except the office as the certificate for the office was shown on day of audit and not due til 2025 – to be completed by 26th May 2024. This is currently being actioned by staff.
- Recommend a more suitable probe for testing Legionella water temperatures as existing probe is not accurate – to be completed by 26th May 2024. This is currently being actioned by staff.

RECOMMENDED:

To receive and note the WorkNest H & S audit report details from February 2024.

FP8. INTERNAL AUDIT FEBRUARY 2024 REPORT AND RECOMMENDATIONS (attached)

RECOMMENDED:

To receive and note the Internal Audit Report from February 2024.

FP9. BENCH SLATS (attached)

See the attached paper and quotes for information regarding the purchase of slats for broken benches.

RECOMMENDATION:

- (i) To receive the paper and the quotes.
- (ii) To recommend to Council to accept quote 1.

FP10. FUNDING FOR KEYNSHAM MAKESPACE

The following has been received from B&NES:

“We would like to suggest that KTC uses the £7,750 underspend from the Movement Insights Commission towards the Local Cultural Programme legacy, we suggest it could be spent on the following items:

1. *Towards future running costs of MakeSpace e.g. utilities, ad hoc repairs etc.*
2. *Towards future artists residencies in MakeSpace e.g. £500 artists stipends, if you hopefully continue that programme.*
3. *Towards a launch event when KTC take on MakeSpace.*
4. *Towards electricity costs for the light art installation (uses electricity from MakeSpace, will be low cost as all LEDs and on a timer)”.*

RECOMMENDATION:

To receive a recommendation from the Finance & Policy Committee in respect of the spending of the funding above.

FP11. REGISTRATION SOFTWARE FOR YOUTH

RECOMMENDED:

To receive a recommendation from the Finance & Policy Committee in respect of this matter.

FP12. CEMETERY LEAFLET (attached)

RECOMMENDED:

- (i) *To review the Cemetery Leaflet.*
- (ii) *To receive a recommendation from the Finance & Policy Committee to approve the Cemetery Leaflet with the following amendments additions, the front cover be option 1 and to change the photo depicting the old section of the Cemetery.*

FP13. AVON PENSION FUND NET – ZERO (attached)

See attached information received from the Avon Pension Fund regarding Net Zero.

RECOMMENDED:

To receive and note the information provided by the Avon Pension Fund.

13. SCHEDULE OF INVOICES DUE FOR PAYMENT – MARCH 2024 (MONTH 12)
(TO FOLLOW)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

14. B&NES LOCAL PLAN OPTIONS CONSULTATION

RECOMMENDED:

That the decision in respect of the responses for the Local Plan Options Consultation be delegated to the Planning and Development Committee at the meeting on 25th March 2024 (all Councillors to be invited).

15. SALTFORD PARISH COUNCIL'S RESPONSES TO THE B&NES LOCAL PLAN
OPTIONS CONSULTATION (attached)

RECOMMENDED:

To receive and note the document.

16. SALTFORD PARISH COUNCIL AREA OF GREAT LANDSCAPE VALUE
(attached)

RECOMMENDED:

To receive and note the document.

17. SALTFORD ENVIRONMENTAL GROUP'S RESPONSES TO THE B&NES LOCAL
PLAN OPTIONS CONSULTATION (attached)

RECOMMENDED:

To receive and note the document.

18. NOTICE OF INTENTION – TEMPORARY CLOSURE OF PUBLIC FOOPATH
BA27/30 – MANOR ROAD WOODLAND (attached)

RECOMMENDED:

To receive and note the notice.

19. PETTY CASH POLICY AND PROCEDURE (attached)

RECOMMENDED:

That the Petty Cash Policy and Procedure be approved and signed by the Chair with the amendments from the February Town Council meeting below:

“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.)”

20. **MAKESPACE AGREEMENT (to follow)**

RECOMMENDED

To receive, note and approve the MakeSpace Agreement.

21. **BUS SERVICE CHANGES IN THE WEST OF ENGLAND AREA (attached)**

See also item 31 - WESTlink service changes.

RECOMMENDED

To receive and note the information in respect of the summary of forthcoming bus service changes in the West of England area from 7th April 2024.

22. **BRISTOL RD & STATION RD - PROPOSED 20MPH SPEED LIMIT (attached) & Response from Ward Councillor Hale**

Cllr A Hale has responded to the proposal as follows:

“I am happy to accept the Station Road amendment.

I do not agree with the 20 on the complete length of Bristol Road but would accept the High St 20 extended into Bristol Road to a point adjacent to St Dunstan’s Church. I believe that we will create a speeding problem with the proposed extension, because currently some will obey the 30 limits whilst others will exceed the 30 by perhaps 30% but if it is a 20 limit then those drivers will be exceeding the limit by 100%. Bearing in mind there is a definite absence of Roads Policing by Avon and Somerset Police, and the speed detection team will only attend infrequently as it will be the motorcycle unit of which there are I believe only three for the whole of A&S. There is no obvious site for the van to safely stand”.

Note response needs to be B&NES by 20th March 2024.

RECOMMENDED:

(i) To receive and note the information attached and above.

(ii) To confirm to B&NES as to whether Council are happy with the proposal or if Council would like any amendments made.

23. **SEVERANCE OF THE RIVER AVON TRAIL (plan attached – Saltford PROW)**

To note that the following information has been received from the Technical PROW Officer of B&NES Council as follows:

“I can confirm that the section of path is a public footpath (our reference BA27/41). It is not a permissive path, and I can see no reason why it is being persistently blocked.

This issue has been logged by the Public Rights of Way Team. All issues are prioritised and dealt with in priority order as resources allow”.

RECOMMENDED

To receive and note the information.

24. REVOKING THE KEYNSHAM AIR QUALITY MANAGEMENT AREA – FURTHER INFORMATION

An email has been received for the Senior officer – B&NES Environmental Monitoring (air quality) in response to an email sent by Cllr D Biddleston, as follows:

“The reductions of nitrogen dioxide in Keynsham are likely due to a few reasons, however, the main ones being the introduction of the one-way system along Keynsham High Street and the natural upgrade of fleet to less polluting vehicles.

I note your concerns regarding concentrations of pollutants along Bath Hill. We have a mobile monitor that measures hourly concentrations of nitrogen dioxide and particulate matter, we could look to install this monitor along Bath Hill. Did you have a particular location in mind? Additionally, we have also monitored pollutant concentrations along Keynsham High Street with this monitor, the results are currently being finalised, however, we can share this with you once complete.

RECOMMENDED:

- (i) To receive and note the information.*
- (ii) To receive any further updates.*

25. SHOP FRONT SIGNAGE – ENFORCEMENT

Planning Enforcement have/have had cases to investigate the potentially unauthorised advertisements at the three sites.

41 High Street

Contact has been made with the responsible party and we are now in discussions to resolve the breach. There is no further update on this matter at present, but you will be kept updated as the case progresses.

9 High Street

This case is allocated to an Enforcement Officer. This Enforcement Officer is presently on sabbatical, and the Enforcement Department have been unable to backfill this role as of yet. This means that the case has not yet been allocated to another Officer. However, it has been recorded that a site visit has been made and the landowner advised that the advertisements would require consent.

Keynsham Town Council are already listed as a complainant on the case file, and we will be updated as the case progresses.

19 Temple Street

The Enforcement Team understand that there may be more than one Turkish Barbers operating in the area. An enforcement officer has recorded the following update on 22.06.2023. A site visit has been conducted and the owners have been informed that advertisement consent would be required. However, an application was not forthcoming, and as it was determined that further action would not be expedient, the case was closed in July 2023.

RECOMMENDED:

To receive, note and if required comment on the information.

26. CHRISTMAS LIGHTS 2024

The Town Council has heard that following the B&NES budget a decision has been made and confirmed that Christmas Lights within the Town Councils has been removed from the B&NES budget.

The Head of Services – City & Town Centre Management B&NES Council has spoken with Highways colleagues and, should any Town or Parish Council wish to use any Council infrastructure, their contract must remain with Field & Lawn, as this companies light decorations have been checked and verified by Highways, who do not have the resource to undertake checks on a new supplier. Installation will also need to be undertaken by B&NES contractor, Volker Highways. The B&NES community engagement team of B&NES have agreed to be your point of liaison between Town and Parish Council's and our highways team.

The Town Clerk together with several Parish Clerks have challenged the information above and a meeting has been called for Wednesday 13th March 2024.

RECOMMENDED:

That Town council receive and note the above information together with a verbal report from the Town Clerk.

27. RMTG NET ZERO CASE STUDIES

The RMTG Roundup bulletin is a great opportunity to share best practice between member councils. For the next edition, they would love to hear about any projects or actions that your Town or Parish Council have taken to tackle the climate emergency.

Please submit any case studies by Wednesday 20th March for inclusion in the next RMTG bulletin.

RECOMMENDED:

To receive and note the above.

28. VICTIM SUPPORT (letter attached)

An email has been received to make the Town Council aware of the help available from the charity Victim Support to those in our parish who have been affected by crime and to ask if Keynsham Town Council are interested in supporting this work through a council donation.

An information sheet which gives more details about what they do and how a donation could help local people is attached.

The organisation has said that they would be happy for one of their team to attend a Council meeting.

RECOMMENDED:

(i) To receive and note the information.

(ii) That the organisation applies for a Town Council grant or alternatively Council considers giving a donation.

29. CHANGE OF DATE FOR THE GRANTS PRESENTATION EVENING

RECOMMENDED

To consider a date change for the Grants Presentation Evening to 11th July to avoid a B&NES Council meeting.

30. KTCRfm AGREEMENT (to follow)

RECOMMENDED:

To receive, note, consider and approve the KTCRfm Agreement.

31. WESTLINK SERVICE CHANGES

Details as previously circulated to Councillors.

RECOMMENDED:

To receive and note the information.

32. DATE OF NEXT MEETING

RECOMMENDED:

*To note that the date for the Town Council's next meeting is **Tuesday 16th April 2024 at 7.30pm** in The Space, Market Walk, Keynsham.*

33. 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 34 – 35 due to financial matters and personal details.

34.

FP14. EMPLOYEE HANDBOOK (attached relevant page)

To consider this matter in conjunction with FP14 below.

Updates have been made to the Employee Handbook in line with the Adverse Weather Policy.

RECOMMENDATION:

- (i) To receive and review the Adverse Weather page within the Employee Handbook.*
- (ii) To receive a recommendation from the Finance & Policy Committee to approve the Adverse Weather page within the Employee Handbook.*

FP15. ADVERSE WEATHER POLICY (attached)

RECOMMENDED:

- (i) To receive and review the Adverse Weather Policy with the changes included from the March Council meeting.*
- (ii) To receive a recommendation from the Finance & Policy Committee to approve the Adverse Weather Policy.*

FP16. MENTORING FOR YOUTH LEADER

This matter was discussed in full under exclusion of press and public at the Finance and Policy Committee meeting on 12th February 2024 with members of the Personnel Committee in attendance.

RECOMMENDED:

To receive a recommendation from the Finance and Policy Committee and Personnel Committee in respect of this matter.

35. **GOOD CITIZEN NOMINATIONS (Nominations attached)**

RECOMMENDED

To consider and make a decision in respect of the Good Citizen Awards 2023-2024.