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Dear Councillor

You are summoned to attend the meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 23rd JULY 2024 commencing at 7.00pm.

Signed on 16 July 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 23rd July 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 18th June 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. **PRESENTATION ON KEYNSHAM REGENERATION ACTION PLAN
(Presentation slide circulated)**

To receive a presentation by Caroline Lightfoot and Megan Usher from B&NES Council Sustainable Communities Directorate Team.

9. **KEYNSHAMNOW**

RECOMMENDED:

To receive and note the report from KeynshamNow.

10. **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.

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

RECOMMENDED:

To receive and note any reports.

12. MINUTES OF COMMITTEE MEETINGS (previously circulated)

<u>Committee</u>	<u>Date 2024</u>	<u>Status</u>
EATH	3 rd July 2024	DRAFT
Planning Committee	8 th July 2024	DRAFT
Environment & Sustainability Committee	28 th May 2024	APPROVED
Environment & Sustainability Committee	9 th July 2024	DRAFT
Finance & Policy Committee	16 th July 2024	DRAFT
Capital Projects Committee	13 th May 2024	APPROVED
Capital Projects Committee	25 th June 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.*

13. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 16TH JULY 2024

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 23RD JULY 2024: -

FP1. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18TH JUNE 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:

- (i) *To note the following payment*

The sum of £7,810.42 to HMRC in respect of TAX and NI payments- delegated power to spend requested to avoid late payment penalty fee.

- (ii) *To approve the delegated payment.*

FP2. UPDATES FROM THE RFO

- a) Answers to questions from the June meeting:
 - (i) The 2 invoices for Scotty's Gates. One is for the single gate, and one is for the double gate.
 - (ii) The Officers have attended courses for agenda and minute writing. There are no strict rules regarding agenda writing except the legalities which are standing items on our agendas.
 - (iii) The procurement policy is part of the Financial Regulations item 5.

- (iv) The Council does have a Publication Scheme.
 - (v) Can SoVision see our Data? SoVision has responded with their security and data privacy policy (attached commercial in confidence).
 - (vi) Is our personal data on the Cloud? SoVision has responded with their security and data privacy policy (attached commercial in confidence).
 - (vii) The insurance policy has been checked by the RFO and the Assistant Clerk and it states replacement of contents is as new value.
 - (viii) ALCA advice on depreciation sought. RFO emailed ALCA and is still awaiting a response.
 - (ix) Question: Procurement Strategy - Should we be ensuring Vendors meet our diversity policy should we enter an amount over like £5,000? It is sometimes difficult getting tenders over £5,000 and putting more restrictions would decrease the number of tenders received even further.
 - (x) Blinds for MakeSpace 2 quotes requested see item FP9.
 - (xi) There is a loop in The Space. 3 quotes for a loop in MakeSpace see item FP8.
 - (xii) At present the Youth Mentors do not provide feedback to the Clerk. In the new tender document, a clause has been included for regular feedback to the Clerk.
- b) The Unity Bank accounts have now been opened. The corporate card which replaces the debit card has been applied for. As soon as the card arrives, we will instruct Unity Trust to carry out the account transfers.
- c) Update from Capital Projects: Councillor requested cushions for the chairs in MakeSpace and chairs with arms. After a discussion with the Clerk, it has been suggested we can use chairs from the meeting room of the office for Council meetings in the MakeSpace building. There is no storage for chairs with arms in Makespace due to the room being used by the community for numerous functions.

RECOMMENDED:

To receive and note the RFO's updates.

FP3. BUDGET REVIEW REPORT MONTH 3 (Attached)

RECOMMENDED:

To receive and note the Budget Review report.

FP4. FLAGSTONE INVESTMENTS

RECOMMENDED:

To receive and note that:

- (1) Santander – 95 days' notice at 4.7%, account opened 01.06.23 and as at 31.5.2024 interest accrued equates to £3,711.11.
- (2) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.5.2024 interest accrued equates to £2,639.34 (matures on 25th July 2024)

RECOMMENDED:

- (1) To consider this recommendation in conjunction with the information in item FP5.

(2) To decide whether to re-invest the £80,000 currently in the Aldermore account. The Town Clerk will verbally update on re-investment options (including interest rates) that are available as of 23rd July 2024.

Or

To withdraw the funds and interest and invest the £80,000 in the CCLA Public Sector Deposit Fund. The average Fund yield for the period 31st May 2024 to 30th June 2024 was 5.20% p.a.

FP5. FLAGSTONE SANTANDER RATE DECREASE

The following information regarding our Santander investment has been received:

On **18th October 2024**, the interest rate on your Santander International 95-Day Notice account will decrease to **4.20% Net, 4.28% AER**.

If you'd like to move your funds into a different savings account, simply:

- ◆ log in to Flagstone
- ◆ return the funds to your holding account
- ◆ choose a new savings account that suits you

RECOMMENDED:

To receive a recommendation from the Finance and Policy Committee that the Santander investment be cashed in and moved to the CCLA account, giving the required 95 days' notice.

FP6. HEALTH AND SAFETY POLICY (Attached)

Town Clerk's comments for information:

In respect of the recommendation (ii) below. This matter is covered within the Town Council's Social Media and Electronic Communications Policy which is due for review by the full Council. Do Council want to review this policy before adding a clause to the Health and Safety Policy?

In respect of the recommendation (iii) below. This matter is covered within the Town Council's Equality and Diversity Policy that was approved by full Council in April 2024. Do Council want to review this policy before adding a clause to the Health and Safety Policy?

RECOMMENDED:

- (i) To receive and consider the Health and Safety Policy from WorkNest.*
- (ii) To receive a recommendation from the Finance and Policy Committee that the Town Clerk contact the Town Council external H & S advisors asking whether a clause in respect of verbal assault via social media or email can be added.*
- (iii) To receive recommendation from the Finance and Policy Committee that the Town Clerk contact the Town Council external H & S advisors asking whether sexual harassment can be included as part of the Health and Safety Policy as currently this is not mentioned within the Health and Safety Policy.*

FP7. CIVILITY AND RESPECT PLEDGE (Attached)

The Council has previously signed up to the Civility and Respect Pledge in the last Council and has been marked on the map <https://www.slcc.co.uk/news-publications/civility-respect-pledge/>.

The attached is a reminder for existing Councillors and information for new Councillors.

RECOMMENDED:

- (i) To note that the Civility and Respect Pledge was made by full Council on 18th October 2022 Town Council minute number 120.*
- (ii) To note that an email was received by the Town Clerk from NALC requesting that Councils that are not signed up to pledge do so and suggesting that if a Council has new Councillors elected that the pledge be promoted to them.*
- (iii) To note that this is a national Parish and Town Council pledge and hence not a Policy. Keynsham Town Council is shown on the national Civility and Respect map as being a Council that has resolved the pledge.*

FP8. FIXED WIRE LOOPED HEARING SYSTEM (Attached)

RECOMMENDED:

- (i) To receive and consider the three quotes for the wire looped hearing system for MakeSpace.*
- (ii) To note that the Finance and Policy Committee have approved quote 1.*

FP9. BLINDS FOR MAKESPACE (Attached)

RECOMMENDED:

- (i) To receive and consider the two quotes for the window blinds for MakeSpace.*
- (ii) To receive and consider the window cover for the door to MakeSpace.*
- (iii) To note that the Finance and Policy Committee have approved quote 1.*

FP10. RE-FIXING 4 HIGH MEMORIALS (Quotes attached)

A number of high memorials were tested at the Cemetery by Memsafe on 24 June and 5 memorials failed the safety test and need to be refixed. These are all older memorials and there is no contact for the graves to advise of the situation. The Town Council as the Burial Authority for the Cemetery are therefore responsible to arrange for the refixing of these headstones.

A quote has been received from local Masons WW Memorials as attached (3 quotes)

RECOMMENDED:

- (i) To receive and note the quotes.*
- (ii) To note that the Finance and Policy Committee have accepted and approved the quotes from W & W Memorials.*

FP11. INSURANCE 2024-25 (to follow)

RECOMMENDATION:

In 2023 the Council signed a 3-year deal with our existing insurance company. The attached is the quote for the next year from August 2024 until August 2025.

RECOMMENDED:

As there is no Town Council meeting in August, to receive a recommendation from Finance and Policy is to give the Clerk delegated Authority with the Chair and Deputy Chair to approve the quote for the insurance.

FP12. YOUTH SERVICE EVALUATION OF KALEIDOSCOPE FESTIVAL AGREEMENT (Attached)

RECOMMENDED:

- (i) To receive and note the Agreement.*
- (ii) To note that costs associated with this Agreement are being funded through the Arts Council award funding.*

FP13. CIL COMMUNITY PROJECT APPLICATION (documents attached)

RECOMMENDED:

- (i) To receive and note the CIL application from St Francis Church.*
- (ii) To receive a recommendation from the Finance and Policy Committee that the matter be deferred for work on the CIL and Section Policy, CIL application form and the procedures for the application process.*

FP14. PURCHASES REQUIRED FROM E&S COMMITTEE

The E&S Committee has agreed to purchase 2 bird tables and 2 water butts.

The water butts can be purchased from Proper Job for £35 each.
The bird tables, which can be hung in a tree can be purchased from Amazon for £12.50 each.

RECOMMENDED:

To note that the Finance and Policy Committee have approved the expenditure on these items.

14. **FINANCIAL QUARTERLY REPORTS MONTHS 1, 2 AND 3 – APRIL, MAY & JUNE 2024 (Attached)**

- (i) Budget Monitoring (Month 1, 2 and 3 – April, May and June 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 1, 2 and 3 – April, May and June 2024)
- (iii) Balance sheet (Month 1, 2 and 3 – April, May and June 2024)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Month 1, 2 and 3 – April, May and June 2024)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 1, 2 and 3 – April, May and June 2024)

RECOMMENDED:

That Town Council receive and note the reports.

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

RECOMMENDED:

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

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

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

RECOMMENDED:

That the Schedule of Invoices due for payment be signed off by the Chair of the Finance and Policy Committee at the meeting to be held on 13th August 2024 and the BACS run be undertaken on Monday 19th August 2024. Any additional urgent payments be delegated to the Town Clerk.

17. **TERMS OF REFERENCE (Attached)**

RECOMMENDED:

- (i) *To note that a decision has been made by the E & S Committee that their Terms of Reference highlighted in blue should be re-written. This will be presented again to full Council once this has been completed.*
- (ii) *To note that no amendments to the Terms of Reference were required by the EATH Committee.*

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

The Town Council Four Year Action Plan for 2023 – 2027 updated had been reviewed.

RECOMMENDED:

- (i) *That the Town Council review the updates to the Four Year Action Plan for 2023 – 2027.*
- (ii) *That the Town Council approve the updated Four Year Action Plan.*

19. **TRIPS AND FALLS ON KEYNSHAM HIGH STREET**

Concerns were raised by the Chair of Council at the June meeting in respect of the fact that there have been another two falls in the High Street, despite recent safety improvements.

RECOMMENDED:

That Council consider this matter fully and decide on what course of action should be taken.

20. **CAPITAL PROJECTS COMMITTEE – ADDITIONAL MEMBERS**

RECOMMENDED:

*To appoint two more members to the Capital Projects Committee. The Terms of Reference state 9 members and the current members appointed are:
Cllrs S Alenshasy, M Burton, C Davis, C Fricker, A Halliday, H MacFie and A Wait.*

21. **CIL AND SECTION 106 UPDATED DATA (Attached)**

RECOMMENDED:

To receive and note the latest B&NES Council CIL and Section 106 data.

22. **FINGER POSTS MANOR ROAD TRIANGLE & ST. LADOC ROAD (Photos attached)**

To note that the finger posts above do not belong to the Town Council and hence are not on our asset register.

The Manor Road Fingerpost had its central wrought iron spindle and the pointing fingers stolen sometime back and the main structure has a reported crack and structural stability

needs to be checked by Bath and North East Somerset Council before repairs can be instigated. The costs of replacement parts and repairs will be probably be in the region of £4,000 - £5000.

There are also two very rusty, untidy fingerposts at either end of St.Ladoc Road that are also in need of refurbishment (this will just be the cost of the paint and the work can be undertaken by the Town Council GM team and any Councillors that would like to assist.

RECOMMENDED:

- (i) *To consider whether Keynsham Town Council should take on the finger post repairs/refurbishment and if so:*
- (ii) *To approve that any expenditure to achieve the repairs/refurbishment is allocated to this project from CIL funding.*

23. **CHRISTMAS TREE 2024**

There is no specific budget for a Christmas tree in the grounds of St. John's Church but there is £2750 left in this year's Christmas lights budget (we have paid up front for this year's lighting display). The cost of last year's tree was £1600 and the budget for it came from the Winter Festival budget.

RECOMMENDED:

- (i) *To decide whether Town Council will fund a Christmas tree in 2024.*
- (ii) *To approve that the expenditure comes from the Christmas Lights budget.*

24. **CREATING SUSTAINABLE COMMUNITIES FOR NORTH EAST SOMERSET - CONSULTATION**

B&NES Council have confirmed that the Creating Sustainable Communities in North East Somerset consultation has been launched: The Journey to Net Zero and the Active Travel Masterplan consultations are now live and can be found using the following links;

Creating Sustainable Communities - <https://beta.bathnes.gov.uk/creating-sustainable-communities-journey-net-zero>

Active Travel Masterplan - <https://beta.bathnes.gov.uk/active-travel-masterplan>

The consultation will run until the 20th August however, as their original email explained, they understand this may not provide adequate time to discuss the consultation content and offer formal feedback. To address this issue and ensure that all Parish Councils have the opportunity to contribute to the consultation, the deadline for Parish Councils to submit their feedback is now 5th September 2024.

Officers will also be in attendance at Parish Liaison on 17th July to give you a further opportunity to understand the purpose of these plans.

RECOMMENDED:

That the Town Council's responses to this Consultation be considered at the Planning and Development Committee meetings on 5th August and 2nd September 2024 with non Planning and Development Committee Councillors giving their input to the consultation (via email to the Town Clerk or by joining these meetings).

25. **CONSULTATION ON PARKING CHARGES TO HELP IMPROVE AIR QUALITY IN BATH AND NORTH EAST SOMERSET**

A range of parking charge proposals, including the introduction of emission-based parking charges to all B&NES Council-owned car parks where the scheme currently doesn't operate and on-street pay and display locations in Bath, are being consulted on.

A review of parking charges across Bath & North East Somerset was agreed earlier this year as part of the Council's budget.

Now people are being asked to comment on the wider roll-out of the proposals which aim to improve air quality through a major shift to sustainable transport, walking and cycling and incentives to reduce the use of more polluting vehicles.

Under the proposed changes all parking charges would see a modest increase over the next two years, as well as the introduction of parking charges for motorbikes.

Emission-based parking charges were introduced in the Council's Bath car parks last year and the Council is proposing a wider roll out of the scheme to all other Council car parks including those in Keynsham, Midsomer Norton, and Radstock, and on-street pay and display locations in Bath.

People are being asked to have their say in the consultation, which closes at **5pm on 8 August**. The Council will consider the feedback to this proposal before making the final decision about whether to implement it as council policy.

To see a full breakdown of the proposed charges and take part in the consultation please go to the Council's consultation webpage at <https://beta.bathnes.gov.uk/parkingchargereview>

If residents or other stakeholders have any questions about the proposals, or require clarification before they submit their response online, they can contact the team via email at parking_consultation@bathnes.gov.uk, and we will endeavour to respond within 5 working days.

RECOMMENDED:

To note that Keynsham Town Council will consider this consultation at their Planning and Development Committee meeting on 5th August 2024 with non Planning and Development Committee Councillors giving their input to the consultation (via email to the Town Clerk or by joining these meetings).

26 CORRESPONDENCE FOR INFORMATION

26.1 REQUEST FOR DOG WASTE BIN.

An email has been received from The Wombles (dated 23th June 2024) as follows:

'A few years ago the Town Council found some budget for a few dog poo bins in places where there was a particular problem - do you know if that might still be possible for a new location?

One of the wombles used to tie a bag to the gate on the entrance to the footpath at the top of Charlton Road, just down from the bus stop by the roundabout entrance to the Meadows estate, he would then place the full bag by the side of the road for the B&NES bin emptying team to pick up when they were passing.

Really sadly the lovely volunteer has recently passed away. The Wombles have asked B&NES to remove the last sack, but they anticipate a dog poo problem in the area if another solution isn't found.

Would Town Council be able to help resolve this issue'

The Town Council Grounds Maintenance Team have confirmed that they have capacity to be able to empty such a bin as it would be on their actual bin route and there is £1,229 left in the bin budget for 2024-2025. The cost of a new Fido 25 dog waste bin and fixing would be in the region of £200.



RECOMMENDED:

- (i) To receive and note the information
- (ii) To decide whether to purchase a new dog waste bin.

26.2 PUBLIC SAFETY AND HEALTH RISKS WITH FLOODING IN KEYNSHAM BROADLANDS PLAYING FIELDS – SILTED AND OVERGROWN DITCHES

An email (dated 19th June 2024) has been received from B&NES Flooding and Drainage Team stating the following:

'B&NES Council are committed to undertaking this work this financial year. Having reviewed the site with their contractor it is noted that a large amount of undergrowth and scrub will need to be removed to give access to the watercourse. This has necessitated a delay so that the clearance is outside of the main nesting season which runs March to August, it is expected that the work will start date in early September.

RECOMMENDED:

To receive and note the information

26.3 CAMPAIGN ON SAFETY OF LITHIUM-ION BATTERIES AND THEIR DISPOSAL
(Supporting documents attached)

An email has been received from Ron Bailey of Parliament UK dated 9th July as follows:

'Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.

Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know, lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost.

Please do get in touch if you require any further information.

I look forward to hearing from you,

Yours sincerely,

Ron Bailey'

Clause 1 would require third party *independent* approval-testing for e-bikes, e-scooters and their batteries before entering the UK market.

Clause 2: incidents of fires and harmful fumes resulting from lithium-ion batteries in waste vehicles and landfills are increasing. There are reportedly more than 200 landfill fires annually, making up 48 percent of all fires, costing £158 million and contributing significantly to pollution. This clause requires the government to establish regulations for the safe disposal of used lithium-ion batteries.

Clause 3 addresses specific fire concerns, ensuring safer access, charging, and storage of lithium-ion batteries. While an outright ban is suggested by some, conversion kits remain a financially practical solution, especially for gig economy workers reliant on sustainable transportation. Implementing a standardised approach to kits could establish design and installation controls, mitigating foreseeable risks.

Clerks Note: NALC and SLCC have pledged to support this campaign

RECOMMENDED:

To decide whether to support this campaign.

26.4 **PUBLIC ART (Report attached)**

RECOMMENDED:

To consider the contents of the report and decide any course of action.

26.5 **CHEWING GUM REMOVAL**

An email dated 15th July 2024, has been received from a Waste Education and Projects Officer from the Neighbourhood Environmental Services Team of B&NES as follows:

"I am writing to inform you that the Council waste team have secured funding from Keep Britain Tidy to help with the removal, and future prevention of chewing gum being discarded in B&NES. The bid requested that we identify four gum littering/staining hot spots. One of the areas identified was the lane between Ashton Way and the High Street in Keynsham (please see map below).



Then on 7th August cleansing operatives will clean the affected area so that it is free of all gum. Within 48 hours prevention signage (see attached) will be placed around the site. For further information on the project please follow <https://www.keepbritain tidy.org/news/1m-funding-councils-rid-our-streets-chewing-gum> .

This email is to notify you of the intended work and signage being placed in your constituency”.

RECOMMENDED

To receive and note the information.

27 **DATE OF NEXT MEETING**

RECOMMENDED:

To note that the date for the Town Council’s next meeting is **TUESDAY 17th SEPTEMBER 2024 at 7.00pm** in The Space, Market Walk, Keynsham.

PLEASE NOTE THERE IS NO TOWN COUNCIL MEETING IN AUGUST.

28 **EXCLUSION OF PRESS AND PUBLIC**

RECOMMENDED:

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of the matter to be transacted agenda items 29-32 to progress sensitive issues.

29 **INVESTIGATION AT KEYNSHAM CEMETERY (Report available at the meeting)**

RECOMMENDED:

- (i) *To consider a response to a request to undertake an investigation at the Cemetery.*
- (ii) *To consider the recommendations within the report.*

30 **SILVANUS PROJECT (Report available at the meeting)**

RECOMMENDED:

To receive, note and decide on the way forward in respect of this matter.

31 **OFFICE LEASE UPDATE**

RECOMMENDED:

To receive a verbal update from the Assistant Town Clerk.

32 **DISTRIBUTION OF CONFIDENTIAL TOWN COUNCIL PAPERWORK TO COUNCILLORS**

The matter of the method of distribution of confidential papers has arisen and Council are asked to consider the following options for future distribution.

- That confidential items be placed in the Town Councillors' SharePoint for access of such papers.
- That hard copy confidential papers be available prior to the meeting for Councillors to peruse in the Town Council office.
- That hard copy confidential papers be made available at the meeting on which they appear as an agenda item and time is given for Councillors to read each before considering.

The Town Clerk reminds Councillors that there may be occasions when due to legal sensitivity of papers they can only be presented at a meeting, in which case plenty of reading time will be provided.

RECOMMENDED:

That Council consider the above options and make a decision in respect of the distribution of future confidential papers.