



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 (ABOVE KEYNSHAM LIBRARY, ENTRANCE OPPOSITE ICELAND), MARKET WALK, KEYNSHAM on TUESDAY 18th FEBRUARY 2025 commencing at 7.00 pm.

Signed on 11th February 2025

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 18th FEBRUARY 2025

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 and the Extra Ordinary Town Council meeting held on Tuesday 21st January 2025 (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 MEETINGS (previously circulated)

<u>Committee/Working Party</u>	<u>Date 2025</u>	<u>Status</u>
Personnel Committee	9 th January 2025	DRAFT
Consultation Response Group	16 th January 2025	DRAFT
NDP	16 th January 2025	DRAFT
Capital Project Committee	21 st January 2025	DRAFT
E&S Committee	28 th January 2025	DRAFT
Planning Committee	3 rd February 2025	DRAFT
Youth Strategy Working Party	3 rd February 2025	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.*

ITEMS FOR DISCUSSION REQUIRING A DECISION:

12. BUDGET REVIEW WORKING GROUP

RECOMMENDED:

- (i) *To approve members of Working Group to review the Budget. The Working Group members to include:*

The Chair and Vice Chair of Town Council, the Chair of the Finance Committee, the Chair of Personnel Committee, plus three additional Councillors. The Clerk and RFO to be in attendance.

- (ii) *To note that this Working Group will produce an affordable version of the budget with a reduced budget of £100,000.00. This decision was made as the Precept decision is below 40.63% (balanced budget). This budget to be brought back to full Council for approval in March.*
- (iii) *This Working Group to Review the current schedule of Capital Projects for future years and set up a schedule of payments into Earmarked Reserves for large projects (>£25K).*

13. GROWING PRESSURE ON AVON PENSION FUND TO DIVEST FROM FIRMS MAKING WEAPONS USED IN GAZA (attached)

RECOMMENDED:

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

14. GOOD CITIZEN AWARDS (Report attached)

RECOMMENDED:

- (i) *To receive and note the report.*
- (ii) *That Council consider and approve a new Citizen of the Year category which would only be used occasionally and would honour those individuals who serve the community of Keynsham but do not live here.*

15. GUEST SPEAKER(S) FOR ANNUAL TOWN MEETING

To note that due to the forthcoming election of the WECA Mayor we are now in Purdah and B&NES Council Regeneration Team are no longer able to attend as guest speakers at the Annual Town Meeting.

RECOMMENDED:

- (i) *To suggest speakers for the 2025 Annual Town meeting on Thursday 17th April 2025 at 7.00 p.m. in The Space.*

16. DRAFT ANNUAL REPORT 2024-2025 (attached)

RECOMMENDED:

To approve the draft Annual Report 2024-2025 for publication and presentation to the 2025 Annual Town meeting.

17. UPDATES: LOCAL PLAN RESET AND CO-LIVING POSITION STATEMENT CONSULTATIONS

Notice of forthcoming B&NES Consultations.

1. Local Plan Reset Document and Call for Sites

As a result of changes to National Policy and the Government's proposed revised housing figure aimed at tackling the country's acute housing crisis and stimulating economic growth, B&NES are resetting our Local Plan. [This document](#) updates you on why they need to reset the Local Plan, what it means, and outlines some broad approaches to accommodating new housing, employment development, and supporting infrastructure across the district. This document also marks the re-launch of conversations and working with key stakeholders, particularly those representing local communities.

<https://www.bathnes.gov.uk/local-plan-reset-feb-2025>

Alongside publishing this update document, B&NES are running another [call for sites](#) to hear your suggestions as to potential sites we should consider for development for housing and economic uses. **The call for sites consultation closes 24th March 2025.**

2. Consultation on Draft Co-living Position Statement

B&NES are holding a 4-week consultation on our [Draft Co-living Position Statement](#). The Draft Co-Living Position Statement is not linked to the Local Plan reset.

Co-living is a relatively new model of housing with no standard policy definition. The adopted B&NES Local Plan does not currently include a policy relating specifically to

co-living schemes, against which to assess development proposals. As such, they are seeking comments on a draft position statement relating to co-living schemes, which sets out the Council's interim position on this type of development. It clarifies the position the Council will take when assessing planning applications for co-living proposals, with regards to the following topics:

- Amenity and Space standards
- Occupancy
- Sustainable construction
- Affordable housing contribution
- Community Infrastructure Levy (CIL) liability

Please respond using the [online webform](#) to provide B&NES with comments on the content of the Draft Co-living Position Statement. Please submit your comments by **4th March 2025**.

B&NES will review all comments carefully and make any relevant amendments prior to publishing the final position statement in April 2025.

If you have any queries relating to this consultation, please email planning_policy@bathnes.gov.uk.

18. VEGETATION REMOVAL – THE PADDOCK (Report & quote attached)

RECOMMENDED:

- (i) *To receive and note the report attached.*
- (ii) *To approve the quote for vegetation removal at The Paddock*

19. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21ST JANUARY 2025

In accordance with the Schedule of Delegation approved on 19th November 2024, to note the delegated decision made in advance of the February 2025 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDED:

To note that there were none.

20. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 11TH FEBRUARY 2025 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 11th February 2025 Item 20 A – M)

RECOMMENDED:

To receive and note agenda item 20 A-M.

21. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 11th FEBRUARY 2025 NEEDING DECISION:

FP1 POLICIES (attached)

RECOMMENDED:

- (i) *To receive and review the following Policies:*
 - a) *KTC Carers Leave Policy.*
 - b) *Compassionate Leave Policy.*
- (ii) *To receive a recommendation that Council approves the Policies with the following changes:*
 - Carers Leave Policy – under requesting leave paragraph the word ‘are’ is missing.*

FP2 ANNUAL FINANCIAL RISK MANAGEMENT REVIEW 2025-2026 (attached)

RECOMMENDED:

- (i) *To receive and review the new Annual Financial Risk Management document 2025-2026.*
- (ii) *To receive a recommendation from the Finance and Policy Committee that this item is deferred to March Finance & Policy meeting so the RFO can review with the Clerk and the risk matrix be updated.*

FP3 CIL SUBMISSION (also attached the CIL Policy for reference)

Several organisations have contacted the Council with requests for grants rather than a CIL suggestion. As they did not conform to the policy, we have contacted the organisations and request they apply for a grant. Cllr Burton has requested that the St Francis Church application be considered.

RECOMMENDED:

- (i) *To receive and note the CIL submission from St Francis Church.*
- (ii) *That the item be deferred.*
- (iii) *That the Policy be reviewed and returned to the Finance and Policy Committee.*

FP4 TOWN COUNCIL UTILITIES (TUS overview of services attached)

We have received correspondence from TUS Group regarding our electricity supply:

I’m one of the senior energy consultants here at TUS and I work closely with parish and town councils, reviewing ways they can reduce their utility costs (across gas, electricity and water).

As a group we’re trusted by the likes of Odeon, Virgin Care and Starbucks and have a variety of ways we can help. These range from finding you the right type of energy contracts to also advising on ways your council can go greener if relevant and reduce its

carbon footprint (exploring the likes of solar pv, heat pumps, EV charging, CHP and voltage optimisation).

Your current set-up and next steps

- With many other councils with circa 18 months to run on their current plans, quite often we're looking to help by supporting with things like early renewals and the forward buying of energy. With forecasted increases on the cards, this means we're able to take advantage of when there's dips in the market and help the council with budget certainty – avoiding having to pay more in future.
- We're also able to help green focused councils with sustainability projects too – helping you understand your usage and making informed decisions on whether areas such as solar could be of benefit.

Below are some articles describing what is happening in the energy market right now and how prices are forecasted to increase:

- <https://www.energylivenews.com/2025/01/28/energy-bills-warning/>
- <https://news.sky.com/story/uk-bills-could-rise-as-europes-gas-consumption-falls-by-unprecedented-amount-13284719>
- <https://news.sky.com/story/britains-gas-storage-levels-concerningly-low-after-cold-snap-says-owner-of-british-gas-13286305>

Attached is the TUS Overview of Services

RECOMMENDED:

- To receive and note the information regarding the Council electricity supply.*
- That this item be deferred for the RFO to collate more information and research other companies who offer this service.*

FP5 YOUTH GRANT (attached)

RECOMMENDATION:

- To receive and note the information regarding the remaining grant funding.*
- To receive a recommendation from the Finance and Policy Committee to approve the spending of the remaining Youth Grant.*

22. SCHEDULE OF PAYMENTS – MONTH 11 – FEBRUARY 2025 (to follow)

RECOMMENDED:

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

ITEMS TO RECEIVE AND NOTE:

23. CEMETERY BIER

An article has gone in this month's Edition of The Voice in relation to this, but as yet nobody has contacted the Town Council. A similar article will be going in the Week In shortly.

Radstock Museum have been contacted but they are unable to home the Town Council Bier as they only collect items that relate to the social or industrial history of the former Somerset Coalfield and Keynsham wasn't part of that area, and secondly because they do already have a Bier with local provenance.

RECOMMENDED:

To receive and note the above information in relation to the Cemetery Bier.

24. LOCAL PUBLIC CONSULTATION – POST OFFICE (Decision attached)

RECOMMENDED:

To receive and note the information in respect of the decision following the Keynsham Post Office Consultation

25. CHRISTMAS LIGHTS 2025

B&NES remains in contract with Field & Lawn until December 2025; and therefore, they will honour the same agreement as last year with Keynsham Town Council. This will give 12 to 18 months to tender for our own Contractor and seek the necessary authorisations from B&NES Street Lighting team, well in advance of 2026.

They are aware that we had a few timer failures in Keynsham and will need to look into this.

The Clerk confirms that she is currently working with other Town and Parish Councils in respect of obtaining tenders for the future, as it may prove cheaper working as a collective.

RECOMMENDED:

To receive and note the information regarding the Christmas lights.

26. FEBRUARY 2025 UPDATE ON LITHIUM BATTERIES AND REQUEST FOR HELP (Attached Lithium-ion Battery webinar slides)

An update on this campaign continues and there is now a golden opportunity to make an impact.

The Government's Product Safety and Metrology (PRAM) Bill will be reaching the Commons later this month. Its 1st Reading is formal, but at its 2nd Reading all MPs have a chance to speak, and if a good number spoke about the need for greater safety regarding lithium-ion batteries that would have an impact on Ministers – who already are not unfriendly.

It is suggested that Town and Parish Councils alert their MP and ask him/her to speak in the 2nd Reading debate mentioning the importance of this issue and the need for greater safety regarding lithium-ion batteries. It is suggested that you forward the text of the Webinar to your MP that would provide a good brief for them.

RECOMMENDED:

To receive and note the information regarding the lithium-ion campaign.

27. CONCERNS REGARDING EXCESSIVE SPEEDING ON ROCK ROAD, KEYNSHAM
(Email attached)

RECOMMENDED:

- (i) To receive and note the information in the email.*
- (ii) To note that Cllr Alex Beaumont is liaising with the resident in respect of this matter.*

28. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 18th March 2025 at 7.00pm** in The Space, Market Walk, Keynsham.

29. 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 30 & 31 to progress sensitive issues.

30. OFFICE LEASE (Report and quotes attached)

RECOMMENDED:

- (i) To receive and note the report and quotes.*
- (ii) To accept and approve either tender A or B.*

31. YOUTH STAFF CLINICAL SUPERVISIONS (Quotes attached)

RECOMMENDED:

- (i) To receive and note the 3 quotes for the Youth Staff Clinical Supervisions.*
- (ii) That quote 2 be accepted and approved.*