



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 MARCH 2025 commencing at 7.00 pm.

Signed on 11th March 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 MARCH 2025

1. **RESIGNATION OF COUNCILLOR (NOTICE OF VACANCY IN OFFICE OF COUNCILLOR)**

RECOMMENDED:

To note the resignation of Councillor A Greenfield and that the Notice of Vacancy in Office of Councillor has been published with a Conclusion date of Wednesday 26th March 2025.

2. **APOLOGIES FOR ABSENCE**

RECOMMENDED:

To receive apologies for absence.

3. **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).

4. **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.

5. **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.

6. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDED:

That the minutes of the Town Council meeting and the Extra Ordinary Town Council meeting held on Tuesday 18th February 2025 (previously circulated), be confirmed as a true record and signed by the Chairman.

7. **CHAIRMAN'S ANNOUNCEMENTS**

RECOMMENDED:

The Chair will report back on activities, events and meetings attended or taken part in since the last Council meeting.

8. **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.

9. **KEYNSHAMNOW**

RECOMMENDED:

To receive and note the report from KeynshamNow.

10. **6 MONTHLY REPORT FROM KTCRfm**

RECOMMENDED:

To receive and note a verbal report from a member of KTCRfm in respect of funding under the agreement.

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

RECOMMENDED:

To receive and note any reports.

12. MINUTES OF MEETINGS (previously circulated)

<u>Committee/Working Party</u>	<u>Date 2025</u>	<u>Status</u>
Planning Committee	3 rd February 2025	APPROVED
Planning Committee	3 rd March 2025	DRAFT
EATH Committee	19 th March 2025	DRAFT
Finance & Policy Committee	11 th February 2025	APPROVED
Finance & Policy Committee	11 th March 2025	DRAFT
NDP Steering Group	6 TH March 2025	DRAFT
Bus Service Committee	11 th March 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:

13. INVITATION TO JOIN THE COMMUNITY AND COOPERATIVE TRANSPORT WORKING GROUP (Email details attached)

RECOMMENDED:

- (i) *To receive and note the email*
- (ii) *To decide if the Town Council would be interested to nominate someone to participate in our discussions*

14. GUEST SPEAKER(S) FOR ANNUAL TOWN MEETING

To note that Curo have confirmed their attendance at the Annual Town Meeting.

RECOMMENDED:

*To note that Curo have confirmed their attendance.
To decide if an invitation be sent to David Self (Community Orchard) and Fiona Bell (Tree Trail) to present at the Town Council meeting on 15th April as they are keen to explain what they have been working on.*

15. KEYNSHAM TOWN COUNCIL'S COMMENT ON THE BATH AND NORTH EAST SOMERSET COUNCIL'S SUSTAINABILITY APPRAISAL (SA) LOCAL PLAN - JANUARY 2025 AND THE RE-SETTING LOCAL PLAN AND THE DISTRICT-WIDE SPATIAL STRATEGY DOCUMENTS. (Response attached)

RESOLVED:

- (i) *That the consultation response be received and noted*

- (ii) *That no additional new settlement locations or areas for development ideas for the Keynsham area be put forward to B&NES.*
- (iii) *That the attached additional questions be sent to B&NES via email by 27th March 2025*

16. **LISTENING TO RURAL AND MARKET TOWN VOICES (Response to survey attached)**

West of England Rural Network are starting a project aimed at strengthening community led action across the West of England.

ALCA is working closely with WERN to establish a strong partnership aimed at giving more power to rural and Market Town communities. A Community Survey has just been launched in order to collect information from local communities. We would be grateful if you could circulate the link (in the word document attached) within your individual councils or discuss a corporate response in order to highlight the needs within your local communities.

RECOMMENDED:

- (i) *To note the response to the survey formulated by the Town Council Consultation Response Group.*
- (ii) *To approve that the response be submitted by the Clerk before the deadline on 27th March 2024.*

17. **GRANT AWARDED TO KEYNSHAM ROYAL BRITISH LEGION**

In the 2024-25 Grants scheme, Keynsham Royal British Legion were awarded £1,100 for “New gazebo, printer and 3 x drums pads, also to hold a concert for the anniversary of D-Day.”

They submitted receipts totalling £591.99, this has been paid to them - £508.01 short of their awarded grant.

They have recently requested £250 be paid, following submission of receipts, for the hire of the church for their concert. *The person that submitted these late receipts is experiencing some health problems and apologises for this coming to us separately.*

RECOMMENDED:

To decide whether the separate £250 can be paid to Keynsham Royal British Legion as part of the grant awarded to them.

18. **GRANT AWARD TO KEYNSHAM COMMUNITY ENERGY.**

The Town Clerk has received the following message from Keynsham Community Energy in respect of their grant award 2023-2024 that has already been carried for to 2024 – 2025.

“I’m the treasurer for Keynsham Community Energy. We applied and were successful in gaining a grant. Unfortunately, we are not quite ready to spend the funding yet. Are we ok to hold this over into next year (25/26)?”

Council should note that this was carried forward from the previous year 2023 – 2024 and this is the second year that Council have been asked for the funds to be carried forward. The reason that the grant funding needs to be carried forward is as follows:

Keynsham Community Energy are still awaiting legal/lease agreements to be resolved and for B&NES to fully approve the installation of the solar scheme. They are nearing this point but won’t be ready to proceed until May/June at the earliest - so won’t need the funds until then at the earliest.

RECOMMENDED:

- (i) To receive and note the request from Keynsham Community Energy*
- (ii) To decide if the grant funding in the sum of £1,000 should be carried forward to 2025 - 2026*

19. KEYNSHAM TOWN COUNCIL CARERS LEAVE POLICY (Attached)

The attached Policy has been considered by the Town Council Personnel Committee and not additions or amendments are required.

RECOMMENDED:

- (i) To receive and note the Carer Policy*
- (ii) That the Policy be signed by the Chair of Council and the Clerk*

20. KEYNSHAM TOWN COUNCIL COMPASSIONATE LEAVE POLICY (Attached)

The attached Policy has been considered by the Town Council Personnel Committee and not additions or amendments are required.

RECOMMENDED:

- (i) To receive and note the Compassionate Leave Policy*
- (ii) That the Policy be signed by the Chair of Council and the Clerk*

21. PEACE DOVE PROJECT

St John's are installing a large community art exhibition where 7000 doves will be hung from the ceiling above the nave, the community are being asked to write messages of peace and hope on the doves.

They are visiting schools with lesson plans already produced to encourage as many pupils as possible to be involved. We have been supported the publicity of this to ensure as many of the community are aware of it.

We had the doves at the Farmer's Market on Saturday and the Church we have a presence at the Spring Show too. The aim is to open the event on Monday 5th May and run for a couple of weeks, so it links in with the VE Day Anniversary.

When discussing budgets last Autumn, it was decided that KTC would support the project financially.

VE DAY Budget is £1000. £600 of this is to go towards the band and sound system on the Bandstand performance on 10th May 2025. This will be a 1940's large swing band.

Costings:

7000 card doves: £593.00

Ribbon and materials to suspend £187.30

Total: £780.30

RECOMMENDED:

To decide whether the £400 from the VE Day budget can support the Church in the Peace Dove Project, plus any surplus from the Band Stand budget once the full Summer programme has been finalised.

22. NDP TIMELINE REPORT AND BUSINESS CONSULTATION (Report and timeline to follow)

RECOMMENDED:

- (i) That short succinct draft NDP be produced by the Assistant Town Clerk (seeking support from B&NES, where required, and minimal input from an external consultant. The document to be prepared to completion allowing a review of policies before it is reviewed by B&NES, taken through referendum, put before an inspector and adopted*
- (ii) The Council receive a recommendation from the NDP Steering Group that the NDP be produced alongside the B&NES Local plan reset with adoption of the Town Council's plan being just after the B&NES plan adoption date to avoid having to undertake a review.*

23. BUS SERVICE COMMITTEE MATTERS

RECOMMENDED:

- (i) To receive a recommendation from the Bus Services Committee that Town Clerk and Chair of Council write to WESTLocal requesting that they either produce Town Council logos for the K1 bus service or stating that we will produce our own window stickers for installation.*
- (ii) To note that a motion was made to submit a Change Request to WESTlocal by April 2025. The change being that the current K1 route to include a stop at Waitrose. A vote was taken in respect of this change, results as follows 3 for the motion, 3 against the motion. The Chair had the final vote, and the motion fell.*
- (iii) That Council consider the change and confirm the vote decision, as above.*
- (iv) That Council approve that the Clerk enquire of WESTlocal as to whether a two-hour bus route would be feasible.*
- (v) That Council approve that the Chair of Council and Clerk look at possibilities for a second route and work on a draft application.*
- (vi) That Council approve that the Clerk contacts Persimmons requesting that they install signage and markings for the bus gate.*
- (vii) To note that the Chair of Council and Clerk will respond to letters recently received by residents.*
- (viii) That the matter of funding to Dial-A-Ride be considered along with all other outside larger funding payments, in October 2025, when these come before full Council for consideration.*

24. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18th February 2025

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

RECOMMENDED:

To note that there were none.

25. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 11TH MARCH 2025 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 11th March 2025 Item 23 A – C)

RECOMMENDED:

To receive and note agenda item 25 A-C.

26. UPDATES FROM THE RFO

Responses to previous meetings questions from the Members:

- a. RFO to check the Grant payments and journal an Environmental Grant to the Environmental Grant code.
Due to leave and illness the Deputy Town Clerk and RFO have not reviewed the grant payments. This will be completed in March and reported back to the April Finance and Policy Committee Meeting.
- b. That the RFO check the invoices for the emergency lighting tests and report back to the Committee how much it cost.
*The electrical testing we have been charged for is for the following:
Emergency lights – 2x £199
Appliance testing (106 items) - £156.20
Christmas tree lights and choir boy light tested - £59.00*

27. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 11th MARCH 2025 NEEDING DECISION:

FP1 POLICIES (attached)

RESOLVED:

- (i) *That the following policies be received and noted.*
 - 1. *Press Protocols.*
 - 2. *Social Media Policy.*
- (ii) *To receive a recommendation from the Finance and Policy Committee that Council approves the policies with the following changes:
Press Protocols – To insert – “If a Councillor is approached by the press they are to direct them to the Town Clerk.”*

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

RECOMMENDED:

The Clerk has reviewed the Risk Management document and agrees with the changes.

- (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 Council to approves the Annual Financial Risk Management document 2025-2026.*

FP3 S106 AGREEMENT- TEVIOT PARK AND GREEN SPACE (attached)

RECOMMENDATION:

- (i) *To receive and note the agreement.*
- (ii) *That the Town Clerk submit the agreement on behalf of Keynsham Town Council.*

FP4 BUDGET REVIEW (Attached)

RECOMMENDED:

- (i) To receive and note the recommendation from the Budget Review Working Party.*
- (ii) To review the recommendations.*
- (iii) That the Finance and Policy Committee recommends that Council approves the recommendations.*

FP5 FEES AND CHARGES 2025-26 (attached)

RECOMMENDED:

- (i) To receive and note the increase in charges.*
- (ii) To make a decision on the increase.*
- (iii) To receive a recommendation from the Finance and Policy Committee in respect of the increase in charges:
Cemetery increase of 10%
Manor Road increase of 15%
Photocopying increase of 2pence per sheet.*

FP6. CIL SUBMISSION (documents attached)

At the February Council meeting the Clerk was asked to verify the legal position on giving funds to the Church. The attached document that was supplied by Martin Burton does not mention CIL but grants in general. The advice the Clerk received from ALCA is the following:

In accordance with the new Section 19A to the Local Government Act 1894, it is now possible to use specific powers to provide funding to church property and to places of worship of different faiths.

If you have the General Power of Competence, then this can be used under the Localism Act 2011 to provide funding where an application for financial assistance has been made. Without this, S137 can be used if the money granted is within the permissible threshold and can be shown to benefit a wide portion of the community.

With CIL money, there are still restrictions that can apply, and I would advise contacting the CIL Officer at B&NES Council in order to discuss this specific case further.

You can still consider applications on individual merit, and it wouldn't mean that you had to provide funding for other church sites in the area, although I do understand the situation that this would potentially put the council in with regards to being viewed as a 'fair provider of funding'. Other councils have asked for an element of match-funding from churches to mitigate against this problem, but this would need to be considered against your grant funding policy.

Attached is the response from BANES with links to further information.

RECOMMENDED:

- (i) That the information for the CIL Submission be received and noted.*
- (ii) To note the votes from the Finance and Policy Committee - in support of the Cil Submission: Cllrs C Leonard and C Davis.
Abstentions: Cllr E Cannon, A Wait and C Fricker.
There were no objections.*
- (iii) That the recommendation from the Finance and Policy Committee be accepted for the Church to provide evidence of the impact from new developments before the Council carries out a consultation as directed by the Clerk.*

FP7. YOUTH PLANNING MAR/APR 25 (Attached)

As per the new Youth Financial Regulations the Youth Team have produced a financial plan for February/March 2025.

RECOMMENDED:

- (i) To receive and approve the financial plan for February/March 2025.*
- (ii) That the Finance and Policy Committee recommend to Council that the plan be approved.*

FP8 VE DAY 80th ANNIVERSARY BUDGET

EATH wanted to acknowledge the 80th Anniversary of VE Day without having a large size event, mainly due to budget but also the sensitive nature of this occasion.

The 80th Anniversary is on Thursday 8th May.

We will be having a large swing band play on the Bandstand on the afternoon of Saturday 10th May. This is a professional group of around 15 musicians, they will be providing their own PA System and set up.

Their set will, hopefully, be scattered with readings and memoirs from those who lived and celebrated VE Day.

VE Day 80th Anniversary - Draft Budget

Expenditure	Estimate	Committed	Actual
Band	£ 400.00		
PA System and Stage Management	£ 200.00		
TOTAL	£ 600.00	£ -	£ -

RECOMMENDED:

- (i) That the budget for the VE DAY 80th Anniversary Budget be received and noted.*
- (ii) That the budget be accepted and approved.*

28. SCHEDULE OF PAYMENTS – MONTH 12 – MARCH 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:

29. MESSAGE FROM ALCA PARISH AND TOWN COUNCILS EXEMPT COUNCIL TAX REFERENDUM PRINCIPLES

ALCA welcome the news that Parish and Town Councils will be exempt from council tax referendum principles for the 2025/26 financial year but continue to work with NALC to encourage the government to further consider the £10 million impact on local councils as a result of non-exemption from the increase to National Insurance Employer Contributions from 6th April 2025.

30. CO-LIVING POSITION STATEMENT – DRAFT CONSULATION (Response attached & in SharePoint)

RECOMMENDED:

To receive and note the responses and that the Clerk submitted the Town Council response to the Consultation by the deadline of 4th March 2025.

31. BANKING HUB DETAILS

RECOMMENDED:

To receive and note that the Banking Huib opened as planned on Wednesday 5th March in its temporary home of MakeSpace. Operating Monday to Friday 9am to 5pm. The following banks are in situ:

Tuesday: NatWest

Wednesday: Lloyds

Thursday: HSBC

Friday: Barclays

Halifax will fill the space on Mondays when the branch on the High Street closes in May. There is also a Post Office counter in the Banking Hub providing banking services.

32. INFORMATION IN RESPECT OF ADDITIONAL VAS POSSIBLY AVAILABE FROM B&NES COUNCIL

The Town Clerk has made an enquiry to B&NES Council in respect of possible VAS that may be available for areas outside Bath. See the B&NES Officer's response below:

"I think we're still a way of getting the units as we're still working out costings and how/what type of units are to be used. I understand that the Executive Member is keen for us to proceed, but it is still a work in progress.

It will either be the Road Safety Team or Traffic Management Team that manage the units, but we are still waiting to hear how the locations will be determined.

This may be something that the B&NES Ward Councillors wish to pursue as they will probably get notification before the Town and Parish Councils.

RECOMMENDED:

To receive and note the information.

33. FINANCIAL REGULATIONS (attached)

RECOMMENDED:

(i) To receive and note the updated Financial Regulations (changes in blue).

(ii) That the Financial Regulations be signed by the Chair of Council and the Clerk

34. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 15th April 2025 at 7.00pm** in The Space, Market Walk, Keynsham.