



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 19TH NOVEMBER 2024 commencing at 7.30 pm.

Signed on 12th November 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 19th NOVEMBER 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 and the Extra Ordinary meeting held on Tuesday 15th October 2024 (previously circulated), be confirmed as a true record and signed by the Chairman.

6. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDED:

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

7. QUESTIONS ON NOTICE BY MEMBERS

In accordance with Standing Order 3 (e) (iv) a Member may ask the Chairman any question concerning the business of the Council, provided that notice of the question has been given to the Town Clerk at least 4 clear days before the meeting where possible, and in any case to the Chairman before the meeting. The Chairman must rule out of order any statement that is not a question, and no question should lead to or result in a resolution with financial or staffing considerations. The options available to the Chairman in respect of a response include deferring the matter to a future Committee, providing an answer verbally at the meeting or providing an answer in writing.

8. KEYNSHAMNOW

RECOMMENDED:

To receive and note the report from KeynshamNow.

9. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

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.

10. OUTSIDE BODIES - LARGER GRANT APPLICATIONS 2025-2026 (attached)

RECOMMENDED:

(i) To receive and consider the large grant application form for the following

- 1. Music Festival – (awarded £29,500 for 2024 – 2025)*
- 2. Dial-a-Ride - (awarded £4,500 for 2024 – 2025)*

(ii) To receive verbal support in respect of the applications above.

(iii) To receive a recommendation from Finance and Policy Committee to approve the applications from Keynsham Music Festival Association £30,000 and Keynsham Dial-A-Ride £4,500 in 2025-2026.

11. COMMUNITY ASSET OF VALUE (Report attached)

To receive a request from a resident in respect of a Community Asset of Value.

12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

13. MINUTES OF COMMITTEE MEETINGS (previously circulated)

<u>Committee</u>	<u>Date 2024</u>	<u>Status</u>
Bus Services W.P.	11 th November 2024	DRAFT
Community Resilience W.P.	21 st October 2024	DRAFT
Planning & Development Committee	28 th October 2024	DRAFT
EATH	2 nd October 2024	APPROVED
EATH	6 th November 2024	DRAFT
Finance & Policy Committee	12 th November 2024	DRAFT
Youth Strategy Working Party	7 th November 2024	DRAFT
Capital Projects Working Party	11 th November 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.*

ITEMS FOR DISCUSSION REQUIRING A DECISION:

MATTERS RELATING TO THE BUS WORKING PARTY

14. TWINNING RETURN EXCHANGE VISIT TO LIBOURNE

RECOMMENDED:

To consider a budget for 2025 – 2026 for a gift for the town of Libourne, also a request for costs to cover Councillor(s) travel and expenses for the trip to Libourne in 2025.

15. BUS SERVICES WORKING PARTY ON 11TH NOVEMBER 2024

Following the resolution of the full Council at the October meeting that the Bus Services Working Party be dissolved, this action has now been undertaken.

A further resolution was that a new Bus ServiceServices Committee be formulated.

Below are proposed Draft Terms of Reference of the Bus Services Committee

NAME OF WORKING PARTY	BUS SERVICES COMMITTEE
MEMBERSHIP WITH VOTING RIGHTS	7 Members of the Town Council (2 substitutes)
MEMBERSHIP WITHOUT VOTING RIGHTS	B&NES Transport Officer Dial-A-Ride Representatives WECA Representatives Other community representatives
TERMS OF REFERENCE	(i) To consider transport solutions to maintain and extend the K1 Community Bus Service (when time permits) and introduce a second K2 service, if finances permit. Also, to look at possible improvements to existing services. (ii) To make recommendations to the Town Council on future community transport arrangements in Keynsham
DELEGATED POWERS	None – reports and makes recommendations to full Town Council
QUORUM	3 Town Councillors.
FREQUENCY OF MEETINGS	Bi-monthly meetings

RECOMMENDED:

- (i) To approve the Terms of Reference.
- (ii) To appoint Councillors to fill the positions of seven members and 2 substitutes to the Bus Services Committee.
- (iii) To appoint an interim Chair for the Committee from the original Bus Service Working Party to action some points from the last Bus Services Working Party meeting.
- (iv) That the official Chair for the Committee be appointed at the first meeting of the Committee in early January 2025.
- (v) To note that minutes from the last meeting of the Bus Services Working Party have been circulated prior to this meeting for full Council to note.

MATTERS RELATING TO THE CAPITAL PROJECTS COMMITTEE MEETING ON 11TH NOVEMBER 2024 – AGENDA ITEMS 16 – 19 below.

16. FOX AND HOUNDS LANE (Report attached)

RECOMMENDED:

- (i) To receive a recommendation from the Capital Projects Committee in respect of the budget reserve for survey of boundary wall.*
- (ii) To receive a recommendation from the Capital Projects Committee that there be a survey of the boundary wall for the area where the gate is proposed to be installed and a tender process for a builder to be instructed to undertake wall and gate works in the next financial year.*
- (iii) The tender process should assist with the allocation of the budget requirements for this project.*

17. HIRE FRAMEWORK AGREEMENT FOR WORK VANS WITH NORTHGATE VANS

Before the Committee is a proposed framework agreement from Northgate Vans who are prepared to supply electric vans and charging points for KTC use. The Framework agreement is wholly unsuitable for our needs and is intended for a supply of many vehicles to a public service body, not for one van. It contains unnecessary legal obligations of indemnities by KTC to Northgate VANS and there is no legal justification for KTC to offer them to obtain a Van. It is recommended that the Council do not sign a framework agreement and look for other opportunities to seek more climate efficient vehicles to replace existing ones.

RECOMMENDED:

- (i) To consider the agreement offered by Northgate discussed in the written report.*
- (ii) To receive a recommendation from the Capital Projects Committee not to sign the agreement.*

18. KEYNSHAM CEMETERY AND CHAPEL

RECOMMENDED:

- (i) To receive a recommendation from the Capital Projects Committee to approve the proposed letter to the Architect to approve the statement of significance and faculty application in the light of the history of likely archaeological material beneath the East Chapel and the tender letter for repair works to the Chapel.*
- (ii) That Council consider authorising the Assistant Town Clerk to provide the Association of Roman Archaeology with the history of the Cemetery and inviting them to a meeting to discuss how to take forward a non-invasive search of the Cemetery for archaeological information other than graves including possible funding for that work.*

19. PROPOSED CEMETERY SOFTWARE PACKAGES 2025-2026 (Report attached)

RECOMMENDED:

- (i) *To receive and note the marketing information available in the report.*
- (ii) *To receive a recommendation from the Capital Projects Committee that expenditure on the software package for recording and possibly mapping, estimated at up to £15,000 be included in the budget for 2025/2026.*

20. DISBANDING OF THE DEFIBRILLATOR WORKING PARTY

This Working Party was set up to plot the defibrillators in Keynsham and see the set up of defibrillators in areas that there were none. This function has now been completed.

RECOMMENDED:

- (i) *That Council approve the disbanding of the Defibrillator Working Party.*
- (ii) *That future purchased of defibrillators be approved by Finance and Policy Committee.*
- (iii) *That the Defibrillator postcard be produced in conjunction with the Grab and Go Postcard and that this matter be dealt with by the Community Resilience Working Party and Finance and Policy Committee to approve printing of the same.*

21. COMMUNITY DOMESTIC CAR CHARGING

The matter of community domestic car charging has been brought to the attention of the Town Clerk by a Councillor. The Councillor has been in contact with a gentleman who has taken on the role of leading on this matter for Bath and North East Somerset Council. This Councillor has also been approached by residents in respect of there being problems with domestic homes not being able to charge and the lack of B&NES Council support for domestic charging.

RECOMMENDED:

That Council decides if the gentleman should be invited to speak at a future Town Council meeting and if so, at which meeting.

22. NALC WELCOMES GOVERNMENT ANNOUNCEMENT ON REMOTE MEETINGS

Since temporary COVID-19 powers ended in May 2021, NALC have been at the forefront of a national campaign to allow Parish and Town Councils to hold remote Council meetings. The government is committed to allowing councils to hold remote council meetings and has published a consultation paper, which closes on 19 December 2024. All Parish and Town Councils, County Associations, and individual Councillors and Clerks are encouraged to participate in this essential consultation.

Responses are vital in demonstrating the continued strong support for this flexibility, building on the momentum from the previous call for evidence.

RECOMMENDED:

- (i) That Council approve that a meeting of the Town Consultation Response Group be called to consider the consultation in advance of the next Town Council meeting.*
- (ii) That this Groups response be presented to Council on 17th December for approval and the Town Clerk submit the responses to the Consultation before the deadline on 19th December 2024.*
- (iii) That individual Councillors also complete the Consultation*

23. PROPOSED CHANGE TO THE PUBLIC RIGHTS OF WAY NETWORK IN KEYNSHAM – WITHIES GREEN BA27-27 (Plans attached)

B&NES Council are writing to consult Keynsham Town Council on a proposal to divert a section of Public Footpath BA27/27 (“the FP”) in Keynsham. The general effect of the proposal is shown on the attached plan.

The section of the FP commencing from grid reference ST 6683 6780 (point A on the plan) and continuing in a generally east-southeasterly direction for approximately 171 metres to grid reference ST 6698 6674 at point B would be stopped up, as shown on the plan by a continuous black line. The new line of the FP would commence from the same point and proceed in a generally east-southeasterly direction for approximately 190 metres to point B, via points C, D, E and F, as shown on the plan by a dashed black line.

This change is proposed to enable development to be carried out and would be achieved by way of a diversion order made under section 257 of the Town and Country Planning Act 1990. A copy of the developer’s plan showing the proposed route is also attached for information. The new footpath would be two metres in width. Works would be carried out during the development process to bring the new paths into a condition fit for public use.

Comments regarding the above proposals should be received by the Public Rights of Way team **no later than 25 November 2024**.

RECOMMENDED:

That Council consider a response to the footpath proposal and the Clerk submits the same.

24. COUNCILLORS ACCESS TO THE NALC WEBSITE

Councillors are now permitted logins to the NALC Website to access news, training and documentation.

RECOMMENDED:

- (i) That Council decide if Councillors should have access to the NALC website.*

- (ii) *That Councillors wishing to have access to the NALC website inform the Town Clerk if they wish to have a login and registration will be sorted.*

FINANCIAL MATTERS INCLUDING ITEMS ARISING FROM FINANCE AND POLICY COMMITTEE.

25. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 15th OCTOBER 2024

In accordance with the Schedule of Delegation approved on 22nd April 2021, to note the delegated decision made in advance of the November 2024 scheduled payments taken by the Town Clerk in consultation with Members.

- (i) That the Clerk used delegated authority in conjunction with the Chair and Vice Chair for the Youth to purchase tickets and food for the trip to Thorpe Park being funded by the lottery grant. Tickets - £936 and Food £332.44.
- (ii) That the Clerk used delegated authority to purchase the tickets, transport and refreshments for a Youth trip to Wake the Tiger. Tickets - £277.50 bus fare and refreshments - £110 funded from the budget for youth day trips.

RECOMMENDED:

To receive and note the delegated decisions.

26. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETINGS ON 12th NOVEMBER 2024 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from agenda 12th November 2024 A – G)

RECOMMENDED:

To received and note all items 26 A - G.

27. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 12th NOVEMBER 2024 NEEDING DECISION:

FP1 INTERNAL AUDIT (attached)

RECOMMENDED:

To receive and note the final report from the Internal Auditor.

FP2 POLICIES (attached)

RECOMMENDED:

(i) To receive and consider the following Policies:

- (i) *Standing Orders (changes in blue)*
- (ii) *Financial Regulations (changes in blue)*

- (iii) Youth Safeguarding Policy and Procedures (new policy).*
- (iii) To receive a recommendation from the Finance and Policy Committee to Council to approve the Policies.*
- (iv) To receive a recommendation from the Finance and Policy that the Councillors and volunteers for KeynshamNow to attend the safeguarding training when it is booked.*

FP3 WELLBEING TRAINING (Quotes attached)

RECOMMENDED:

- (i) To receive and note the 3 quotes for the Wellbeing training.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept Quote 1.*
- (iii) To approve Quote 1.*

FP4 HALLOWEEN TRAIL

The following request has been received from a resident of Keynsham:

Councillor Biddleston would like to ask the Council for money to support the annual Keynsham Halloween Trail please.

The origins of the trail date back to when we were all social distancing, due to Covid 19. Vicky Burford, and I believe, yourself, planned trails across Keynsham, where children could safely collect letters, displayed in windows, and then be given sweets at the last house on the trail, thus ensuring that fun could be had, as safely as possible.

The event was so positively received that it has now become a Keynsham tradition. Every Halloween, there are five trails across the town, with children visiting participating houses. The benefits of this are great: people who have no wish to be involved in Halloween, simply do not participate in the trails, and they can enjoy a quiet, uninterrupted evening; children can go to houses on the trail, knowing they will be safe and welcomed.

The event has grown over the years. As Keynsham has expanded, so have the number of trails. We now have: the old town; Chandag; The Meadows; Somerdale and Hygge Park. Each trail has 7-12 houses and an average of about 200 children participating in each. This gets very expensive for the volunteers who organise the trail.

We rely on donations from individuals and local businesses. Every year we, the organisers, end up spending a considerable amount of money (one average £50-100) from our own pockets, to ensure we don't have disappointed children. This is simply unsustainable.

In order to support this established, successful and highly popular community

event, please can we have £250 of Council money (just £50 per trail) to buy sweets for local children.

The event has already taken place as the request arrived too late for the October Finance and Policy meeting.

RECOMMENDED:

(i) The note the Town Clerk's response when receiving the request "This is a decision that I cannot make and would need to go to F & P Committee and the Council which will now be in November, so too late for this year. Also, the group would need to consider the insurance implications in respect of their project. As a Town Council, our insurance does not cover events that are run by outside organisations and if as they say it is getting bigger, they should be considering this.

The right way to deal with this would be for them to apply for a grant. It would be similar to supporting the "Santa Dash".

(ii) To receive a recommendation from the Finance and Policy Committee not to award the sum of £250.00.

(iii) To approve the decision of the Finance and Policy Committee.

FP5. YOUTH PLANNING NOV/DEC 2024 (attached)

As per the new Youth Financial Regulations the Youth Team have produced a financial plan for October/November 2024.

RECOMMENDED:

(i) That the planning document be received and noted.

(ii) To note that the recommendation from the Finance and Policy Committee that the expenditure be approved with the exception of the workshops.

(iii) That the Council approve the expenditure with the exception of the workshops.

FP6. FREEDOM OF INFORMATION REQUESTS – QUALIFIED PERSON

A question has been asked of ALCA as to who the qualified person is for deciding if a Freedom of Information request can be refused due to an exemption.

ALCA has replied with the following:

In the case of Town and Parish Councils, whoever is named and confirmed by resolution of the Council as the Proper Officer will be the Qualified Person with regard to the Freedom of Information Act and the Exemptions. It is worth checking that as a Council this resolution has been documented, as it is this legally binding statutory requirement that can be used to challenge authority linked to other pieces of legislation if it has not been correctly implemented.

RECOMMENDED:

To receive a recommendation from the Finance and Policy Committee to resolve that the Town Clerk is the Proper Officer therefore the qualified person to deal with Freedom of Information Requests.

FP7. BANK SIGNATORIES

At present we have three bank signatories on Unity Trust. The Clerk and RFO believe there should be at least 5. If two are on holiday payments cannot be authorised.

RECOMMENDED:

To note that the Finance and Policy Committee has approved that Councillors Leonard, Cannon and Greenfield become additional signatories on the Unity Trust bank accounts.

FP8. KTCRfm PROMOTION OF KEYNSHAM TOWN COUNCIL (attached)

Attached are the stats for the promotion of Keynsham Town Council by KTCRfm.

RECOMMENDATION:

- (i) To receive and note the information supplied by KTCRfm.*
- (ii) That in future the stats are checked by officers against the contract.*

27. SCHEDULE OF PAYMENTS – MONTH 8 - NOVEMBER 2024 (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:

28. COMMUNITY PIANO (Report attached)

RECOMMENDED:

To receive and note the report.

29. AVON VALLEY COUNTRY PARK FRIGHT NIGHT/FIREWORKS (Attached)

RECOMMENDED:

To receive and note a Resident's email.

30. OBSOLETE BUILDINGS NEAR THE HISTORIC ENTRANCE GATES TO THE SOMERDALE ESTATE.

RECOMMENDED:

To receive a verbal update from the Clerk.

31. DATE OF NEXT MEETING

RECOMMENDED:

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

32. 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 33 to progress sensitive issues.

33. BUS SERVICE WORKING PARTY – PENDING ISSUE (Documentation in Councillor SharePoint and to be presented at the meeting

RECOMMENDED:

- (i) To consider the documentation and any verbal presentations.*
- (ii) To make necessary resolutions in respect of the outcome to the discussions.*