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Dear Councillor

You are summoned to attend a meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 20th MAY 2025 commencing at 7.00pm.

Signed on 13th May 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 20th MAY 2025

1. ELECTION OF CHAIRMAN 2025 -2026

RECOMMENDED:

- (i) *To elect a Chairman for the ensuing Municipal Year.
(upon his/her election the Chairman will be invited to formally subscribe a Declaration of Acceptance of that Office).*
- (ii) *To receive the Chairman's Declaration of Acceptance of Office.*

(iii) To approve the countersigning of the Acceptance of Office by the Clerk.

The Chairman is elected at the Annual Meeting of the Council for one year. This is an office created legislation, commanding respect. The Chairman is in charge during Council meetings and has a duty to ensure that Council meetings run smoothly, that all business is properly considered and all Councillors who wish to speak can do so. The Chairman has few special powers, it is unlawful for a Council to delegate decision making to any individual Councillor, and that also applies to the Chairman. The Chairman often enjoys a special relationship with the public, for example opening stores, welcoming visitors, etc. It is the Chairman of the Town Council who leads the Annual Town Meeting.

2. ELECTION OF VICE-CHAIRMAN 2025 -2026

RECOMMENDED:

- (i) To elect a Vice-Chairman for the ensuing Municipal Year.**
- (ii) To receive the Vice-Chairman's Declaration of Office.**
- (iii) To approve the countersigning of the Acceptance of Office by the Clerk.**

(The Council may appoint a Vice-Chairman but does not have to do so. However, if it does, he/she will be required to formally subscribe a Declaration of Acceptance of that Office).

3. ELECTION OF NEW COUNCILLOR

RECOMMENDED:

- (i) To receive and note that Deb Cooper was duly elected to the position of Town Councillor at the By Election held on 1st May 2025**
- (ii) To receive the Councillor Cooper's Declaration of Office.**
- (iii) To approve the countersigning of the Acceptance of Office by the Clerk.**

4. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive apologies for absence.

5. 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).

6. 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.

7. **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.

8. **DRAFT MINUTES OF ANNUAL TOWN MEETING – 17 APRIL 2025**

RECOMMENDED:

That the draft Minutes of the 2025 Annual Town Meeting held on 17th April 2025 (previously circulated) are received and noted.

9. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDED:

That the minutes of the Town Council meeting held on Tuesday 15th April 2025 (previously circulated), be confirmed as a true record and signed by the Chairman.

10. PRESENTATION ON THE EARLY STAGES OF SCOPING OPTIONS FOR A WIDER REGENERATION SCHEME OF KEYNSHAM MEMORIAL PARK AND WEIR

RECOMMENDED:

To receive a presentation from Meg Collin – Green Infrastructure Project Manager (B&NES Council).

11. REVIEW OF STANDING ORDERS (attached)

RECOMMENDED:

To note that the Standing Orders have no amendments to approve. The same will be presented for review at the next Annual Town meeting in 2027 unless any recommended amendments are provided by NALC.

12. APPOINTMENT OF MEMBERS TO COMMITTEES & WORKING PARTIES 2025-2026 (Attached schedule current members shown in Blue)

RECOMMENDED:

A) Committee Membership

RECOMMENDED:

To appoint Members to Committees as per the attached Schedule of Committee Membership 2025/2026.

- a) **Environment & Sustainability** – 7 members plus 2 substitutes.*
- b) **EATH** – 7 members plus 2 substitutes.*
- c) **Finance & Policy** – 7 members plus 2 substitutes.*
- d) **Grants** – 7 members plus 2 substitutes.*
- e) **Personnel** - the Chair of the Council should not be Chair of Personnel Committee – 7 members plus 2 substitutes.*
- f) **Planning & Development** – 7 members plus 2 substitutes.*
- g) **Capital Projects** – 7 members plus 2 substitutes*
- h) **Bus Service Committee** - 7 members plus 2 substitutes*

B) Chairmen and Vice-Chairmen

RECOMMENDED

To note that the appointment of a Chairman AND Vice Chairman will be made at the first meeting of each of the following Committees:-

- a) **Environment & Sustainability***
- b) **EATH***
- c) **Finance & Policy***
- d) **Grants***
- e) **Personnel***
- f) **Planning & Development***
- g) **Capital Projects***

h) *Bus Service Committee*

C) *Working Party Membership*

RECOMMENDED:

To appoint Members to Working Parties as per the attached Schedule of Committee Membership 2025/2026.

- a) Youth Strategy Working Group – 5 members plus 2 substitutes*
- b) NDP Steering Group – 5 members plus 2 substitutes*
- c) Business Forum - 5 members plus 2 substitutes*
- d) Community Resilience Plan Working Party – 5 members plus 2 substitutes*
- e) Keynsham Memorial Park Working Group – 4 members plus one dual hatted Councillor.*
- f) Regeneration Plan – 5 members*

D) *Chairmen and Vice-Chairmen*

RECOMMENDED:

To appoint a Chairman AND Vice Chairman to each of the above Working Parties at the first meeting of the Working Party.

E) *Response and Review Groups*

RECOMMENDED:

To appoint Members to the Response and Review Groups as per the attached Schedule.

- a) Consultation Response Group – 5 members including 3 members of the Planning & Development Committee plus 2 substitutes.*
- b) Keynsham Nature Action Plan – 4 members*

13. **SUBSTITUTE MEMBERS TO COMMITTEES**

Standing Order no. 4 (i) quotes:

That substitute members may be nominated and appointed to a Committee and that the number is determined at the Annual Town Council meeting in May.

RECOMMENDATION:

- (i) That Members agree to the appointment of Substitute Members to Committees as quoted in Standing Order no. 4 (i) (i-vi) for the 2025-2026 Municipal Year.*
- (ii) That Members determine the maximum number of substitute members permitted per Committee meeting (The Town Clerk suggests 2 substitute members).*

14. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2025-2026**
(Schedule attached - current members shown in blue)

The Town Council appoints representatives to a number of Outside Bodies for the period of the Municipal Year.

Note: KMFA Trustees are appointed for the full 4-year term of the Town Council.

RECOMMENDATION:

That representatives are appointed to Outside Bodies as per the attached schedule.

ALCA – 1 member

Keynsham Community Hub – 1 member

Dial – A – Ride – 1 member

Friends of Keynsham Train Station Group – 3 members

KMFA Limited (4-year duration) – 4 members

Keynsham Memorial Park Forum – 1 member

Keynsham in Bloom – 2 members

Manor Road Community Woodland - 2 members

B&NES Local Plan – 3 members including Chairman of Council & Chairman of Planning

Parish Council Airport Association – 1 member

Parish Liaison – 1 member (usually the Chair)

Twinning Association - 1 member

Walkers Are Welcome – 1 member

West of England -Local Rail – 2 members

Rural/Market Town Group – 1 member

No Place for Litter Steering Group – 1 member

Fox and Hounds Lane Action Group – 3 members

Avon Pension Fund – 1 member

15. **CHAIRMAN'S ANNOUNCEMENTS**

RECOMMENDED:

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

16. **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.

17. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

18. MINUTES OF COMMITTEE MEETINGS (Previously circulated)

<u>Committee</u>	<u>Date 2025</u>	<u>Status</u>
Planning & Development Committee	18 th April 2025	APPROVED
Planning & Development Committee	12 th May 2025	DRAFT
Bus Services Committee	6 th May 2025	DRAFT
Neighbourhood Development Plan		
Steering Group	8 th May	DRAFT
Finance & Policy Committee	13 th May 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.*

19. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 15th APRIL 2025

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the May 2025 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDED:

To note there were none.

20. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13TH MAY 2025 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 13th May 2025 Item 22 A – D)

FP1. UPDATES FROM THE RFO

The final Internal Audit for 24/25 was carried out on the 2nd May, report attached under item 18.

Update on Barclays bank account – We have now transferred all but £60,000 to Unity Trust. We have a couple of Direct Debits to move. Two payments have been set up using the debit card which are proving more difficult to change. The Clerk will be

contacting Unity Trust regarding withdrawing funds for petty cash using the corporate card as at present it has not been possible.

The paperwork for the External Audit is ready to be signed and they will be presented to Council at the June meeting.

RECOMMENDED:

To receive and note the updates.

FP2. **POLICIES (attached)**

RECOMMENDED:

- (i) *To receive and review the following Policies:*
 - a) *Filming and Recording Parish Council Meetings Protocol (new policy).*
 - b) *CIL Policy (amended policy).*
 - c) *KTC Investment Strategy & Policy (amended policy).*
 - d) *Health & Safety Policy (amended policy).*
- (ii) *To receive recommendations from the Finance & Policy Committee to approve the a, c, and d above.*
- (iii) *To receive a recommendation from the Finance & Policy Committee the CIL Policy be approved with the following amendments:*
Remove 10% of the previous year's CIL and insert Finance Committee to decide on the amount available for the Community CIL annually at the April Finance Meeting. Insert CIL funding must be spent in 12 months.
- (iv) *That with these amendments the CIL Policy be approved*
- (v) *That the Chair and Clerk sign the approved Policies*

FP3. **SCHEDULE OF DIRECT DEBITS 2025/2026 (attached)**

RECOMMENDED:

- (i) *To review the Direct Debit payments.*
- (ii) *To receive a recommendation from the Finance & Policy Committee to approve the same.*

FP4. **MUSIC STUDIO INCOME AND EXPENDITURE (attached)**

RECOMMENDED:

To receive and note the Rialtas reports provided regarding the Music Studio.
Please note there is no report for expenditure as no funds have been spent this financial year.

FP5. **FINAL INTERNAL AUDIT REPORT (attached)**

RECOMMENDED:

To receive and note the Final Internal Audit Report.

21. SCHEDULE OF INVOICES DUE FOR PAYMENT – May 2025 (MONTH 2)
(attached)

RECOMMENDED:

That the attached Schedule of Invoices for Month 2 be approved for payment.

22. STRONGER THINGS CONFERENCE

The following email has been received from Cllr Burton:

I attended the NALC training today funded by KTC, thank you for funding. One of the Speakers was from New Local who run a National Conference which looks very useful, if I went as a community member on behalf of Keynsham Community Hub its free, if I went as a Councillor it's £75.00. Would KTC be willing to pay 50% of my travel costs £45.00. If I went as a Town Council delegate, it would be £165.00 with travel and Town Council fee.

The Conference can be joined online for no cost. Cllr Burton can attend as a Community Member for free. He is asking for the Town Council to cover the cost half his travel expensive at £45.

We have £500 in the budget for the year for Councillor travelling expenses.

RECOMMENDED:

To note the recommendation from the Clerk is for Cllr Burton to attend the Conference online at no cost to the Council. If he should decide to attend on behalf of the Keynsham Community Hub, it should be noted that Council are not permitted to pay for travelling expenses for a member of the Community.

23. ITEMS TO RECEIVE AND NOTE:

24. AVON PENSION FUND: COMMITTEE MEMBERSHIP

RECOMMENDED:

To note that following an application to Avon Pension Fund Councillor E Cannon has been appointed by Avon Pension Fund as the Town and Parish Representative to the APF Committee. This role will take up four days per year (plus preparation and training). The application was supported by the Chair and Clerk of council.

25. INSUFFICIENT LIGHTING BACK LANE FOOTPATH

The Clerk has contacted B&NES Streetlighting Department, and they do not have funds to support the installation of a lamp post on Back Lane. B&NES Footpath Team have confirmed that although they own the footpath they would not have funds for lighting provision on this path.

The Clerk also contacted the Regeneration Team to ask whether such lighting could be included in the improvements as part of the High Street Regeneration Project, below is their response.

“We are aware of the issue of poor lighting in the alleyway between the park & High Street and it is included in the Keynsham regeneration delivery plan subject to funding being found.

I am contacting colleagues who are working on the Memorial Park improvements to see if there is any funding that can be used for this, and I will let you know as soon as I hear back.”

RECOMMENDED:

To receive and note the information.

26. SOMERDALE KEYNSHAM - RETAIL - ONE STOP SHOP.

The Clerk has contacted the B&NES Planning Officer in respect of the above application and here is their response.

“Regarding the retail shop at Somerdale. We have had a series of applications from One Stop Stores Limited which I have set out below:

24/00280/CLPU - Clarification of Use Class as E (Certificate of Lawful Proposed Use)

This essentially confirmed that the unit at the bottom of block C could be utilised for a retail unit.

24/00349/AR - Display of 2no. non-illuminated fascia's and non-illuminated internal window vinyls and poster cases.

This advert consent for One Stop signage on the front of the building

24/01130/FUL - Erection of new bin store enclosure.

Bin storage to serve the proposed retail unit.

These applications were approved between March – June last year, but we have not had anything further from One Stop Stores Limited. Whilst there are permissions in place for a retail shop, we cannot force any retailer to occupy the unit. It might therefore be worth making direct contact with One Stop Stores Limited, however, I don't have any contacts to pass on.

If I do hear any more, I will let you know.

RECOMMENDED:

(i) To receive and note the information.

- (ii) *To decide if the Clerk should try and find a contact for One Stop Stores Limited and seek more information or whether a B&NES Ward Councillor for the area would like to take this forward.*

27. SOCIAL MEDIA AND PRESS PROTOCOL POLICY

RECOMMENDED:

To note that legal advice has now been sought in respect of Councillor Facebook pages and the amended Policy will be brought to the next Town Council meeting for consideration.

28. PRESENTATION BY LOCAL REPRESENTATIVE OF BATH WELCOMES REFUGEES

RECOMMENDED:

To note that a local representative of Bath Welcomes Refugees will be attending the June Town Council meeting to give a presentation.

ITEMS FOR DECISION

29. HIRE OF MANOR ROAD PLAYING FIELDS FOR CRICKET MATCHES FROM SUMMER 2026 (REPORT TO FOLLOW)

RECOMMENDED:

To decide if this is a project that Council would like to take forward.

30. COMMUNITY TRANSPORT SERVICES INCLUDING DIAL-A-RIDE

RECOMMENDED:

- (i) *To receive a recommendation from the Bus Service Committee that the Clerk writes, on behalf of Dial-A-Ride, to WECA and the new WECA Mayor to summarise some of the concerns that have been raised during their meeting on 6th May 2025, affecting this Community Transport Service.*
- (ii) *To approve the recommendation.*

31. K1 BUS SERVICE CHANGE SUBMISSION

RECOMMENDED:

- (i) *To receive and note that there was an opportunity for a minimal, non-cost affecting, route change to be submitted to WECA for a change in September 2025. This had a very short submission deadline of three weeks.*
- (ii) *To note that the Bus Services Committee discussed options of including a stop at the Tesco Store within some of the 15-minute bus down time on route.*
- (iii) *To note that the Bus Operator confirmed that the two short additions to the route, including using St. Ladoc (with a stop near St. Francis Road) and stop at*

- Tesco on the route were feasible. Two possible routes options were planned by the Clerk and Bus Operator for WECA to consider.*
- (iv) To note that due to the tight deadline the Clerk submitted the route change options to WECA on 13th May 2025.*

32. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 17th June 2025 at 7.00pm** in The Space, Market Walk, Keynsham.

33. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of the matter to be transacted Items 34 to 36 due to financial matters and personal details.

34. OFFICE (Report to be presented at the meeting)

RECOMMENDED:

To receive and note the report in respect of the Office.

35. SILVANUS (Report to be presented at the meeting)

RECOMMENDED:

- (i) To receive and note the report.*
- (ii) To make a decision in respect of the recommendations set out in the report*

36. CEMETERY REPAIRS TO THE CHAPEL (Report to be presented at the meeting)

RECOMMENDED:

- (i) To receive and note the report.*
- (ii) To make a decision in respect of the recommendations set out in the report.*