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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 15th JULY 2025 commencing at 7.30 pm.

Signed on 8th July 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 15th JULY 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. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDED:

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

6. 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.

7. KEYNSHAMNOW

RECOMMENDED:

To receive and note the report from KeynshamNow.

8. PRESENTATION FROM A REPRESENTATIVE OF BATH WELCOMES REFUGEES

RECOMMENDED:

To receive a presentation from Lesley Bowles in respect of the work of the organisation Bath Welcomes Refugees.

9. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

10. MINUTES OF MEETINGS (previously circulated)

<u>Committee/Working Party</u>	<u>Date 2025</u>	<u>Status</u>
Personnel Committee	12 th June 2025	DRAFT
Community Resilience W.P.	24 th June 2025	DRAFT
NDP Steering Group	2 July 2025	DRAFT
Planning Committee	7 th July 2025	DRAFT
Finance & Policy Committee	8 th July 2025	DRAFT
EATH Committee	2 nd July 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:

11. HOUSING DEVELOPMENT BOUNDARY (HDB) REVIEW – INFORMAL CONSULTATION ON LOCAL PLAN (ATTACHED HOUSING DEVELOPMENT BOUNDARY (HDB) REVIEW AND EMAIL SUPPORTING THE CONSULTATION DOCUMENT)

RECOMMENDED:

- (i) *To receive, note and review the Housing Development Boundary (HDB) Review – Informal consultation on Local Plan*
- (ii) *To note that the Planning and Development Committee had no comments at this stage in respect of the response to the Housing Development Boundary (HDB). A formal consultation in respect of the same will be launched by B&NES Council in the Autumn of this year.*
- (iii) *The Clerk to submit any comments by the deadline of 6th August 2025.*

12. CRICKET MATCHES AT MANOR ROAD (Attached)

RECOMMENDED:

- (i) *To consider the Feasibility appraisal*
- (ii) *To decide if Council should continue to investigate Manor Road playing fields being used for cricket matches from summer 2026.*

13. FINANCIAL QUARTERLY REPORTS (Attached)

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

RECOMMENDED:

That Town Council receive and note the quarterly financial reports.

14. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 17th JUNE 2025

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

RECOMMENDED:

To note that there were no delegated actions taken since the last meeting.

15. DELEGATED POWERS FOR FINANCE AND POLICY COMMITTEE TO ACTION A PAYMENT OVER £5,000, IN THE ABSENCE OF AN AUGUST TOWN COUNCIL MEETING

RECOMMENDED:

The Clerk recommends that delegated power is approved for Finance and Policy Committee to approve over £5,000 expenditure, should it be required, for the Council approved Tier 1 Risk Assessment on the land feasibility for Cemetery use. Closure date for tenders is 25th July and as there is no August Town Council meeting, if approval of expenditure can be delegated to the Finance & Policy Committee, at their meeting on 19th August, it would enable instruction of the selected Tender so that it may go ahead during the August period rather than waiting until the 16th September Town Council meeting.

16. UPDATES FROM THE RFO

The External Audit has now been sent to DBO. The Audit cannot be completed until Public Rights has ended at the earliest which is the 31st July 2025.

The Council has received notification that we have been awarded a £2,500 grant from Quartet Community Foundation, to organise sport activities during the summer holidays.

We have received the S106 funding from B&NES for the upgrade of Teviot Play Area. The funds have been transferred to an EMR.

17. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 8th JULY 2025 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 8TH JULY 2025 Item 17 (A – B)

RECOMMENDED:

To receive and note agenda item 17 A-B.

18. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 8th July 2025 NEEDING DECISION:

FP1 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.

FP2 SOCIAL MEDIA POLICY (attached)

RECOMMENDED:

- (i) That Social Media Policy be received and noted.*
- (ii) That a recommendation be made to Council for it to be noted that this Policy requires further amendments and will be deferred to the next Finance and Policy Committee meeting for further consideration.*

FP3 RISK MANAGEMENT STRATEGY (attached)

RECOMMENDED:

- (i) To receive and note and review the Risk Management Strategy.*
- (ii) To receive a recommendation from the Finance & Policy Committee to approve the review of the Risk Management Strategy.*

FP4 STANDING ORDERS (attached)

RECOMMENDED:

- (i) To receive and note the revised Standing Orders.*
- (ii) To receive a recommendation from the Finance & Policy Committee to approve the changes to the Standing Orders.*

FP5 STATEMENT OF INTERNAL CONTROL 2025-2026 (attached)

RECOMMENDED:

- (i) To receive and note the Statement of Internal Control 2025-2026*
- (ii) To receive a recommendation from the Finance & Policy Committee to approve the Statement of Internal Control 2025-2026 with the change to the budget setting starting in October instead of November.*

FP6 STREET LIGHTING ON FOOTPATH TO MEMORIAL PARK

Councillors have requested lighting from the High Street to the Memorial Park near Back Lane. B&NES have been contacted as this is within their responsibilities. B&NES have responded with the following:

This area of land at the top of Back Lane is not adopted, it is possible to install publicly maintained lights on private land with permission from the landowner and with a Wayleave agreement in place.

While we cannot guarantee that lights will be installed at this location, we have received a similar inquiry from our colleagues recently.

They requested information and a rough cost estimate for the installation of a light to explore potential funding options. Below is the information we provided, which we hope you find useful.

From what we understand the main issue here is lighting the footpath between Back Lane and High Street and one light may be sufficient.

From looking at Streetview this area is used for commercial bin storage, any new lamp column will need protection from the bins and the collection vehicles, as well as third party damage by cars and vans etc.

The Clerk then had a conversation with the Principal Engineer Street Lighting from B&NES and we received the following email:

It is not possible for the Council to pay for energy used by security lights installed by others. As discussed due to the available space in the alleyway a free-standing lamp column is not considered to be a suitable option.

It may be possible for the Council to install its own light on the wall of Grounded, but this would be subject to the property owners' consent and a Wayleave agreement. The estimate is £5000 for a wall light, and connection and the Council currently has no budget provision for this. If permissions can be sought and the project were to go ahead, would the Town Council be able to provide a contribution.

The Town Clerk also reported from the conversation that it would involve digging up the alleyway to a source of electric in an electric box on the High Street.

There has not been confirmation from B&NES that the electric costs will be covered by B&NES.

RECOMMENDED:

- (i) To receive and note the information provided.*
- (ii) That the recommendation to Council is that Grounded be approached and asked if they will contribute towards the installation of a security light and if said light can be wired into their electric supply.*

19. SCHEDULE OF PAYMENTS – MONTH JULY 2025 (attached)

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:

20. TOWN COUNCIL GRANT AWARDS 2025-2026 (Schedule of awards attached)

RECOMMENDED:

To receive and note the schedule of Town Council Grant Awards for 2025 – 2026.

21. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 16th September 2025 at 7.00pm** in The Space, Market Walk, Keynsham.