



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 16th December 2025 commencing at 7.30 pm.

Signed on 9th December 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) (Updated May 2025).

TOWN COUNCIL AGENDA 16th DECEMBER 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).

RECOMMENDED:

To receive note any declarations of interest.

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. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

9. MINUTES OF MEETINGS (previously circulated)

<u>Committee/Working Party</u>	<u>Date 2025</u>	<u>Status</u>
Planning & Development Committee	24 th November 2025	APPROVED
Planning & Development Committee	27 th October 2025	APPROVED
Finance & Policy Committee	11 th November 2025	APPROVED
Finance & Policy Committee	9 th December 2025	DRAFT
EATH Committee	5 th November 2025	APPROVED
EATH Committee	3 rd December 2025	DRAFT
E & S Committee	25 th November 2025	DRAFT
Bus Service Committee	1 st December 2025	DRAFT
Bus Service Committee	28 th October 2025	APPROVED
Capital Projects Committee	1 st December 2025	DRAFT
Capital Projects Committee	6 th October 2025	APPROVED

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:

10. SECTION 30 DEDICATION AGREEMENT OF THE HIGHWAYS ACT – CHANDOS ROAD (Report Attached)

RECOMMENDED:

- (i) *To receive and note the report.*
- (ii) *To decide on a response to Bath and North East Somerset Council.*

11. CEMETERY HEALTH AND SAFETY POLICY (attached)

RECOMMENDED:

- (i) *To receive and note the amended Cemetery Health and Safety Policy.*
- (ii) *To approve the amended Cemetery Health and Safety Policy.*

12. PUBLIC CONSULTATION ON PLANS TO RE-MODEL CHARLTON HOUSE TO CREATE A 30-PLACE SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) SCHOOL AND TWO NEW CHILDREN'S HOMES (letter and consultation questions attached)

RECOMMENDED:

- (i) *To receive and note the report and consultation questions.*
- (ii) *To decide on a Council response to the consultation.*

13. DRAFT SCHEDULE OF MEETINGS 2026 – 2027 (Schedule attached)

RECOMMENDED:

- (i) *To receive and note the draft Schedule of Meetings 2026 – 2027.*
- (ii) *To approve the draft Schedule of Meetings 2026 – 2027.*

14. KEYNSHAM MEMORIAL PARK UPDATE

An email dated 3rd December 2025, has been received from the Project Manager, Capital Programme & Project Management, Bath and North East Somerset Council stating the following:

“I'm reaching out to give a quick update on the Keynsham Memorial Park play area, and to confirm timescale options with you.

The tender pack and designs have been finalised, and we are issuing the Expression of Interest (EOI) pack this week. Due to the holiday period, we will be closing EOIs in January, completing an initial assessment, then issuing the tender pack for quotations. These will be reviewed early March, and then assessed for a couple of weeks. Following

the output, we will have our stage gate review and be able to appoint a contractor beginning of April.

Once the contractor will be appointed we will need to wait a month or two before starting on site: some items have a long lead time, plus we need the contractor to finalise designs of the climbing wall. This takes us into May / June time to start works, with the playground completed and handed over mid July.

I understand this is not ideal given the Music Festival, however our key focus was to avoid a closure during the school summer holidays. It could be that we can start works earlier in the year if items are quicker to arrive or that the appointed contractor can organise a programme to accelerate works. There is otherwise the option to delay works starting, however this would lead to a closure over the summer holidays, or only starting works in late 2026.

From a parks programme perspective we are keen to get started on the park and get it delivered. We're planning to mitigate impact as much as possible during the festival, ensuring the works won't disrupt the festival and the area; and as mentioned until we get a contractor programme we won't be sure on the duration of works. However, your input into this discussion would be very much appreciated before we make a final decision.

RECOMMENDED:

- (i) *To receive and note the email.*
- (ii) *That Council consider and decide on a response to the email.*

15. CUSTOMER RELATIONS MANAGEMENT SYSTEM (Proposal attached)

The Town Council Business and Communications Engagement Officer has developed a proposal for the use of a CRM (Customer Relationship Management) system to help further engage with the community of Keynsham.

RECOMMENDED:

- (i) *To receive and note the CRM proposal.*
- (ii) *To decide if Council wish to comment on the same.*

16. REPLACEMENT FOR CLLR A HALLIDAY ON BUS SERVICES COMMITTEE, CAPITAL PROJECTS AND GRANTS COMMITTEE

RECOMMENDED:

- (i) *To appoint a Councillor to the Bus Services Committee.*
- (ii) *To appoint a Councillor to the Capital Projects Committee.*
- (iii) *To appoint a Councillor to the Grants Committee.*

17. TERMS OF REFERENCE AMENDMENT TO YOUTH STRATEGY WORKING PARTY TERMS (Attached ref page 20)

RECOMMENDED:

- (i) *To receive and note the amendment to the Terms of Reference.*
- (ii) *To approve the Terms of Reference.*

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

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

RECOMMENDED:

To note that there were none.

19. UPDATES FROM THE RFO

After the accounts were closed for November, we received the final statements from Barclays Bank. The reconciliation and the closure of the cashbooks will be carried out in January.

Now is the time for making financial plans for the next year. Agenda Item FP2 below is another chance to view the budget and the precept calculations. The RFO is happy to answer any questions and explain the reasons behind the recommendation.

RECOMMENDED:

To receive and note the information.

20. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 9th December 2025 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 9th December Item 20 (A - G)

RECOMMENDED:

To receive and note agenda item 20 A-G.

21. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 9th DECEMBER 2025 NEEDING DECISION:

FP1 PENSION POLICY (attached)

During an exercise to make changes to staff members pension, Avon Pension Fund made us aware we did not have a pension policy. The attached policy has been created using a template. Avon Pension Fund have a copy of the policy as the changes could not be done without one. Any changes to this policy will overwrite the policy being held by Avon Pension Fund.

RECOMMENDED:

- (i) To receive and note the new Pension Policy.
- (ii) To receive a recommendation from the Finance and Policy Committee to Council to approve the new Pension Policy.

FP2 BUDGET AND PRECEPT (attached)

RECOMMENDED:

To receive, note and review the information supplied in readiness to resolve the Budget and Precept in January 2026.

FP3 BATEMAN SKIPS PRICE INCREASE (attached)

RECOMMENDED:

- (i) To receive and note the price increase from Bateman Skips.
- (ii) To receive and note the additional 3 quotes for supplying a ten-yard skip at the Cemetery.
- (iii) To receive a recommendation from the Finance and Policy Committee to accept quote 1.
- (iv) To approve quote 1.

FP4 CLEANING OF MANOR ROAD PAVILION CHANGING ROOMS (attached)

RECOMMENDED:

- (i) To receive and note the 2 quotes for cleaning Manor Road pavilion changing rooms.
- (ii) To receive a recommendation from the Finance and Policy Committee to approve quote 2.
- (iii) To approve quote 2.

FP5. INSTALLATION OF DONATED DEFIBRILLATOR AT THE TALBOT INN (quotes to follow)

A resident has kindly donated 3 defibrillators to Keynsham costing in the region of £9,000. The Defibrillator being installed at The Talbot Inn requires installation by a qualified electrician. The Council has over £5,000 in an EMR for Defibrillators. Attached are 3 quotes for the installation costs.

RECOMMENDED:

- (i) *To receive and note the information and that the quotes for the installation of the Defibrillator were not received in time for the Finance and Policy Committee meeting.*
- (ii) *To note that the Finance and Policy Committee recommend that the quotes be considered at this Town Council meeting. Town Clerk to update.*
- (iii) *To note that the Finance and Policy Committee resolved that Council will fund the installation of the Defibrillator.*

22. SCHEDULE OF PAYMENTS – MONTH 9 - DECEMBER 2025 (attached)

RECOMMENDED:

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

ITEMS TO RECEIVE AND NOTE:

23. 25-004 MANOR ROAD & SALTFOORD – 20 M.P.H. SPEED LIMIT ORDER 2025 (attached)

RECOMMENDED:

To receive and note the information.

24. UPDATE - ALDI'S PLANS FOR A NEW FOOD STORE IN KEYNSHAM REF: 24/02029/FUL (attached)

RECOMMENDED:

To receive and note the information.

25. PUBLIC CONSULTATION ON PARKING PROPOSALS 17TH OCTOBER - 7TH NOVEMBER 2025

The Town Council has investigated why Council had not received notification of this important consultation regarding the introduction of Saturday charges for the Bath Hill East car park and other parking charges changes. Below is what has been ascertained.

Information from the Service Manager - Parking Services, Bath & North East Somerset Council dated 19th November 2025

“Thank you for reaching out regarding the recent public consultation on parking proposals. Sharing information on our proposals is particularly important to us to ensure that as many people as possible, who are impacted by them, have an opportunity to provide feedback.

In developing our consultation and the engagement material, and to ensure we didn't duplicate material, we verified which organisations were automatic recipients of the Council's press releases. Since Parish and Town Councils are included within this list, no further additional communications were sent to these organisations.

The press release that was issued went out on 17th October, and can be accessed online at: <https://newsroom.bathnes.gov.uk/news/residents-invited-have-their-say-parking-service-updates-and-new-rpzs>

We recognise that this won't capture many people directly, so we undertook additional efforts to ensure a further email or text message was issued via our partner Mi Permit, directing them to the press release. For information, a total of 52 text messages and 13,135 emails were issued.

I'm not able to provide details of how many respondents came from Keynsham as the analysis of both consultation results is still underway. This analysis is also expected to include the number of unique webpage visitors to both consultation pages compared to those that also responded.

I can confirm that we had the following number of online responses:

- [Traffic Regulation Order Consultation: Review of on-street parking permit charges \(2025-26\)](#) - 276 online responses
- [Preliminary consultation on parking charges, 2026-27](#) - 478 online responses

Thank you for bringing this to our attention, and we appreciate your understanding as we strive to improve our communication efforts”.

The Clerk comments that both the Deputy Town Clerk and herself have Mi Permits and did not receive a text nor did the Deputy Town Clerk or the Clerk receive notification of the consultation through the Newsroom Bath and North East Somerset Council.

Council should know that on receipt of any consultations these are automatically circulated to Councillors, staff and our community (via the Town Council email system and social media channels)

The Clerk followed up the lack of notification further and received the following from the B&NES Community Engagement Team.

“While, in this instance, Keynsham Town Council should have been notified directly given that it was a change in your area, I am also a bit concerned that you might not be getting the Council's press releases.

You should be getting these as they are issued as well as the weekly e-connect. Comms use a system called Vuelio for this. A press release went out on 17 October”

It has been discovered that a previous employee of the Council unsubscribed from Vuelio (B&NES Newsroom) and when one person in an organisation unsubscribes it automatically unsubscribes others in that organisation from the NewsRoom information.

The Clerk has requested that key staff of the Council be subscribed once more.

The Clerk highlighted to B&NES Council the fact that the local press release went into the Keynsham Voice, November edition and a copy of which was not received by most residents and the Town Council until late in the week commencing 3rd November and the closing date was Friday 7th November giving the community of Keynsham very little time to respond.

RECOMMENDED:

To receive and note the information.

26. SUPPORT FOR RESIDENT CONCERNS REGARDING NEW BUILD ESTATE MANAGEMENT, SERVICE CHARGES, AND ADOPTION PRACTICES IN B&NES (Email attached & in SharePoint)

An email has been received from S Broadfield dated 8th December 2025 in response to the Clerk’s email concerning this matter.

RECOMMENDED:

To receive and note the information.

27. BYELAWS IN PARKS (Email attached & in SharePoint)

An email has been received from the Service Manager (Barrister), Legal Services, Regulatory, Property & Planning, B&NES Council dated 8th December 2025.

RECOMMENDED:

To receive and note the information.

28. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council’s next meeting is **Tuesday 20th January 2026 at 7.00pm** in The Space, Market Walk, Keynsham.