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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 20<sup>th</sup> January 2026 commencing at 7.00 pm.

Signed on 13<sup>th</sup> January 2026

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 20<sup>th</sup> January 2026**

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 16<sup>th</sup> 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. RECENT CONSULTATION ON PARKING CHARGES

Verbal update from Chair of Council.

*RECOMMENDED:*

*To receive and note the information.*

8. KEYNSHAMNOW

*RECOMMENDED:*

*To receive and note the report from KeynshamNow.*

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>
Planning & Development Committee	15 <sup>th</sup> December 2025	APPROVED
Planning & Development Committee	12 <sup>th</sup> January 2026	DRAFT
Finance & Policy Committee	9 <sup>th</sup> December 2025	APPROVED
Finance & Policy Committee	13 <sup>th</sup> January 2026	DRAFT
EATH Committee	3 <sup>rd</sup> December 2025	APPROVED
EATH Committee	7 <sup>th</sup> January 2026	DRAFT
Consultation Response Group	5 <sup>th</sup> January 2026	DRAFT
Youth Service Committee	6 <sup>th</sup> January 2026	DRAFT
Personnel Committee	7 <sup>th</sup> January 2026	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.*

**11. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16<sup>th</sup> DECEMBER 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.*

**12. UPDATES FROM THE RFO**

The RFO will make the following changes in the accounts for the next meeting:

- Move the Teviot Park income.
- Move the income and expenditure to the EMR to correct the closing balance.

The Barclays accounts are now closed. We will keep the accounts open on Rialtas until year end where they will be closed after the year end reconciliation.

The CCLA interest has not been entered into the accounts as the accounts were closed before we received the statement.

**RECOMMENDED:**

*To receive and note the information.*

**13. MAKESPACE UPDATE (Report attached)**

**RECOMMENDED:**

- (i) To receive and note the information
- (ii) To respond to B&NES Council's question.

**14. RESERVES, BUDGET AND PRECEPT 2026-2027 PRESENTATION (attached)**

**RECOMMENDED:**

*To receive and note the presentation by the RFO on the Reserves, Budget and Precept.*

**15. RESERVES (attached)**

Attached is a paper explaining the Reserves. Also attached is a 5-year plan for spending the Reserves for supporting the budget.

**RECOMMENDED:**

- (i) *To receive and note the information supplied by the RFO regarding the Reserves.*
- (ii) *To note that the Finance and Policy Committee have used this information and make recommendations to full Council to approve the following changes to the EMR's:*

*EMR 359 Timeline Project (now finished) transfer the remaining £14,346 to EMR 343*  
*EMR 360 Office Move transfer £16,654 to EMR 343*  
*EMR 360 Office Move transfer £17,000 to EMR 369 Tree planting and works.*

*Transfer to a new EMR for the Cemetery wall:*

*EMR 390 Workshop Maintenance £8,490.*

*EMR 398 DISC Grant £2,952.*

*EMR 333 Events £7,149.87.*

*EMR 358 Diversional Funding (ASB) – £9,814.04.*

16. PRECEPT 2026-2027 (attached)

**RECOMMENDED:**

- (i) *To receive and note the calculations and information paper for the 2026/27 Precept.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to increase the Precept by 12%*
- (iii) *To note that the Clerk and the RFO recommend an increase of 17.7% to create a balanced budget*

17. BUDGET 2026-2027 (attached)

**RECOMMENDED:**

- (i) *To receive and note the 2026/27 Budget paper.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the 26/27 Budget.*
- (iii) *To approve the 26/27 Budget*

18. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13th January 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 13<sup>th</sup> January 2026 Item 18 (A - D))

**RECOMMENDED:**

*To receive and note agenda item 18 A-D.*

19. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13<sup>th</sup> JANUARY 2026 NEEDING A DECISION:

FP1 GDPR POLICIES (attached)

*RECOMMENDED:*

- (i) *That the following GDPR Policies be received and noted.*
  - a) *GDPR Policy Pack*
  - b) *KTC Privacy Impact Assessment*
  - c) *KTC Privacy Notice*
  - d) *KTC Privacy Policy (website)*
  - e) *KTC Retention and Disposal Policy*
  - f) *KTC Security Incident Response Policy – Record of Work*
- (ii) *That the Committee recommend to Council to approve the GDPR Policies With the following change:*
  - (i) *Remove the name Cheryl Scott and replace with Town Clerk.*

ITEMS FOR DISCUSSION REQUIRING A DECISION:

20. ADVERSE WEATHER POLICY (Attached)

*RECOMMENDED:*

- (i) *To receive and review the Adverse Weather Policy.*
- (ii) *To approve the Adverse Weather Policy.*

21. POLICIES FOR APPROVAL (Attached)

- (i) *Keynsham Town Council Youth Safeguarding Policy and Procedures.*
- (ii) *Managing Young People’s Behaviour and Sanction Policy with Good Practice Guidelines.*
- (iii) *Detached/Outreach Youth Work Policy and Guidelines.*
- (iv) *Unacceptable Behaviour Policy.*
- (v) *Lone Working Policy.*

*RESOLVED:*

- (i) *To receive and note the Policies.*
- (ii) *To receive a recommendation from the Personnel Committee to approve the Policies.*
- (iii) *To approve the Policies.*

22. NEW STREET NAMES AT CURO DEVELOPMENT OFF BATH ROAD (road names suggestion sheet attached)

An email has been received from the GIS Manager of Bath and North East Somerset Council dated 23<sup>rd</sup> December 2025 as follows:

*“Curo have submitted to us an application to name the roads in a new development off Bath Road, between numbers 200 and 240, and including an extension of Fairfield Way. We need ten new street names!*

*Could Keynsham Town Council don their thinking caps and come up with some suggestions? Ideally a theme across the estate would be good, but with 10 names”.*

**RECOMMENDED:**

- (i) That the email be received and noted.*
- (ii) That Town Council decide whether to submit suggested names or to leave the naming of the roads to B&NES Council.*

**23. AVON PENSION FUND – PENSIONS ADMINISTRATION STRATEGY 2025  
(Consultation responses attached)**

**RECOMMENDED:**

- (i) To receive and note the Pensions Administration Strategy 2025.*
- (ii) To receive and note the Consultation responses produced by the Consultation Response Group on 5<sup>th</sup> January 2026.*
- (iii) To approve the Consultation Response Group’s responses.*
- (iv) That the Town Clerk submit the responses by 30<sup>th</sup> January 2026.*

**24. TERMS OF REFERENCE OF THE YOUTH SERVICE COMMITTEE**

**NAME OF COMMITTEE**  
**MEMBERSHIP WITH VOTING**  
**RIGHTS**  
**FUNCTIONS**

**YOUTH SERVICE COMMITTEE**  
**5 members of the Town Council**

The functions of the Youth Service Committee is to:

- Advise the Town Council on youth needs, priorities, and emerging issues.
- Support the planning, delivery, and evaluation of youth services and programs.
- Oversee the planning of the annual Youth Festival (which may be part of Keynsham Music Festival).
- Promote meaningful youth participation in civic life and decision-making.
- Strengthen collaboration among stakeholders involved in youth development.
- On completion of the Town Council Youth Strategy that this Committee will oversee the delivery of the same.

DELEGATED POWERS	None – advisory only
REFERRED BUSINESS	To consider and make recommendations to the Town Council.
QUORUM	3 members of the Youth Service Committee
FREQUENCY OF MEETINGS	Bi-monthly

**RECOMMENDED:**

- (i) *To receive and note the Terms of Reference of the Youth Service Committee.*
- (ii) *To approve the Terms of Reference.*

**25. RESIDENTS’ GROUP FOR THE HYGGE (Email report attached)**

**RECOMMENDED:**

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

**26. ELECTRIC SUPPLY FOR DEFIBRILATOR AT THE TALBOT INN (Quotes attached)**

The location of The Talbot for a 24-hour accessible AED would service a good number of residents, workers and businesses in Keynsham East and Bath Road.

The issue with the Electrical consumer box has been resolved and an electrician has checked and agreed it is now satisfactory.

**RECOMMENDED:**

- (i) *To receive and note the quotes.*
- (ii) *To approve a quote for an electrician to complete the installation of this AED at this location.*

**27. SCHEDULE OF PAYMENTS – MONTH 10 - JANUARY 2026 (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:**

**28. TOWN AND PARISH COUNCILS - FESTIVE LIGHTING (Guidance document attached)**

*An email has been received from Head of Highways, Parking & Passenger Transport, Bath & North East Somerset Council as follows:*

*“Dear Town and Parish Clerks*

*I am writing to advise you that, within the budget proposals currently being considered by the Council, we are proposing a new application process for any council or community body wishing to erect festive lighting within their communities from 2026 onwards.*

*Under this new procedure, local district centres, town and parish councils, or the Bath Business Improvement District, will be able to install and fund their festive lighting if they so wish. As part of this process:*

- *You will need to procure your own contract for the hire of decorations.*
- *You will also need to procure your own electrical contractor for installation.*
- *The Street Lighting team in B&NES Highways will check applications for decorations and carry out inspections once installed to ensure safety.*
- *Applicants must be a legal entity eligible to apply to the Council and hold appropriate public liability insurance.*

*To support this transition, the proposal is to waive the application and inspection fee for 2026/27, ensuring there is no additional financial burden on our communities during this change. This is subject to final sign off at February’s Budget meeting.*

*If you have any further questions, or wish to arrange a meeting to discuss please email.*

*B&NES Council new guidance document explaining the approval process and what information needs to be submitted is attached”.*

**RECOMMENDED:**

***To receive and note the contents of the email and the Guidance document attached to this agenda item.***

**29. 0107 - SOMERDALE, KEYNSHAM - HIGHWAY ADOPTION PROGRESS UPDATE**

An email has been received from the Principal Engineer, Highway Agreements, Sustainable Communities, B&NES Council dated 7<sup>th</sup> January 2026, as follows:

*“I want to provide a short update in respect of progress at the Taylor Wimpey Somerdale development in Keynsham over the last few weeks:*

*They have applied for Traffic Regulation Orders in respect of the yellow lines, school zig zag markings, etc. and this application is being processed by the Council’s Traffic Management team. We had asked for Taylor Wimpey to undertake an informal consultation process with you and the residents prior to making a formal application, but they declined to do so. You will shortly be contacted by Traffic Management regarding the proposals, as per normal procedure.*

*Taylor Wimpey have provided revised phasing plans, in terms of how the site will be split across Section 38 Agreements. These are now being checked before a revised Technical*

*Approval and instructions to our Legal Dept. can be issued. Taylor Wimpey have already provided their solicitor details.*

*Inspections of the adoptable highway, including street lighting, have been taking place over the last few weeks on all phases and will continue into this month. Once a full list is received, this will be passed to Taylor Wimpey to then appoint a contractor for actioning.*

*Taylor Wimpey is progressing the sewer adoption across the site with Wessex Water, with the first section drainage now accepted into its maintenance period. We are not directly involved in this process so don't have full details but do get issued updates as this progresses".*

**RECOMMENDED:**

***To receive and note the information.***

**30. AVON PENSION FUND COMMITTEE DECIDES TO REMAIN INVESTED IN AEROSPACE & DEFENCE**

An email has been received from the Marketing & Communications Team, Avon Pension Fund dated 15<sup>th</sup> December as follows:

*"On Friday 12 December the Avon Pension Fund Committee voted 8 – 2 to remain invested in the Aerospace and Defence sector. The Committee also noted the strength of views expressed by Fund members and agreed to communicate these to its new investment pool, Local Pension Partnership Investments (LPPI), to inform their investment policies.*

*This decision follows careful consideration of member feedback from the recent survey, alongside legal advice, and financial factors.*

*You can find out more in the news story: [www.avonpensionfund.org.uk/news/2025/aerospace-and-defence-decision](http://www.avonpensionfund.org.uk/news/2025/aerospace-and-defence-decision)*

**RECOMMENDED:**

***To receive and note the information.***

**31. B&NES COUNCIL PROPOSES PUBLIC SPACE PROTECTION ORDER TO KEEP DOGS ON LEADS IN CEMETERIES**

Measures to ensure dogs are kept on leads and dog mess is cleaned up in the grounds of Bath & North East Somerset Council-owned cemeteries are being consulted on. The move is a last resort in response to repeated reports of dogs off leads, which in some cases have led to visitors and staff facing abusive behaviour and dog mess left on graves, and it follows attempts to address the problems without having to introduce formal powers by carrying out social media campaigns, improving signage, and staff talking to dog owners.

The Council is now consulting on a Public Space Protection Order, which would require owners to keep their dogs on a lead of two metres or less and immediately remove dog mess, ensuring that cemeteries remain safe and clean for visitors.

Councillor Manda Rigby, cabinet member for Communications and Community, said: “It’s disappointing that despite repeated efforts to raise public awareness, we continue to experience a significant problem with some owners allowing their dogs to run free in cemetery grounds. It’s not the dogs but their owners who are causing this problem for other people.

“It is not acceptable that visitors and staff have experienced aggressive behaviour from dogs and we are concerned about the serious safety risks for the animals too, as there have been instances where dogs have been off-lead near staff who are using heavy machinery.

“We welcome responses to our consultation from residents, cemetery visitors and anyone who is concerned about the environment in our cemeteries.”

If the PSPO is introduced, anyone breaking its regulations would receive a Fixed Penalty Notice of £100 which could increase to £1,000 if the case goes to court.

The PSPO would apply in the following locations:

- Locksbrook Cemetery, Bath
- Harptree Cemetery, East Harptree
- St. Michael’s Cemetery, Bath
- Smallcombe Cemetery, Bath
- St. James Cemetery, Bath
- Twerton Cemetery, Bellotts Rd, Bath

People can respond to the consultation on the Council website

**RECOMMENDED:**

- (i) *To receive and note the information.*
- (ii) *To note that Keynsham Town Council Cemetery Regulations state “No dogs allowed, only assistance dogs permitted”.*

**32. WECA RAILWAY STATION ACCESSIBILITY PROJECT (Briefing note attached)**

An email has been received from Alison Wells, Community Engagement Officer, Bath and North East Somerset Council dated 16<sup>th</sup> December 2025 as follows:

*“I am writing to let you know that colleagues from WECA have been in touch with us regarding a recent survey they held on accessibility at railway stations in the West of England (including Bath Spa; Oldfield Park; Keynsham and Freshford). This will be followed up in the new year with Focus Groups (one for each Local Authority Area). They*

have drawn up a list of potential organisations to involve and we have also suggested they meet with the BANES Independent Equality Advisory Group. A briefing note is attached – this has also been shared with Ward Councillors”.

**RECOMMENDED:**

- (i) To receive and note the information.
- (ii) To note that Cllrs Fricker and Brassington are the Town Council Representatives in respect of the Railway Station.
- (iii) To note that relevant Community Organisations have been notified of a forthcoming meeting on Thursday 22<sup>nd</sup> January 2026 at 6.00 p.m.

**33. CALL FOR SITES FOR GYPSY AND TRAVELLER PITCHES (GTAA) (Email report attached)**

An email has been received from B&NES Planning Policy Team dated 17<sup>th</sup> December 2025. This matter was considered at the Town Council Consultation Response Group meeting on 5<sup>th</sup> January 2026, and it was concluded that no action was required as it did not affect the Keynsham area.

**RECOMMENDED:**

*To receive and note the information.*

**34. ANNUAL REPORT SUBMISSIONS FROM CHAIR OF COUNCIL AND CHAIRS OF TOWN COUNCIL COMMITTEES.**

The Town Council’s Business and Community Engagement Officer has sent emails to the Chair of Council and Chairs of all Council Committees requesting a short report for the 2025-2026 Annual Report. Councillors are asked to send in their reports as soon as possible giving plenty of time to put the report document together for presentation at the Annual Town Meeting on Thursday 23<sup>rd</sup> April 2026.

**RECOMMENDED:**

*To receive and note the information.*

**35. GOOD CITIZENS AWARDS 2025/2026**

For information, a call out of nominations for this year’s Good Citizen Awards will be published in the next addition of the Keynsham Voice.

**RECOMMENDED:**

*To receive and note the information.*

**36. DRAFT LOCAL PLAN**

The Draft Local Plan is expected to be published in the agenda papers for the B&NES Cabinet meeting to be held on Tuesday 7<sup>th</sup> May. The first indications of what will be in the Draft Local Plan will be in the agenda papers for a meeting of the B&NES Climate Emergency and Sustainability (CES) Panel to be held on Thursday 26<sup>th</sup> March 2026. The Draft Local Plan is being developed at arm's length by the B&NES Planning Department with no input from any political party

**RECOMMENDED:**

*To receive and note the information.*

**37. RECORD OF PREVIOUS MEETINGS**

**RECOMMENDED:**

*That the minutes of the Extra Ordinary and Ordinary Town Council meetings held on Tuesday 16<sup>th</sup> December 2025 (previously circulated), be confirmed as a true record and signed by the Chairman.*

**38. DATE OF NEXT MEETING**

**RECOMMENDED:**

To note that the date for the Town Council's next meeting is **Tuesday 17<sup>th</sup> February 2026 at 7.00pm** in The Space, Market Walk, Keynsham.

**39. 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 business to be transacted. Agenda item 40 progress sensitive issues.

**40. PARCEL 3100 CHARLTON ROAD NON-COMPLIANCE OF SEC 106 OBLIGATION PROVISION OF BUS GATE (Confidential report attached)**

**RECOMMENDED:**

*To receive and note the report.*