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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 17<sup>th</sup> June 2025 commencing at 7.30 pm.

Signed on 10<sup>th</sup> June 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 17<sup>TH</sup> JUNE 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 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).

## 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 Annual Town Council meeting held on Tuesday 20<sup>th</sup> May 2025 (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. TIMEOUT KALEIDOSCOPE PRESENTATION

*RECOMMENDED:*

*To receive and note a presentation by a member of the Youth Team and some young people of TimeOut on the plans for the forthcoming Kaleidoscope.*

9. KEYNSHAMNOW

*RECOMMENDED:*

*To receive and note the report from KeynshamNow.*

10. PRESENTATION ON THE EARLY STAGES OF SCOPING OPTIONS FOR A WIDER REGENERATION SCHEME OF KEYNSHAM MEMORIAL PARK AND WEIR (deferred from May meeting)

*RECOMMENDED:*

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

11. ALLOTMENT ASSOCIATION QUARTERLY UPDATE (Deferred from May meeting)

*RECOMMENDED:*

*To receive a verbal report from the Allotment Association.*

12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

*RECOMMENDED:*

*To receive and note any reports.*

13. MINUTES OF MEETINGS (previously circulated)

<u>Committee/Working Party</u>	<u>Date 2025</u>	<u>Status</u>
Consultation Response Group	12 <sup>th</sup> June 2025	DRAFT
Planning Committee	9 <sup>th</sup> June 2025	DRAFT
Finance & Policy Committee	10 <sup>th</sup> June 2025	DRAFT
Environment and Sustainability Committee	27 <sup>th</sup> May 2025	DRAFT
Personnel Committee	19 <sup>th</sup> March 2025	APPROVED
Personnel Committee	22 <sup>nd</sup> May 2025	DRAFT
Grants Committee	11 <sup>th</sup> June 2025	DRAFT
EATH Committee	4 <sup>th</sup> June 2025	DRAFT
Youth Strategy Working Group	28 <sup>th</sup> May 2025	DRAFT
KNAP Working Party	5 <sup>th</sup> June 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:

14. LIME KILN STORE ROOF – MANOR ROAD (Quote attached)

The Assistant Town Clerk sent out tenders in respect of obtaining quotes for the repair to the Lime Kiln shed roof at Manor Road.

One contractor declined to send in a quote, a second contractor failed to submit any quotes by closure and to date no quote has been received. One quote has been received and is attached.

The contractor is suitably qualified to undertake the work. The Tender value is within budget (£15,000 is in the budget for this project) and is only slightly higher than the quote received in January 2024.

*RECOMMENDED:*

- (i) *To accept the tender attached for refurbishment of the Lime Kiln Store.*
- (ii) *To approve the works.*

#### 15. KENNET & AVON CANAL TRUST (KACT)– 75<sup>th</sup> ANNIVERSARY IN 2026

Next year will be the 75th anniversary of the creation of the organisation that restored the derelict canal (it only became KACT in 1962, but 1951 is when things started) and KACT is planning to have a series of events to mark the anniversary (and raise publicity of both the navigation and the trust, recruit volunteers and donors, etc). It is probable that one (or more) of the KACT boats will make a journey from Reading to Bristol with various events sequentially as it passes down the navigation. KACT is still seeing what enthusiasm there is for events at various points along the navigation and currently it is not even sure what dates would be best (the trip would have to fit around both holidays and the period of summer when the canal is sometimes short of water).

We know that the canal does not extend as far as Keynsham (the canal joins the river in Bath) and the river is not particularly close to the town centre. Regarding the stretch of river between Bristol and Bath, Keynsham lock is hardly the most picturesque bit of either Keynsham or the canal and it might make more sense for KACT to put on activities in Saltford (everywhere else between Bristol and Bath is tidal or too rural).

Cllr Cannon asks how much enthusiasm there would be for Council to have some involvement in principle. If people are very keen, then he shall get back to KACT to ask them to pencil the Town Council in but if it is deemed that Town Council is too busy, then he can return a friendly "no".

***RECOMMENDED:***

*To consider this matter and decide on a response to KACT.*

#### 16. ONE STOP SHOP – SOMERDALE

In response to her letter, in respect of this matter, the Clerk has received an email dated 4<sup>th</sup> June 2025 from the Asset & Estates Manager of One Stop Shops Limited Informing Council of the following: -

"One Stop withdrew from the transaction following a strategic review and have no further interest in the property"

***RECOMMENDED:***

*To decide on the whether any further action should be taken by Council and if so what course of action.*

17. MINSMERE ROAD DEVELOPMENT STREET NAMING REQUEST (Map attached)

B&NES Council Street Naming & Numbering Technician - GIS Team have received a Street Naming and Numbering application for a site off Minsmere Road, see attached plan.

They would appreciate the Town Council's input for suggestions for the name of the new road.

**RECOMMENDED:**

*To decide on a road name for the Minsmere Development site.*

18. WHISTLE BLOWING POLICY (Attached)

**RECOMMENDED:**

*To receive a recommendation from the Personnel Committee to approve the Policy.*

19. PARISH CHARTER SURVEY (Consultation Response Group consultation responses to follow)

**RESOLVED:**

- (i) *To receive, note and consider the responses to the Parish Charter Survey as recommended by the Consultation Response Group.*
- (ii) *That Council approve the survey responses.*
- (iii) *That the Clerk submits the Town Council's response by the deadline of 27<sup>th</sup> June 2025.*

20. PARISH LIAISON MEETING LOCATION SURVEY (Consultation Response Group consultation responses to follow)

**RESOLVED:**

- (i) *To receive, note and consider responses to the Parish Liaison Meeting Location Survey as recommended by the Consultation Response Group.*
- (ii) *That Council approve the responses.*
- (iii) *That the Clerk submits the Town Council's response by the deadline of 27<sup>th</sup> June 2025.*

21. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 20<sup>TH</sup> MAY 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 receive and note that the following payments were made by the Town Clerk in consultation with members:*

- (i) Disc Insurance - £413 to Todd and Cue.*
- (ii) Christmas Lights 2024 - £1,542.12 to EDF.*

**22. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10<sup>th</sup> JUNE 2025 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 10<sup>TH</sup> JUNE 2025 Item 22 A – G)**

**RECOMMENDED:**

*To receive and note agenda item 22 A-G.*

**23. UPDATES FROM THE RFO**

*(i) Answers from questions raised at the May meeting:*

- 4092 overspend– cost of the DISC software to be refunded by WECA. Email confirmation for payment received this month.
- 4100 overspend – promotion of Council by KTCRFM £4,100 plus extra £3,000 for Picnic in the Park and £1,000 deposit for using the park that was later returned by B&NES.
- 4104 overspend – The reports do not take into account the income generated from the festival which amounts to £5,770.84. EATH were also given authority to spend £2,500 from the Events EMR.

*(ii) Due to the way we are controlling our petty cash we have had to set up a new cashbook for the credit card with the advice from Rialtas. The new cashbook will give more up to date financial records with the purchase made in month being on the reports in the same month. Previously the purchases would be shown on the following month when the payment to the credit card company was made.*

*(iii) We are waiting for 2 direct debits to change to Unity Trust. When these are completed, we can close the Barclays bank account and freeze the 3 Barclays cash books.*

**RECOMMENDED:**

*(i) To receive and note the information.*

**24. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10<sup>th</sup> June 2025 NEEDING DECISION:**

FP1 MUSIC STUDIO INCOME AND EXPENDITURE (attached)

*RECOMMENDED:*

- (i) 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.*
- (ii) That reports for in month and year to date be included in the agenda going forward.*

FP2 POLICIES (attached)

*RECOMMENDED:*

- (i) That the following Policies be received and noted with the following comments:*
  - a) CIL Policy.*
    - To note that the Finance and Policy Committee have recommended that a working group to be created to re-write the policy.*
    - The Clerk recommends that this be a task and finish Working Party with two meetings at the most allocated.*
    - That Council approve the membership of this CIL Policy Writing Working Group to include Cllrs Alenshasy, Burton, Wait, Cooper with the RFO and the Assistant Clerk in attendance.*
  - b) GDPR*
    - That Finance and Policy Committee recommend that this policy be referred back to Council, as there was a disagreement over whether the confidential papers be left in SharePoint or removed. (The changes to include the confidential papers in SharePoint were agreed at Council in May).*
  - c) Social Media Policy*
    - That the last 2 paragraphs be re-written and brought back to the next Finance and Policy meeting.*

FP3 STATEMENT OF INTERNAL CONTROL 2025-2026 (attached)

*RECOMMENDED:*

- (i) To receive and note the Statement of Internal Control*
- (ii) To receive a recommendation from Finance and Policy Committee that the Statement of Internal Control be approved by Council.*

FP4 CIL APPLICATION FORMS (attached)

*RECOMMENDED:*

- (i) To receive and note the new CIL Application Forms.*

- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the new CIL Application Forms.*

25. SCHEDULE OF PAYMENTS – MONTH JUNE 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:

26. BATH WELCOMES REFUGEES – CHALLENGING RACISM IN KEYNSHAM

**RECOMMENDED:**

*To receive and note that this item has been deferred to the July meeting.*

27. DATE OF NEXT MEETING

**RECOMMENDED:**

To note that the date for the Town Council's next meeting is **Tuesday 15<sup>th</sup> July 2025 at 7.00pm** in The Space, Market Walk, Keynsham. This is the Annual Town Council meeting.

28. 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 items 29-31 to progress sensitive issues.

29. CEMETERY ENQUIRY (Report attached)

**RECOMMENDED:**

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

30. KEYNSHAM- BANKING HUB

**RECOMMENDED:**

*To receive a verbal update from the Town Clerk.*

31. EN0210004 HINKLEY POINT C CONNECTION PROJECT MATERIAL CHANGE -  
EIA SCOPING NOTIFICATION AND CONSULTATION (Planning Inspectorate  
letter)

*RECOMMENDED:*

- (i) To receive and note the letter.*
- (ii) To decide if Council wish to respond with information on the Environmental Statement or make no comment.*