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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 16th September 2025 commencing at 7.30 pm.

Signed on 9th September 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 16th SEPTEMBER 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. CULTURAL CONSORTIUM PLANS

RECOMMENDED:

To receive a presentation from Robert Campbell on the B&NES Cultural Consortium Plans.

9. KEYNSHAM TOWN CENTRE REGENERATION ACTION PLAN AND THE KEYNSHAM MEMORIAL PARK PLANS

RECOMMENDED:

- i) To receive a presentation from Caroline Lightfoot and Meg Usher on the Town Centre Regeneration Action plans and the Keynsham Memorial Park plans.*
- ii) For Keynsham Town Council to endorse the Regeneration Action Plan as a basis for decision making and funding bids in order to seek to deliver the priority projects.*

10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

11. MINUTES OF MEETINGS (previously circulated)

<u>Committee/Working Party</u>	<u>Date 2025</u>	<u>Status</u>
Planning Committee	4 th August 2025	APPROVED
Planning Committee	1 st September 2025	DRAFT
Finance & Policy Committee	19 th August 2025	APPROVED
EATH Committee	3 rd September 2025	DRAFT
Personnel Committee	31 st July 2025	DRAFT
E&S Committee	22 nd July 2025	DRAFT
Keynsham Nature Action Plan	23 rd July 2025	DRAFT
Youth Strategy Working Party	28 th July 2025	DRAFT
Capital Projects Committee	11 th August 2025	DRAFT
Bus Services Committee	24 th July 2025	APPROVED
Bus Services Committee	2 nd September 2025	DRAFT
Neighbourhood Development Plan	3 rd September 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:

12. B&NES COUNCIL PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT (SPD) UPDATE CONSULTATION (Documents in Cllr SharePoint file)

RECOMMENDED:

- (i) To receive and note the B&NES Council Obligations Supplementary Planning Document (SPD) paperwork.*
- (ii) To note and receive a recommendation from the Planning and Development Committee to ratify their response to the consultation (the deadline was 29th August).*
- (iii) The Town Clerk submitted confirmation of the ratification to the Planning Officer by 2nd September 2025.*

13. RESIGNATION FROM PLANNING AND DEVELOPMENT COMMITTEE

RECOMMENDED:

- (i) To receive and note that Cllr C Brennan has resigned from the Planning and Development Committee.*
- (ii) To appoint a Councillor to the Planning and Development Committee.*

14. RESIGNATION FROM FINANCE AND POLICY COMMITTEE

RECOMMENDED:

- (i) *To receive and note that Cllr C Leonard has resigned from the Finance and Policy Committee.*
- (ii) *To appoint a Councillor to the Finance and Policy Committee.*

15. BUS SERVICES MATTER – SEC 106 AGREEMENT FOR PLANNING APPLICATION 21/05471/OUT

On behalf of the Bus Services Committee the Town Clerk seeks permission to send a letter to the Case Officer on planning application 21/05471/OUT – Parcel 5159, Minsmere Road, seeking a copy of the full Sec 106 agreement.

16. REQUEST FOR EXPANSION AND IMPROVEMENT OF MANOR ROAD PLAYING FIELDS BASKETBALL COURT

The Town Clerk has received the following written request:

Dear, Keynsham Town Council,

I am writing to express concern about the current condition of the basketball court at Manor Park, and too officially request the Town Council to consider an upgrade and expansion of the facility to make it more fitting and inclusive for individuals to use.

Now the court is very small and can be of use for only two players at a time in practice. Not only is it not very useable, but it also discourages wider participation, particularly from local youth who may wish to participate in more active, team-style games. A half-court of larger size, including a three-point line and all the normal markings of a basketball court, would allow for more active games and have the court meet an elementary level for recreational sports.

It is also worth mentioning that, on the local playing fields, there are a number of full-size football pitches to be utilised by the public. Most of the population embrace this but there is clear a lack of balance in the provision of facilities. One of the UK's most rapidly expanding sports is basketball and recent proof has suggested that around 80% of young people have participated in basketball at school or within their own personal time. Despite its popularity, it is still woefully underrepresented in local recreational areas such as Manor Park.

Upgrading the court would both help to redress this imbalance as well as enhance physical health through exercise of residents, especially young people. It would help with mental health as well, providing a constructive release of tension, socialization, and self-betterment. Team sports like basketball have been found to help to build confidence, discipline, and resilience as well as new friendships.

Currently, the court is short of serving the public interest in basketball. With the improvements it needs, however, it can be a vibrant and bustling complex that

encourages young people to be active and integrated—a pride for Manor Park and Keynsham at large.

I would be hoping that the Council would be serious about taking this petition and providing funds to assess and instigate improvements that are needed. I, along with a great many of my fellow residents in the Keynsham area would much appreciate this project.

Your consideration is greatly appreciated. I await hearing from you.

Keynsham Resident

RECOMMENDED:

- (i) *That Town Council receive and note the request.*
- (ii) *That Council consider a response to the resident's request.*

17. TERMS OF REFERENCE REVIEW (Attached)

RECOMMENDED:

- (i) *To receive and note the amended Terms of Reference document.*
- (ii) *To consider and approve the amendments (in blue) to the Terms of Reference document.*

18. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 15th JULY 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:

- (i) *July - To note that one delegated action was approved for the expenditure of £1422.76 for the repair of a broken seesaw at Holmoak Play Area. Repair required for Health and Safety reasons.*
- (ii) *To note there were no delegated actions taken in August 2025.*

19. UPDATES FROM THE RFO

We have now received the dates for the Internal Audit for this year. They are Friday 3rd October 2025, Friday 23rd January 2026, Friday 6th March 2026 and Friday 1st May 2026.

There are still problems with a direct debit on the Barclays account and 2 debtors who are still paying into the account. Once these have been corrected the Barclays accounts can be closed.

RECOMMENDED:

- (i) To note the updates from the RFO for July.*
- (ii) To note that there were no updates from the RFO for August.*

20. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 19th August 2025 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 19TH AUGUST 2025 & SEPTEMBER 9TH Item 20 (A –J)

RECOMMENDED:

To receive and note agenda item 20 A-J.

21. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 19th AUGUST 2025 NEEDING DECISION:

FP1 INFORMATION AND COMMUNICATION TECHNOLOGY POLICY (attached)

RECOMMENDED:

- (i) To receive and review the Information and Communication Technology Policy.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the Information and Communication Technology Policy.*

FP2 SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY (attached)

- (i) To receive and review the Social Media and Electronic Communication Policy.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the Social Media and Electronic Communication Policy with the following amendments:*
 - Remove the word tasteful from the fourth paragraph.
 - Remove “we ask you to” from the fifth paragraph.
 - Correct the spelling mistake “inringe” to infringe.
 - Change Twitter to X formally known as Twitter.

FP3 MANOR ROAD ELECTRICITY CONTRACT (attached)

The electricity contract at Manor Road has now come to an end with DRAX.
Attached are 3 quotes from 3 different companies.

RECOMMENDED:

- (i) To receive and note the 3 quotes for electricity at Manor Road.*
- (ii) To receive a recommendation from the Finance and Policy Committee that quote 3 be accepted.*

FP4 COMMUNITY PROJECTS APPLICATION – ST FRANCIS CHURCH

The consultation for the St Francis Church application for CIL funding has now come to a close. We have not received any feedback from the community during the consultation. The funding is for £8,156 which will be funded from the Community CIL.

RECOMMENDED:

- (i) *To note that approval has been granted for the St Francis Church Community Projects Application on condition that the Town Clerk is satisfied with the application outcome and procedure.*
- (ii) *To note the consultation had 121 votes in support of the application.*

FP5 WECA COMMUNICATION FUNDING (Attached)

The Council have been informed by WECA that Keynsham Town Council have been awarded £5,000 for communication for the K1 Bus Service. Below is the email received from WECA:

Hi Dawn,

As promised, please find attached the proposed online advertising plan along with a summary of our recent call.

Key USPs:

- Connects to local schools
- Links to GPs, health centres, and shops

The attached plan outlines options for targeted online advertising via websites and Meta platforms (Facebook and Instagram). Both channels offer cost-effective ways to reach a wide audience with repeated exposure.

We understand that no decisions are expected until after your council meeting in mid-September, so this is just for your review in the meantime.

Thanks,

Lucy Pannell (she/her)
Communications and Engagement Officer

RECOMMENDED:

- (i) *To receive and note the information provided by WECA regarding the £5,000.*
- (ii) *To note that the Clerk recommends that the funding for communication/promotion of the K1 bus route be undertaken by WECA, as this will be more cost effective for the communication programme that is planned WECA also have a dedicated Communications Team. The Town Council's Business and Communications Officer will work closely with*

WECA and ensure that Council can also share all communications on our social media channels.

FP6 PARK ROAD PLAY AREA UPGRADE

During the Teviot Park consultation we were asked about the possibility of upgrading the park and green space at Park Road. Having looked at the CIL sheet we have £96,000 allocated from CIL funding for play area upgrades. The lease between B&NES Council and Keynsham Town Council for this play area is dated 13th December 2013 There has been no work done on the park or green space since this date and the ROSPA inspection highlighted some failings.

RECOMMENDED:

To receive a recommendation for the Finance and Policy Committee to approve the start of the consultation for Park Road play area and green space upgrade.

FP7 POLICIES (attached)

- a) Principles of Good practice/Member & Officer Protocol
- b) Persistent and Vexatious Complaints Policy
- c) Staff Appraisal Policy and Procedure & Appraisal Form
- d) Training & Development Policy
- e) Play Area Policy
- f) Community Engagement Strategy
- g) Bad Debt Policy
- h) Employee Wellbeing Policy
- i) Anti –Harassment & Bullying Policy

RECOMMENDED:

- (i) *To receive and review the Policies*
- (ii) *To receive a recommendation from Finance and policy Committee to approve and for the Chair to sign the above Policies, with the following changes:*

- a) Principles of Good Practice/Member & Officer Protocol:
 - (i) Change Chairman to Chair.
 - (ii) Add in “Agenda reports to be available 3 days before the meeting.”
 - (iii) Remove the last item D.
- e) Play Area Policy:
 - (i) Add a 3-year plan of play area refurbishment.
- f) Community Engagement Strategy:
 - (i) Add 1.4 Accessibility – Make it easy for all sections of the community to get involved, regardless of age, background, or digital access. Inclusive – We will actively reach out to under-represented voices.
 - (ii) Arrange for information regarding the responsibilities of the Town Council on notice boards with contact details of the office.
- g) Bad Debt Policy:
 - (i) Include the following after the 90 days: The Council will no longer carry out business with the debtor.

FP8 STANDING ORDERS (attached)

RECOMMENDED:

- (i) To receive and note the Standing Orders with changes.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the changes to the Standing Orders.*
- (iii) That the Chair sign the Standing Orders.*

FP9 INSURANCE 2025/26 (to follow)

Last year we signed up to James Hallam insurance brokers for 3 years and this is year two.

The total quote for 2025/2026 is £12,537.82 broken down as follows:

Commercial Combined - £8,860.07

Personal Accident - £ 504.37

Cyber -£659.68

Fleet - £2,120.16

Hired in Plant - £392.00

Last year's total insurance costs = £11,879.00

RECOMMENDED:

- (i) To receive and note the insurance policy quotes and charges (supporting papers previously circulated).*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the insurance policy and charges.*

22. LETTERS TO HEAVEN POSTBOX

Recently a Town Council has installed a "Letters to Heaven Post box" at their Cemetery:



This would be a quiet, thoughtful space where you can write a message to a loved one who has passed away.

Grief can be heavy and sometimes the words we wish we can say live in our hearts. Writing a letter can bring comfort, offer a moment of peace and help with feelings of loss or sadness.

Whether it's a message of love, sometimes left unsaid, or simply a way to feel close again. Over time these messages will be composted in the Cemetery.

The cost of the post box would be £175.

RECOMMENDED:

- (i) *To receive and note the information and cost of the post box.*
- (ii) *To note that the Finance and Policy Committee recommended that the purchase of the letters to Heaven Post Box is not approved, full Council to consider this matter.*

23. SCHEDULE OF PAYMENTS – MONTH 5 - AUGUST 2025 (attached)

RECOMMENDED:

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

24. SCHEDULE OF PAYMENTS – MONTH 6 - SEPTEMBER 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:

25. NAMING OF ROAD IN KEYNSHAM (Copy of the order and map in the Cllr SharePoint file)

RECOMMENDED:

- (i) To receive and note the paperwork.*
- (ii) To note that there have been two complaints regarding the chosen name and these have been referred to the Court.*

26. LP APPROVAL REQUEST - KEYNSHAM LPA EXTENSION – MAKESPACE

The Town Clerk has received the following information from the Corporate Estate and Development Department of Bath and North East Somerset Council as follows:

It has been confirmed that Cash Access require the fullest extent of their permitted LPA extension period up to the Long Stop date of the 31st Oct.

This is for notification purposes only as the extension period is stated in the agreement as an option. Whilst B&NES Council cannot object they have nevertheless asked for assurances that they will have vacated by the 31st October 2025.

The Town Clerk has confirmed to B&NES Council that Keynsham Town Council are keen to enter into another agreement for the MakeSpace building.

RECOMMENDED:

To receive and note the information.

27. HIGHWAY IMPROVEMENT WORKS ON A4 AND B3116 RELATED TO CURO DEVELOPMENT (Report and plans attached)

RECOMMENDED:

To receive and note the report.

28. TWINNING TRIP TO LIBOURNE

RECOMMENDED:

To note that the Twinning Trip has been cancelled due to organisations being unable to decide on a convenient date.

29. K1 BUS SERVICE ARTICLE IN THE VOICE

RECOMMENDED:

To receive a recommendation from the Bus Service Committee that Council give approval to an Officer to produce an article in the next edition of the Keynsham Voice promoting the service and update on its success.

30. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 21ST October 2025 at 7.00pm** in The Space, Market Walk, Keynsham.

31. 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 item of business by reason of the confidential nature of the matter to be transacted, Items 32-34, to progress sensitive and financial issues.

32. GRANTS QUESTIONS (documents attached and in SharePoint)

RECOMMENDED:

- (i) To receive and note the questions received from a member of the public on a grant application.*
- (ii) That a response agreed at Finance and Policy be approved by full Council.*
- (iii) That the response from full Council be sent to the member of the public.*

33. OLD POST OFFICE KEYNSHAM HIGH STREET (Report attached and in SharePoint)

RECOMMENDED:

- (i) To receive and note the report*
- (ii) To decide on recommendation, point 30 (ii) within the report.*

34. POSSIBLE K2 SERVICE

RECOMMENDED:

That a recommendation be received from the Bus Service Committee that the Town Clerk continues to work on the requirements for a submission for a second community Bus Service for Keynsham.