



Dr Cheryl Scott – Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Temporary Telephone: 07904 161097
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

Dear Councillor

You are summoned to participate in a remote attendance of a **MEETING OF KEYNSHAM TOWN COUNCIL** to be held by Zoom Conference on **Tuesday 22 September 2020 commencing at 7.30 p.m.**

REMOTE COUNCIL MEETINGS.

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”), Keynsham Town Council will be holding Council and Committee meetings virtually using the Zoom software platform whilst these regulations remain in place during the COVID crisis.

The meeting ID and password specific for the meeting concerned will be available on the agenda posted on the Town Council website, so that members of the public can attend.

The details for joining this specific meeting are as follows:

<https://us02web.zoom.us/j/85123788086?pwd=MHJONUJWU0tnckR4RWs0dGJzcnNzZz09>

Meeting ID: 851 2378 8086

Passcode: 904590

For telephone dial-in number please contact townclerk@keynsham-tc.gov.uk

Details of how to join a zoom meeting using computer, tablet or phone can be accessed here

<https://support.zoom.us/hc/en-us/articles/201362193>

THIS MEETING IS OPEN TO THE PUBLIC

The Council will be prioritising and focusing on urgent issues/business. Members of the public wishing to address the Council during Public Participation are asked to bring this to the attention of the Clerk or in any case the Chairman before the start of the meeting and are reminded that the Council cannot make any decision on matters that do not appear on the agenda. If any members of the public have questions about matters not on the agenda, they are requested to contact the Clerk of the meeting by telephoning 07904 161097 or emailing townclerk@keynsham-tc.gov.uk

The Agenda for the meeting appears overleaf.

16 September 2020

Dr Cheryl Scott – TOWN CLERK

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)).

AGENDA

The Chairman/Clerk will explain the arrangements for conducting this meeting.

1. **APOLOGIES FOR ABSENCE**

RECOMMENDATION:

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 interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per Standing Order 13.

RECOMMENDATIONS:

To receive requests for dispensations (for disclosable pecuniary interests) prior to an individual item (s) being discussed, that Members may only become aware of during the meeting itself.

4. **PUBLIC PARTICIPATION**

(a) In accordance with Standing Order 3(e) (ii), 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.

RECOMMENDATION:

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 the meeting, Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDATION:

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

RECOMMENDATIONS:

- (i) That the Minutes of the meeting of the Town Council held on 21 July 2020 (previously circulated) be confirmed as a true and accurate record and signed by the Chairman.

6. CHAIRMAN'S ANNOUNCEMENTS

The Chairman 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. KEYNSHAMNOW

RECOMMENDATION:

To receive and note report from KeynshamNow.

9. REPORTS FROM B&NES COUNCILLOR(S)

RECOMMENDATION:

To receive and note updates from B&NES Councillors.

10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

For Members to report back on any meetings they have attended.

RECOMMENDATION:

To receive and note reports.

11. MINUTES OF MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date</u> 2020	<u>Status</u>
Finance & Policy Committee	8 September	DRAFT
Planning & Development Cttee	27 July, 17 August, 9 September	DRAFT
Grants Committee	27 August	DRAFT
EATH Committee	5 August, 9 September	DRAFT
Env. & Sustainability	1 September	DRAFT
Personnel Committee	15 September	DRAFT

RECOMMENDATIONS:

- (i) That the Minutes of the above meetings are received and noted.
- (ii) That the recommendations that are not subsequent Agenda Items are approved.

12. KELSTON PARK WHEELCHAIR SWING (No Report)

Town Council considered 3 tenders and approved the selection of a wheelchair swing at its last meeting for purchase and installation as part of the Kelston Park Play Area refurbishment.

The Council now needs to decide who will pay for it. The tendered cost is £14,320 less £5770 remaining in the existing budget leaving a balance of £ 8,550 to find, Until it has been agreed how the swing can be paid for, B&NES cannot place an order for supply and installation.

RECOMMENDATION:

To decide how the balance of the wheelchair swing will be financed.

13. TELEPHONE AND BROADBAND CONTRACTS (Report to follow)

The Finance & Policy Cttee have reviewed the options and made the following Recommendations.

RECOMMENDATIONS

- (i) That the Town Council keep the existing Broadband supplier on a new cheaper contract
- (ii) That the Town Council changes its phone supplier. Ports the main phone number and moves to a VOIP system with Company 4 with supply/installation of a new switch from the current IT Supplier.

14. STATEMENT OF ACCESSIBILITY FOR WEBSITE (Report to follow)

The deadline for public sector organisations to make all existing **websites accessible** is 23 **September 2020**, and the **compliance** date for mobile applications is 23 June 2021. ... The aim of the **legislation** is to help make sure online public services are **accessible** to all users, including people with disabilities. Even though some aspects of a website may not be accessible (eg old documents) the Town Council is required to produce an Accessibility statement and publish this before 23rd September.

In March the Council agreed that the current website provider would migrate current content to a new accessible platform. Branding/design/new platform etc would continue to be worked on under the auspices of the EATH Cttee.
The EATH Cttee have looked at the ghost website prepared by the Council's current supplier and have approved (with minor amendments) the draft for release.

There is still work to be done in respect of bringing all documents published after Sept 2019 up to accessibility standard. Staff are currently receiving training on this.

RECOMMENDATIONS:

- (i) To approve the attached Accessibility Statement.
- (ii) To approve the website migration to go live from 23rd September.

15. PCAA UPDATE AND REQUEST FOR LEGAL FUND CONTRIBUTION (No Report)

Following the refusal of Planning Permission to expand Bristol Airport by North Somerset County Council, the Airport are appealing the decision and the matter is going to a Public Enquiry.

The Parish Councils Airport Association (of which Keynsham Town Council is a member) have requested all members consider making a donation toward covering the legal costs or representation at the Public Enquiry

RECOMMENDATIONS:

To decide if a donation should be made and how much.

16. REMEMBRANCE DAY PARADE (Report to follow)

Owing to changes in the Charity Regulations, the RBL Branches have been told by their auditor that they cannot commit funds for street closures and other aspects of the parade. Whilst not applicable this year owing to COVID, the Town Council has been asked to assume responsibility for the financial costs and organisation of future Parades, details of which are included in the report.

RECOMMENDATION:

To consider the report.

17. ALCA SUBSCRIPTIONS (No report)

ALCA are proposing to raise subscriptions by 30%. Communications from ALCA have been previously circulated to Councillors and the main proposals by the ALCA Regional Cttee are as follows:

- the ALCA element of the subscription is increased by 30% in 2020/21
 - additional resource is provided to support the Chief Officer.
 - a minimum subscription of £50 is introduced.
 - all member councils are allocated a proportion of the basic courses to be provided free of charge
 - the website is upgraded using funds from the reserve.
 - a minimum level of reserve at 50% of annual turnover is maintained in future.
- It is likely that there will be a need for further increases in future years.

RECOMMENDATIONS:

To consider a response to ALCA's proposal to be communicated at the ALCA AGM on 20th October by the Town Council's ALCA representative Cllr Wait.

18. KEYNSHAM HIGH STREET – PROJECT MANAGER (No Report)

B&NES are advertising for two, full-time, 4 year posts for project managers – one for each of the Heritage Action Zone projects in Keynsham and Midsomer Norton with a salary advertised of £34,788-£37,849 per annum. Provisional interview dates for the Keynsham position are 19th, 21st and 23rd October A job description is available from the Town Clerk.

RECOMMENDATION:

To nominate a Town Councillor to attend the B&NES Interview Panel for selection of a Keynsham High Street Project Manager.

19. KEYNSHAM HIGH STREET TEMPORARY CLOSURE SURVEY (No Report)

The Town Council expressed a previous view at its July meeting that an independent survey should be conducted of the businesses and traders in the High Street to gather views in respect of the temporary day-time closure of the High Street to traffic. At the time several Town Councillors volunteered to be involved.

The possibility also exists to include a survey for all Keynsham residents as a pull-out in the next Keynsham News (deadline 12th October) delivered to all households.

RECOMMENDATION:

To discuss and agree a way forward.

20. INCREASED USE OF MANOR ROAD BY ORGANISATIONS AND INDIVIDUALS
(report to follow)

The unofficial use of Manor Rd by individuals and organisations for business/commercial and community purposes has increased dramatically because of both COVID restrictions but also the fact that B&NES charge to use Memorial Park. In addition a request has been received from the Fry's football teams for permission to deploy temporary portable floodlighting for the duration of some of their activities

RECOMMENDATION:

To consider the report.

21. GIFFORDS LANE/STONEY LANE (No report)

The lane is overgrown and despite notifications to B&NES since 2019, a resident is concerned there has been no action.

The Town Council can request the Highway Authority to take action on a highway such as this under Section 130(6) of the 1980 Highways Act and the resident has asked the Town Council to consider doing so.

RECOMENDATION

To consider the above request

22. COMMUNITY RESILIENCE CONTINGENCY FUND APPLICATION FORMS AND TERMS AND CONDITIONS (attached)

The application form and terms and conditions for awards from the COVID Community Resilience Contingency Fund are attached.

RECOMMENDATION FROM FINANCE & POLICY CTTEE:
To approve the application form/terms and conditions.

23. APPLICATIONS TO COVID COMMUNITY COMMUNITY RESILIENCE CONTINGENCY FUND (Attached)

Applications to the fund are circulated. Obviously these have been received prior to approval of terms and conditions/application forms Council has considered in the above item. The Council is asked to decide on awards subject to completion of the application form as acceptable due diligence by the Town Clerk retrospectively.

(i) **Lions Club**

Recommendation from Grants Cttee that the application for a general grants award be referred to the Resilience fund.

To purchase materials for volunteers to make face coverings for carers visiting people in their own homes and for families using the Foodbank.

(ii) **Community at 67**

For running/utility costs to keep the venue open to support the COVID Community Response.

(iii) **Keynsham & District Dial-A-Ride**

For insurance to take a vehicle out of storage to support the COVID Community Response.

(iv) **Keynsham Community Fridge**

For PPE for volunteers.

(v) **St Johns Church**

Cameras for live streaming of services including Remembrance Day and Christmas Carols.

RECOMMENDATION:

To consider awards for each of the above applications; conditional on retrospective completion of the application forms and approval by the Town Clerk.

24. REPORT FROM CHAIR OF COVID COMMUNITY RESPONSE GROUP/FUTURE EXPANSION OF GROUP (No report)

The COVID Community Response Group includes representatives from several community organisations, the COVID Facebook group and the Town Council. It has been co-ordinating Keynsham's response to the pandemic since its inception in mid-March.

The report provided by Cllr Biddleston will detail activity to date and how the Response Group are preparing for winter. It will suggest other community organisations are added. The Town Council will be asked to consider how the Facebook group of volunteers, which is un-constituted at present, can be officially incorporated as part of the Council's volunteer activities within the town and thus receive the benefit of the Town Council's Public Liability Insurance. As part of this it will also be asked to consider whether to formally adopt the COVID Community Response Group as a Steering Group of the Council with Terms of Reference.

RECOMMENDATIONS:

- (I) To receive the report.
- (II) To decide how the Council wish to address the issue of Public Liability Insurance coverage for the Facebook group.

CONSULTATIONS

25. LIVEABLE NEIGHBOURHOODS CONSULTATION – B&NES

Bath & North East Somerset Council is consulting on ambitious proposals for liveable neighbourhoods focusing on 3 strategies which will improve air quality and health, encourage more walking and cycling and reduce vehicles in residential areas as follows:

- Low traffic neighbourhood strategy
- Residents' parking schemes strategy
- On-street electric vehicle charging strategy

Deadline for responses is 14th October 2020 and details of all documents/strategies can be found here

<https://beta.bathnes.gov.uk/liveable-neighbourhoods-consultation>

RECOMMENDATION:

That the Town Council comment on the Liveable Neighbourhoods Consultation.

MONTHLY FINANCE

26. SCHEDULE OF INVOICES DUE FOR PAYMENT Month 6 (September) (attached)

RECOMMENDATION:

That the attached Schedule of Invoices be approved for payment.

27. FINANCE MONTHLY REPORTS (attached)

- (a) Invoices due for payment – Month 5 (August)
- (b) Schedule of Expenditure – July/August (Months 4, 5)
- (c) Bank Reconciliation – July/August (Months 4, 5))
- (d) Petty Cash Expenditure – minimal transactions since April 2020 will provide update in October
- (e) Journals - NONE TO REPORT
- (f) Budget Monitoring Report – June (Month 3)
- (g) Youth Finances - (Months 1, 2, 3)

RECOMMENDATION:

To approve the above reports.

28. UPDATE ON YOUTH SERVICE (No report)

There is in change to the current service provision that was details in the report attached to last month's Agenda. A replacement for the Senior Youth Worker who is leaving in October is being recruited.

RECOMMENDATION:

To note the above

29. DELEGATED ACTIONS SINCE LAST MEETING

In the absence of Council and Committee meetings during the month of August; the following actions were taken by the Town Clerk under the schedule of delegation.

- (i) Distribution of Keynsham News. A purchase order was raised for Royal Mail to distribute Keynsham News (because the previous distribution company have closed down) for both Autumn and winter editions at a cost of £1853.34 ex VAT. This means that Keynsham News will now be distributed to all properties with a Keynsham postcode (including Stockwood Vale)
- (ii) Insurance renewal – After placing the purchase order the broker returned to the town Council with information omitted from the previous email to include the broker fee of £1000 plus Insurance premium tax for the Cyber insurance policy. Following negotiation, the Council was required to pay an additional £802 for the suite of insurance policies above the previously agreed figure. The Clerk consulted with the Chair and Vice Chair of Council and the Chair and vice Chair of Finance Cttee before placing the order
- (iii) Schedule of Invoices for August – in order to make the monthly BACS payment in August (attached)

RECOMMENDATION:

To ratify delegated actions

30. CORRESPONDENCE ITEMS (REDACTED)

Two requests for the Town Council to consider declaring an ecological emergency which have been referred to the Environment and Sustainability Cttee

RECOMMENDATION:

To note correspondence.

31. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the scheduled date for the Town Council's next meeting is Tuesday 20 October 2020 at 7.30pm to meet remotely by Zoom.

32. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:

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. (Item refers).

33. RATIFICATION OF DELEGATED DECISIONS IN RELATION TO STAFFING MATTERS (verbal report by the Town Clerk)