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Dear Councillor

You are invited to participate in a remote attendance of a **MEETING OF KEYNSHAM TOWN COUNCIL on Tuesday 19 January 2021 commencing at 7.30pm**

Signed on 12 January 2021

By Dr Cheryl Scott, Town Clerk and Responsible Financial Officer

This meeting is open to Members of the Public. For telephone dial in details please contact the Town Clerk.

To Join the Meeting

<https://us02web.zoom.us/j/84957273278?pwd=SHluTW15enpMOUwzdi9rcnVpVHVvBdz09>

Meeting ID: 849 5727 3278

Passcode: 494660

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

1. TRIBUTE TO COUNCILLOR TONY CROUCH

2. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

3. 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).

4. 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.

RECOMMENDATIONS:

- (i) To note that all Councillors, as Keynsham residents and taxpayers, have received a dispensation to discuss the budget and precept
- (ii) To receive/approve any further requests for dispensations.

5. PUBLIC PARTICIPATION

- a) In accordance with Standing Order 3(e), Members of the Public (including B&NES Councillors) 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 meetings, 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.

6. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the minutes of the meeting held on 15 December 2020 (previously circulated) be confirmed as a true record and signed by the Chairman.

7. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDATION:

The Chair will report back on activities, events and meetings attended or taken part in since the last Council meeting.

8. 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.

9. KEYNSHAMNOW

RECOMMENDATION:

To receive and note the report from KeynshamNow.

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 COMMITTEE MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date</u> <u>2021</u>	<u>Status</u>
Environment & Sustainability	5 January	DRAFT
Planning Cttee	11 January	DRAFT
Finance & Policy Cttee.	12 January	DRAFT

RECOMMENDATIONS:

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

RECOMMENDATIONS FROM COMMITTEES

12. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN OF PLANNING & DEVELOPMENT COMMITTEE

RECOMMENDATION FROM PLANNING & DEVELOPMENT CTTEE:

- (i) That Cllr Clive Fricker be elected Chairman
- (ii) That Cllr Deb Cooper be elected Vice Chairman.

13. CYCLING AND WALKING CROSS-COUNTY STEERING GROUP (attached)

The Environment & Sustainability Cttee has been working with Oldland Parish Council, B&NES and South Glos on improvements to cycling and walking in the region. Details of the initiative are provided in the attached report. A Steering Group has been formed with draft terms of reference and the Environment and Sustainability Cttee have recommended a Town Council representative to sit on the Steering Group.

RECOMMENDATIONS:

- (i) To comment on the draft terms of reference.
- (ii) To elect Cllr Andy Wait as Town Council representative.
- (iii) To approve the Town Council's involvement with the project and delegate responsibility for overseeing the project to Environment and Sustainability Cttee who shall provide regular reports back to Town Council.

14. TREE PLANTING (attached)

As part of the Town Councils tree planting initiative, the Environment and Sustainability Committee have been considering suitable sites for planting trees and hedges, utilising plants obtained from The Woodland Trust.

RECOMMENDATION:

To consider 3 sites for tree planting as recommended by Environment & Sustainability Committee.

15. KEYNSHAM NEWS – INCREASED PRODUCTION COSTS (attached)

The Town Council has been notified of a significant increase in production costs for Keynsham News proposed by the supplier.

RECOMMENDATION:

To consider recommendations from Finance & Policy Cttee in respect of addressing the increased production costs of Keynsham News for 2021-2022.

16. FARMERS' MARKET GRANT (attached)

RECOMMENDATION:

To consider recommendations from Finance & Policy Cttee in respect of the award of a grant to the Farmers' Market for 2021-2022.

17. TOWN COUNCIL DRAFT BUDGET 2021-2022 (attached)

The Finance & Policy Cttee have considered the draft budget which is circulated together with their recommendations for consideration.

RECOMMENDATION:

To approve the Town Council Budget for 2021-2022, including amendments and recommendations proposed by Finance & Policy Committee.

18. TOWN COUNCIL PRECEPT 2021-2022

Having considered the budget, the Finance & Policy Cttee have made recommendations on the amount of precept that the Council should levy on B&NES for 2021/2022.

RECOMMENDATION

To consider the report and recommendations from Finance & Policy Cttee

GENERAL BUSINESS

19. HISTORIC ENGLAND HSHAZ BID UPDATE

Cllr Cooper will provide a verbal update on the progress of the Masterplan. The Clerk will provide an update on the Cultural Consortium bid and how the national lockdown has impacted on the proposed delivery/ timelines/resources.

RECOMMENDATIONS:

- (i) To note update on the Masterplan.
- (ii) To delegate Cllr Cooper and the Town Clerk to liaise with Historic England in order to address issues on delivery created by the National Lockdown.

20. SCHEDULE OF MEETINGS 2021-2022

RECOMMENDATION:

To approve the Schedule of Meetings for 2021/2022.

21. TOWN COUNCIL MEETING FEBRUARY 2021

The Town Council meeting scheduled for 23rd February now clashes with the B&NES budget meeting. The Town Council can opt to move the scheduled meeting to either Tuesday 16th February or Wednesday 24th February. The only matter currently on the Agenda for February is a response to the B&NES Local Plan which can be delegated to Planning and Development Cttee. Given the significant pressures on senior staff together with an Internal Audit planned for February, the Council may wish to cancel this meeting and resume business at the next scheduled meeting on March 23rd. In the event that a meeting is required in February, an extraordinary meeting can be convened for urgent business by the Chairman.

RECOMMENDATION:

- (i) To cancel the scheduled February Town Council meeting.
- (ii) To delegate the B&NES Local Plan consultation response to Planning and Development Cttee.

22. DOG FOULING – P.R.O.W. (ALBERT MILL TO CHEWTON KEYNSHAM) (attached)

Following concerns expressed on Facebook Community page, to consider what actions the Town Council can take to address dog fouling along the public right of way between Albert Mill and Chewton Keynsham.

RECOMMENDATION:

To consider options in respect of signage and dog bins.

MONTHLY FINANCE

- 23. SCHEDULE OF INVOICES DUE FOR PAYMENT (Month 10) (attached)**

RECOMMENDATION:

That the attached Schedule of Invoices be approved for payment.

- 24. FINANCE MONTHLY REPORTS (attached)**

- a. Schedule of Expenditure - Month 9 (December)
- b. Bank Reconciliation - Month 9 (December)
- c. Petty Cash Expenditure - Month 9 (December)
- d. Journals - Month 9 (December)
- e. Budget Monitoring Report - Month 8 (November)
- f. Youth Finances - Month 8 (November)

RECOMMENDATION:

To approve the above reports.

- 25. DELEGATED ACTIONS SINCE LAST MEETING**

To be reported at the meeting.

RECOMMENDATION:

To ratify delegated actions.

- 26. UPDATE ON YOUTH SERVICE**

None.

- 27. CORRESPONDENCE ITEMS (REDACTED)**

RECOMMENDATION:

To note any circulated or attached correspondence.

- 28. DATE OF NEXT MEETING**

RECOMMENDATION:

To note that the date for the Town Council's next meeting is as decided following discussion of Item 21.