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Dear Councillor

You are summoned to attend a remote video conferencing **MEETING OF KEYNSHAM TOWN COUNCIL on TUESDAY 23RD MARCH 2021 commencing at 7.30pm.**

Signed on 16th March 2021

By Dr Cheryl Scott, Town Clerk and Responsible Financial Officer

This meeting is open to Members of the Public and will be conducted using zoom video conferencing software. For telephone dial in details please contact the Town Clerk.

[To join the meeting](#) (click embedded link)

Meeting ID: 859 0267 0280

Passcode: 781706

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. 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 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.

RECOMMENDATION:

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.

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.

5. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the minutes of the meeting held on 24th February 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDATION:

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. KEYNSHAMNOW

RECOMMENDATION:

To receive and note the report from KeynshamNow.

9. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

To receive report from representatives on outside bodies including, but not limited to, KMFA, Dial-A-Ride, Keynsham In Bloom, PCAA and ALCA.

RECOMMENDATION:

To receive and note reports.

10. CO-OPTION OF TOWN COUNCILLOR KEYNSHAM NORTH WARD

Members have been previously circulated with the application forms from 5 aspiring candidates. Each candidate will speak for 3 minutes following which the Council will ask questions of each candidate. Members will then proceed to vote according to the voting scheme detailed in the current Co-option Policy.

Applications have been received from the following: (in alphabetical order)
Alex Beaumont, Edmund Cannon, Paul Frampton, George Morgan and Alex Ross.

RECOMMENDATIONS:

- (i) To co-opt a Councillor to fill the vacancy for Keynsham North Ward
- (ii) To receive/witness their declaration of Acceptance of Office
- (iii) To approve the physical countersigning of the Acceptance of Office by the Clerk be performed at a later date.

Clerks note: All applicants have been sent an Acceptance of Office form in advance, together with the Agenda pack.. The elected Member will be required to sign the Acceptance of Office form in front of the council following their election at which point they can take their seat at Council and participate in the rest of the meeting.

11. MINUTES OF COMMITTEE MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date 2021</u>	<u>Status</u>
Finance & Policy	9 March	DRAFT
Environment & Sustainability	2 March	DRAFT
Grants	2 March	DRAFT
Personnel	25 February (x2)	DRAFT
EATH	17 March	DRAFT
Planning & Development	8(ex) &15 March	APPROVED/DRAFT

RECOMMENDATION:

- (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.

RECOMMENDATIONS FROM PLANNING & DEVELOPMENT COMMITTEE

12. MODEL DESIGN CODE CONSULTATION RESPONSE (attached)

Minute 194: Ministry for Housing, Communities and Local Government (MHCLG) consultation on PC-21 – Model Design Code.

RECOMMENDATION:

That the attached consultation responses be presented to Council for noting.

13. HIGH STREET AND TEMPLE STREET WORKS (attached)

The Planning & Development Cttee have recommended that Keynsham Town Council write to Bath & North East Somerset Council and request a copy of the Phase One Plans and programme of works, plus request that the Town Council are fully appraised of any future changes to the High Street / Temple Street well in advance of the commencement of any works.

Subsequent to the Cttee meeting on 8th March, Councillors received a full briefing on the proposed works to the High Street in respect of WECA Phase 1 on 16th March.

RECOMMENDATION:

To consider concerns and content of letter to B&NES in respect of any proposed works (or the formulation of any designs) that would impact on Keynsham Town Centre.

FINANCE & POLICY CTTEE

14. ALLOTMENTS STRATEGIC WORKING PARTY TERMS OF REFERENCE (attached)

As per Town Council decision of 19th January in respect of setting up a working group to review allotment provision in Keynsham, the Terms of Reference were considered by the Cttee.

RECOMMENDATIONS:

- (i) To approve the Terms of Reference
- (ii) To approve the creation of a new "Representative on Outside Bodies" position for one Councillor to attend the Allotments Association meetings and liaise between the Council and the Association
- (iii) To nominate a representative.

15. YOUTH S106 APPLICATION (attached)

To consider an application for S106 funding toward the strategic development and implementation of Youth Services provision in Keynsham. This needs to be approved by Town Council and submitted to B&NES before 31st March 2021.

RECOMMENDATION FROM FINANCE & POLICY CTTEE:

To approve the application for submission.

16. PURCHASE OF PEDESTRIAN MOWER (attached)

The Town Council has budgeted £6500 this year to replace the Simplicity Pedestrian Mower. 3 mowers were presented to the Finance Cttee for consideration.

RECOMMENDATION:

That an ex demonstration Torro Pedestrian mower be purchased for £5,750.

17. PURCHASE OF POWER BARROW (attached)

The power barrow is in need of replacement. There is a forecast surplus in Grounds Maintenance budget 4402 and provision in principle to purchase from this year's surplus was agreed when Council approved the forecast figures for 2020/2021 and draft budget 2021/2022 in December 2020. The amount allocated was £2,500.

RECOMMENDATION FROM FINANCE & POLICY CTTEE:

To purchase an electric Lumag md450e at a cost of £2,319.16.

18. REQUEST FOR REPAYMENT OF CIL (REF 7200 PARCEL OF LAND) (attached)

The Town Council has received a request from B&NES dated 26th February to repay CIL of £ **£9,248.57** due to S73 permission overpayment.

RECOMMENDATION FROM FINANCE & POLICY CTTEE:

To approve the request.

19. 2021-2022 FEES AND CHARGES (attached)

- a) Cemetery Fees
- b) Manor Road Football Fees
- c) Multisport Fees (no longer applicable)
- d) Photocopying Fees
- e) Video Camera Community Hire

RECOMMENDATIONS FROM FINANCE & POLICY CTTEE:

- (i) To approve the fees and charges as proposed for Cemetery, Manor Rd and Photocopying
- (ii) To refer back the fees to be charged for community video camera hire to Cllrs Biddleston and Cooper for further research.

20. ELECTION TO COMMITTEES AND WORKING PARTIES

To consider the election of Members to fill vacancies on Committees and Working Parties until the Annual Town Council meeting on 5th May as follows:

- a) Personnel Committee One Member
- b) Finance & Policy Cttee One member
- c) Planning & Development Cttee One Member
- d) EATH Committee One Member
- e) Grants Cttee One Member
- f) Consultation Response Group One Member
- g) NDP Steering Group One Member
- h) Allotments Strategy Working Group As per Terms of Reference

21. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

To elect a representative to each of the following outside bodies until the Annual Town Meeting on May 5th 2021.

(a) Keynsham Dial-A-Ride	One Member
(b) Friends of Keynsham Train Station Group	One member
(c) Keynsham Memorial Park Forum	One Member
(d) West of England Rail	One Member

22. DRAFT ANNUAL REPORT 2021-2022 (attached)

RECOMMENDATION:

To approve the Draft Annual Report 2021-2022 for publication and to be presented at the 2021 Annual Town Meeting on Thursday 22nd April at 7.30pm by zoom

23. UNCLAIMED GRANT AWARDS 2020-2021 (attached)

A number of Community organisations who were awarded grants this year have been unable to complete the activities for which the grant was provided owing to the COVID lockdown restrictions. Requests to be able to keep the money but use it for activities that can commence once lockdown restrictions are lifted are provided in the attached report.

RECOMMENDATION:

To consider the individual requests from each organisation.

24. COVID COMMUNITY RESPONSE GROUP – GRANT RECEIVED

The COVID Community Response Group received a grant from the Town Council towards activities to support residents during COVID. A full report/accounts will be provided at the next meeting. However the Group have monies remaining from various sources including the Town Council and wish to distribute the surplus equally (approx. £700) to Keysham Dial-A-Ride, Keynsham Community Fridge and Community at 67.

The Internal Auditor has suggested that for clarity and transparency, the group should retain the monies and request permission under the Town Council's normal grants policy to use the remaining funds for the above purpose.

RECOMMENDATION:

To consider the above request.

25. PARISH AGENCY AGREEMENT

In 2001 the Town Council signed a 20 year service agreement with B&NES to cut back vegetation on certain footpaths within Keynsham for a specified sum per kilometer of footpath. The agreement is up for renewal on 1st April with some changes in footpaths to be included that overall means an increase in kilometers of footpath to be included in the agreement.

RECOMMENDATION:

To consider the report.

26. DEED OF SURRENDER – LAND AT KEYNSHAM MEMORIAL PARK – TENNIS COURTS (attached)

The Town Council's solicitor has drawn up a deed of surrender for the Tennis Court lease to include payment of the previously agreed sum of £7,500 from CIL receipts towards the B&NES refurbishment costs in full and final settlement of any dilapidations.

RECOMMENDATIONS:

- (i) To approve the deed of surrender for signing
- (ii) To approve fixing of the Town Council seal
- (iii) To nominate two Councillors as witnesses.

27. CIL PAYMENT

The Town Council has been advised that A CIL payment of £2,877.77 will be made by B&NES in relation to
18/00393/FUL – 34 Chandag Road and
15/05077/FUL – 31 St Annes Avenue
(Payment 1 of 1)

RECOMMENDATION:

To note the above.

MONTHLY FINANCE

28. SCHEDULE OF INVOICES DUE FOR PAYMENT Month 12 (March) (attached)

RECOMMENDATION:

That the attached Schedule of Invoices be approved for payment.

29. FINANCE MONTHLY REPORTS (attached)

- a. Schedule of Expenditure - Month 11 (February)
- b. Bank Reconciliation - Month 11 (February)
- c. Petty Cash Expenditure - Month 11 (February)
- d. Journals - Month 11 (February)
- e. Budget Monitoring Report - Month 11 (February)
- f. Youth Finances - Month 11 (February)

RECOMMENDATION:

To approve the above reports.

30. DELEGATED ACTIONS SINCE LAST MEETING

To be reported at the meeting.

RECOMMENDATION:

To ratify delegated actions.

31. UPDATE ON YOUTH SERVICE

None.

32. CORRESPONDENCE ITEMS (REDACTED)

RECOMMENDATION:

To note any circulated or attached correspondence.

33. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date for the Town Council's next meeting is Tuesday 20 April 2021 at 7.30pm to meet remotely by Zoom.

34. 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 item of business by reason of the confidential nature of business to be transacted. Item 35 Request from B&NES.

35. REQUEST FROM B&NES

To consider a request for comments on a proposal by B&NES in respect of possible land to be allocated for public use in advance of any planning application being considered.