

# KEYNSHAM TOWN COUNCIL

Minutes of the Virtual Town Council meeting held on  
Tuesday 19<sup>th</sup> January 2021 at 7.30 pm

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**PRESENT:** Councillors D Biddleston, D Brassington, C Brennan, D Cooper, C Fricker, A Greenfield, A Halliday, H MacFie, A McGuinness, B Simmons, A Sinclair, A Wait (Chairman) and J Wallcroft

**IN ATTENDANCE:** Cheryl Scott– Town Clerk, and one member of the public

## 240. CLLR TONY CROUCH

The Chairman paid tribute to Cllr Tony Crouch who had passed away on 18<sup>th</sup> December following a long illness. He first met Tony in the 80's and recalled their joint activities as Liberal democrats in drawing attention to issues relating to Keynsham such as the closure of the Queens Road post office. Cllr Crouch was on the first Town Council from 1991 and apart from a brief period, remained on the Town Council for 21 years. Tony was the most knowledgeable of all Councillors in respect of procedures, the right way to do things and could be relied upon to move things along. The virtual funeral service was very moving and the tribute by Tony's son Dan spoke to his commitment to the community, his faith, the church and evidenced the love within the family. Tony would be very sadly missed.

The Chairman concluded by asking for a minute's silence.

## 241. APOLOGIES FOR ABSENCE

**RESOLVED:**

To receive Apologies for Absence from Cllr A Sinclair.

## 242. DECLARATIONS OF INTEREST

Cllr A Wait	Non-pecuniary	Item 17	Director of KMFA
Cllr A Wait	Non-pecuniary	Item17,	Keynsham Now Mentor
Cllr C Brennan	Non-pecuniary	Item17,	Keynsham Now Mentor
Cllr B Simmons	Non-pecuniary	Item 17	Chairman of DialARide
Cllr D Biddleston	Non-pecuniary	Item 17	Director of KMFA
Cllr D Biddleston	Non -pecuniary	Item 17	Co-ordinator COVID Facebook
Cllr C Fricker	Non-pecuniary	Item 17	Director of KMFA
Cllr D Cooper	Non-pecuniary	Item 17	Director of KMFA

## 243. DISPENSATIONS

All Councillors who are residents in Keynsham have a pecuniary interest as council taxpayers. However, Town Council had approved a dispensation to speak and vote on the budget and precept as Keynsham residents at the start of the Council term.

**RESOLVED:**

To grant dispensations to all members of organisations as listed above to speak and vote on item 17.

**244. PUBLIC PARTICIPATION**

A resident of Albert Mill raised the issue of the increased amount of dog poo bags between Dapps Hill and Chewton Road. The landowner, who also drew attention to the problem, shared the resident's views that additional bins should be placed at the edges of the fields.

**245. RESOLVED**

To move Item 22 up the agenda for consideration.

**246. DOG FOULING – P.R.O.W. (ALBERT MILL TO CHEWTON KEYNSHAM)**

- (a) The Clerk tendered the apologies of the landowner who unfortunately had been called away at short notice and was no longer able to attend the meeting. The routes had been walked by the Deputy Town Clerk (and Bikki) to determine where dog bins could be placed. The ability for the Grounds Maintenance team to access/empty them was a consideration, so entry and exit points to the area were inspected. Most of the land was in private ownership and in the Parish of Compton Dando. It was proposed to place 3 dog bins at the Park Road end. It was not possible to place a bin in Albert Mill area that could be easily accessed by the Grounds Maintenance team, and in Dapps Hill most of the lampposts were Victorian so an alternative means of fixing a bin in Dapps Hill would need to be investigated. The landowner felt that the best place at the Chewton Keynsham end was by the gate and the Grounds Maintenance team had confirmed this was accessible for them to empty.
- (b) Concerns were expressed about the Grounds Maintenance team doing work in another parish. Consideration was given to whether to approach Compton Dando Parish Council in respect of paying for the bin in Chewton Keynsham.
- (c) It was proposed that the Council purchase 5 green bins and approach Compton Dando to refund the cost of the one in Chewton Keynsham and that the Town Council would empty all 5.
- (d) The Clerk advised that red bins were £110 and green bins which were slightly larger were £300. One Councillor felt the red bins proposed should stand out to remind people to use them. An amendment was tabled to the motion that the bins should be red, and this was carried. The substantive motion as amended was carried.

**RESOLVED**

- (i) To purchase 4 red dog bins at a cost of £440 for siting within Keynsham Parish in Park Road and Dapps Hill areas (subject to permission and feasibility) to be emptied by the Grounds Maintenance team.
- (ii) To request Compton Dando, fund the purchase of a red bin to be sited in Chewton Keynsham to be emptied by Grounds Maintenance team.
- (iii) Town Clerk and Deputy Town Clerk to look into suitable sites for signage, liaise with landowners and B&NES and report back to Council with a proposal. It is hoped that B&NES would be able to supply signs as they have done with the landowner.

- (iv) Town Council to instigate a communications campaign when resources permit.

## 247. RECORD OF PREVIOUS MEETINGS

### RESOLVED:

That the minutes of the meeting held on 15<sup>th</sup> December (previously circulated) be confirmed as a true record and signed by the Chairman, at a later date.

## 248. CHAIRMAN'S ANNOUNCEMENTS

- (i) The Chairman attended a meeting about the new Two Rivers school in Keynsham East that would not need to be put on the electric grid as it would produce enough electricity to be self-sufficient. B&NES were contributing £1.3m to enable the project.
- (ii) The Chairman attended a B&NES meeting about a vision for low sustainability transport within Keynsham without using cars which he felt completely revolutionized the concept of travel locally.
- (iii) The Chairman had received a Happy New Year card from Libourne.
- (iv) The Chairman was being interviewed by Cllr Fricker for the Backtrack programme on Keynsham Community Radio.

## 249. QUESTIONS ON NOTICE BY MEMBERS

There were none.

## 250. KEYNSHAMNOW

- (a) A member of KeynshamNow was running a marathon (25 laps around the river) on the 29<sup>th</sup> January to raise money for CLIC.
- (b) The last meeting was held virtually and covered taxes as part of the Preparation for Life programme.
- (c) One member was live on national TV talking about their project working with the elderly.

### RESOLVED

To receive and note the report from KeynshamNow.

## 251. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- (a) Cllr Wait reported that the Music Festival had a long discussion on what form the Music Festival should take for the coming year given the current pandemic.
- (b) Cllr Biddleston reported on the computer for schools' project by the local community response group.
- (c) Cllr Simmons reported that there would be a Town Council vacancy on DialARide following the passing of Cllr Crouch.

**252. MINUTES OF COMMITTEE MEETINGS**

<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

**RESOLVED:**

- (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****253. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN OF PLANNING & DEVELOPMENT COMMITTEE****RESOLVED**

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

**254 CYCLING AND WALKING CROSS-COUNTY STEERING GROUP**

- (a) The Environment & Sustainability Cttee has been working with Oldland and Bitton Parish Councils, 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.

The Chairman reported that a new bridge was planned over the River Avon from the Chocolate Quarter to near the Chequers pub in Hanham. WECA had been approached to create a cycling route direct into the centre of Bristol utilising the new bridge but there were matters to be resolved with landowners.

**RESOLVED**

- (i) To approve 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.

## 255 TREE PLANTING

- (a) As part of the Town Council's 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. The Clerk asked the Town Council who they were intending to nominate to plant the trees. Cllr Greenfield indicated this would be done by volunteers.
- (b) The Clerk reminded the Council that permission would be required from B&NES for Teviot and Manor Rd and that further details on the exact positioning of trees and hedges on each of the 3 sites were not entirely clear. The Cttee needed to have a clear plan including locations, permission, volunteers and insurance cover in place prior to delivery of the trees in autumn, although it was accepted the order needed to be placed very quickly in March to secure the trees and hedgerow.

### RESOLVED

- (i) That an order for trees/hedging be placed for the first 3 sites for tree planting as
  - a) Manor Road Playing fields
  - b) Holmoak Playing fields
  - c) Land adjoining Teviot Road play area.
- (ii) Environment & Sustainability Committee to report back to Council with a more detailed proposal to address the matters raised by the Clerk.

## 256 KEYNSHAM NEWS – INCREASED PRODUCTION COSTS

The Town Council has been notified of a significant increase in production costs for the quarterly Keynsham News proposed by the supplier to £1466 per edition. The current edition was about to go to print and therefore the Council needed to consider if it wished to pay for the increased costs and to make provision in next year's budget for the increase. Currently only £6000 had been budgeted to produce 4 editions (which included the increased delivery costs from Royal Mail).

### RESOLVED

- (i) That the costs for producing quarterly editions of Keynsham News be thoroughly investigated next year by EATH Cttee to include alternative methods of production.
- (ii) That the increased amount of £1466 be agreed for the next edition and that an additional £4000 be budgeted for the newsletter in 2021/2022 (bringing the total to £10,000) to continue being produced by the current supplier, pending a report from EATH Cttee.

## 257 FARMERS MARKET GRANT

### RESOLVED

To approve the recommendations from Finance & Policy Cttee in respect of the award of a grant of £800 to the Farmers Market for 2021-2022 with the proviso that the Farmers Market look to become self-sustaining in the future.

**258 TOWN COUNCIL DRAFT BUDGET 2021-2022**

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

**RESOLVED**

- (i) Cllrs Simmons and Biddleston to discuss issues raised about the current Christmas lights and bring a report to EATH Cttee to discuss and make recommendations to Town Council on the future of Christmas light provision for the Winter Festival.
- (ii) That the draft budget 2021/2022 be approved to include the additional £4,000 provision for the Keynsham Newsletter, bringing the total revised expenditure to £956,895. This would be supported by the previously agreed drawdown of earmarked reserves for various projects totalling £170,029 and previously agreed income of £99,350 (including CIL).

**259 TOWN COUNCIL PRECEPT 2021-2022**

Having considered the budget, the Finance & Policy Cttee had made recommendations on the amount of precept that the Council should levy on B&NES for 2021/2022. With expenditure agreed of £956,895 supported by drawdown of earmarked reserves of £170,029 and income of £45,190, this left a shortfall of £741,676. The Finance & Policy Cttee had circulated a justification as to why they were recommending a rise of 2% equating to an increase of 3.58 pence per week per Band D household.

**RESOLVED**

- (i) That any decision in respect of future staffing requirements must not be implemented until there is a strategy in place for long term financial provision.
- (ii) That a 3 -year financial projection be submitted to Finance and Policy Cttee as soon as practicable after year end for consideration of a long term sustainable financial strategy to support revenue expenditure and associated staff costs.
- (iii) That 3-year budget projections are taken into account as part of the budget and precept setting process in future years.
- (iv) That a precept of £628,364 be levied on B&NES representing an increase of 3.58p per week (2%) per Band D household for 2021/2022.

**GENERAL BUSINESS****260 HISTORIC ENGLAND HSHAZ BID UPDATE**

Cllr Cooper provided a verbal update on the progress of the Historic England High Street Heritage Action Zone projects.

- (a) Part 1 was the WECA public realm work and the High Street would need to be shut for some considerable time for works including levelling pavements.
- (b) Part 2 was the Masterplan being put together by McGregor Coxall for the future of the Heritage Action Zone, which was not just the middle of the High Street but stretched from St. Dunstan's Catholic Church all the way to Dapps Hill. Cllr Cooper expressed concerns that the consultants had been asked to consult with the community but that none had been done to date and assumptions were being made about Keynsham that Cllr Cooper felt were not appropriate.

- (c) Part 3 was the Cultural Consortium bid for up to £120k of cultural and arts activities within the Heritage Action Zone which Cllr Cooper and the Clerk put together and submitted before Christmas. The money would have to be spent by April, but the bid had not been looked at yet and the money for year 1 had to be spent by the end of March.
- (d) Thanks were proposed to Cllr Cooper and the Clerk for the work they had put into the bid.
- (e) The Clerk advised that the bid for years 2-4 still had to be worked on which would require a substantial amount of community engagement to underpin the proposals. A Cultural Co-ordinator had been budgeted for in Year 1 but until the Council heard whether the bid had been successful, the Co-ordinator could not be recruited, and the current senior officers did not have the resource to devote to further community engagement activities. This was why the Council was being asked to delegate authority to Cllr Cooper and the Clerk to address resource capacity and timings with Historic England.

**RESOLVED**

- (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.

**261 SCHEDULE OF MEETINGS 2021-2022**

- (a) The Chair of Environment and Sustainability Cttee confirmed that the Cttee should be in a position to meet every other month in stead of each month from May onwards, but there was still a lot of work to do
- (b) The Council were also asked to consider re-instating the Allotments Committee when it next considers Committees. The Clerk advised there were additional allotments up at Bloor, other allotments in other new developments and that there was a current waiting list. It was proposed that a Task and Finish Allotments Working Group to consider an Allotments strategy for the whole of Keynsham with Terms of Reference to come back to the Council at a later meeting.
- (c) The Clerk responded to the question that there really was no other means of reducing the frequency of the current Committees and that the Allotments Strategy Working group would of necessity have to be a stand-alone group rather than incorporated into the remit of an existing Committee.

**RESOLVED**

- (i) To approve the Schedule of Meetings for 2021/2022.
- (ii) To decline to reinstate the Allotments Committee in favour of a Working Group.

**262 TOWN COUNCIL MEETING FEBRUARY 2021**

- (a) The Town Council meeting scheduled for 23<sup>rd</sup> February clashes with the B&NES budget meeting. The Town Council can opt to move the scheduled meeting to either Tuesday 16<sup>th</sup> February or Wednesday 24<sup>th</sup> 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 23<sup>rd</sup>. In the event that a meeting is required in February, an extraordinary meeting could be convened for urgent business by the Chairman.

- (b) The merits of calling an extraordinary meeting versus having a scheduled date were discussed. It was generally felt that there should be a facility for February meeting. Half term meant that the 16<sup>th</sup> was not the preferred option although this date was required if the Council wished to table a full Council response to the Local Plan by the submission date.
- (c) The merits of whether the Town Council should continue to issue a full Council response of the Local Plan, particularly given that the Joint Spatial Plan had been withdrawn and whether it should be delegated instead to Planning Committee. An alternative option of whether no response should be issued, and Councillors just comment as individual residents was not progressed.

#### RESOLVED

- (i) To cancel the scheduled February 23<sup>rd</sup> meeting of Town Council
- (ii) To reserve the date of Wednesday 24<sup>th</sup> February at 7.30pm for a February Town Council meeting.
- (iii) To delegate the B&NES Local Plan consultation response to Planning and Development Cttee.

#### MONTHLY FINANCE

#### 263 SCHEDULE OF INVOICES DUE FOR PAYMENT Month 10

##### RESOLVED

That the attached Schedule of Invoices be approved for payment.

#### 264 FINANCE MONTHLY REPORTS

- |                             |                             |
|-----------------------------|-----------------------------|
| 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 (NONE)) |
| e. Budget Monitoring Report | - Month 8 (November)        |
| f. Youth Finances           | - Month 8 (November)        |

##### RESOLVED

To approve the above reports.

#### 265 DELEGATED ACTIONS SINCE LAST MEETING

There were none.

#### 266 UPDATE ON YOUTH SERVICE

There was none.

**267 CORRESPONDENCE ITEMS (REDACTED)**

The correspondence in respect of dog fouling had been included in the relevant report.

**268 DATE OF NEXT MEETING**

**RESOLVED**

To note that the date for the Town Council's next meeting will be Wednesday 24<sup>th</sup> February by Zoom at 7.30pm should such a meeting be required.

The meeting finished at 21.20.

SIGNED:..... (Chairman)      Dated: .....

DRAFT