

KEYNSHAM TOWN COUNCIL

Minutes of the Virtual Town Council meeting held on
Tuesday 23rd March 2021 at 7.30 pm

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

IN ATTENDANCE: Cheryl Scott– Town Clerk, 5 candidates for co-option (Alex Beaumont, Edmund Cannon, Paul Frampton, George Morgan, Alex Ross) and Becky Feather (reporter for The Week In)

295. APOLOGIES FOR ABSENCE

There were none.

296. DECLARATIONS OF INTEREST

Cllr Cooper declared a personal interest in the item on co-option as the proposer of one of the candidates.

297. DISPENSATIONS

There were none required.

298. PUBLIC PARTICIPATION

There was none.

299. RECORD OF PREVIOUS MEETINGS

RESOLVED:

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

300. CHAIRMAN'S ANNOUNCEMENTS

The Chairman drew attention to the fact that today was the first anniversary of National Lockdown and had been designated a day of National reflection in support of all those who had lost loved ones to COVID. He asked for a minute's silence to remember all those families and friends affected by the pandemic.

301. QUESTIONS ON NOTICE BY MEMBERS

There were none.

302. KEYNSHAMNOW

- (a) The last meeting held a minutes silence for the passing of a member's father.
- (b) The Town Council's proposals for the Youth Strategy Working Group were discussed, as was mental health.
- (c) A litter picking event would take place in Queens Road on April 3rd at 10am.

RESOLVED

To receive and note the report from KeynshamNow.

303. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- (a) Cllr Simmons updated the Council on the concern that future funding from the WECA community transport budget may not be forthcoming. The matter would be tabled on the Town Council Agenda for the April 20th meeting.
- (b) Cllr Wait informed the Council that the Music Festival were planning a “mobile” festival with lorries going round the town with performers and musicians. The Music Festival wished to change the date to 5th September, but would need to receive permission from the Town Council as it was a condition of the agreement with the Council that the Music Festival would be held the first week of July.

304. CO-OPTION OF TOWN COUNCILLOR KEYNSHAM NORTH WARD

Members have been previously circulated with the application forms from 5 aspiring candidates as follows: (in alphabetical order)

Alex Beaumont, Edmund Cannon, Paul Frampton, George Morgan, Alex Ross.

All candidates were removed to the waiting room. Each candidate in turn was admitted to the meeting and spoke for 3 minutes, following which the Council asked 4 questions. The candidate was then returned to the waiting room. Members then proceeded to vote, with the candidate with the least votes each time being removed from the list and a new vote taken until one of the two candidates remaining had received an absolute majority from those present and voting.

All candidates were readmitted to the meeting and the Chairman announced the result.

The successful candidate was unable to sign a Declaration of Acceptance of Office at the time of the meeting so was unable to take their seat and vote although they stayed for the duration of the meeting.

RESOLVED

To co-opt Alex Ross as Councillor to fill the vacancy for Keynsham North Ward.

305. MINUTES OF COMMITTEE MEETINGS

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

RESOLVED:

- (i) To defer the noting of minutes for Environment & Sustainability and EATH Cttees.
- (ii) That the Minutes of the remaining meetings are received and noted.
- (iii) That the recommendations that are not subsequent Town Council Agenda Items are approved.

RECOMMENDATIONS FROM PLANNING & DEVELOPMENT COMMITTEE

306. MODEL DESIGN CODE CONSULTATION RESPONSE

A vote of thanks was recorded to the Deputy Town Clerk for the preparation undertaken and guiding the Planning & Development Committee through the process to formulate their responses.

RESOLVED

To note the attached consultation responses.

307. HIGH STREET AND TEMPLE STREET WORKS

- (a) The Planning & Development Cttee had 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 had received a full briefing on the proposed works to the High Street in respect of WECA Phase 1 on 16th March.
- (b) The Clerk provided further information and referred to the outcry on Facebook about the closure of the car park behind the church from 1st April. At a meeting of the HSHAZ Programme Board the previous evening, the meeting had been advised that the closure of the car park behind the church from 1st April was firstly owing to the siting of a temporary pop-up COVID vaccination centre, and subsequently it was intended that it be earmarked for use by the construction company effecting the Phase 1 High Street works. This added to concerns about the management of the WECA phase 1 works in respect of a lack of communication and joined up thinking with the residents, traders and Town Council not being informed as to what was going on.
- (c) Concern was expressed about the fact that many of the High Street businesses used the car park and now would have nowhere to park for the coming year. Concern was also expressed that the car park could no longer be used at weekends to provide an overspill for those attending the church.
- (d) The Chairman commented that there seemed to be a generic model moving round the country being applied to all town centre High Streets without due regard for the specifics of Keynsham.
- (e) The Clerk advised that the letter being proposed was to be written from the Town Council to B&NES, and had been suggested by Planning Cttee in response to the recent revelation that there were plans to improve Station Rd junction by removal of the roundabout and historic lamppost outside St John's Church, being incorporated by the Masterplanners into the draft Masterplan. Other proposals incorporated included greening over of areas around the fire station, and an initial proposal by the Masterplanners to remove Ashton Way car park and replace it with a park had now been removed. These ideas were clearly being communicated to the Masterplanners by B&NES without any prior notification or consultation with the Town Council, residents and traders.
- (f) The Council wished to be consulted and involved in the development of Keynsham – the proposal to remove the roundabout was perverse. To learn the free car park

used by shopkeepers and people who work in Keynsham was being withdrawn with no prior consultation or notification was disgraceful.

- (g) Cllr Cooper reported that she had been trying to draw the Masterplanners and B&NES attention to the lack of consultation with the traders. The traders were just coming out of lockdown after a brutal year and no-one has told them the High Street is going to be disrupted imminently for the best part of a year and their trading could be impaired. She further reported that the Masterplan for the town centre being prepared now included for permanently grassing over the free car park and turning it into a recreational space. She did not feel the Masterplanners were prepared to listen to the views of the residents in drawing up their design, they had no experience of Keynsham apart from a visit one Sunday, and there did not appear to be any intention to engage before the plan was finalised and published for consultation.

RESOLVED

That the Clerk in consultation with Cllr Cooper would write a letter to B&NES expressing concerns at the lack of communication and consultation with reference to works taking place in the town centre and the Masterplan being drawn up for Keynsham town centre.

FINANCE & POLICY CTTEE RECOMMENDATIONS

308. ALLOTMENTS STRATEGIC WORKING PARTY TERMS OF REFERENCE

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.

RESOLVED

- (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 Cllr Biddleston as representative.

Cllr McGuinness left the meeting.

309. YOUTH S106 APPLICATION

To consider an application for s106 funding valued at £98,678.41, towards the strategic development and implementation of Youth Services provision in Keynsham. For submission to B&NES before 31st March 2021.

RESOLVED

To approve the application for submission to B&NES.

310. PURCHASE OF PEDESTRIAN MOWER

The Council considered the report and recommendation by Finance & Policy Ctee in respect of the pros and cons of the electric green mower vs the petrol mower on the basis of commitment to climate change, amount in the budget and the operational requirements of the Grounds Maintenance team.

RESOLVED

That an ex demonstration Torro Pedestrian mower be purchased for £5750.

311. PURCHASE OF POWER BARROW

The Council considered the recommendation from Finance & Policy Cttee in respect of purchasing a power barrow. 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 £2500.

RESOLVED

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

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

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. Under current CIL legislation, B&NES could recover the amount from any future CIL payments if the Town Council had already spent the CIL in question.

RESOLVED

To approve the request.

313. 2021-2022 FEES AND CHARGES

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

It was proposed and agreed that the recommendations of (a) to (d) in the report be considered enbloc.

RESOLVED

- (i) To approve the recommendations, 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.

314. ELECTION TO COMMITTEES AND WORKING PARTIES

RESOLVED

That the following members are elected to fill vacancies on Committees and Working Groups:

- | | |
|---------------------------------|-------------------------|
| a) Personnel Committee | Cllr Clive Fricker |
| b) Finance & Policy Cttee | Cllr Jonathan Wallcroft |
| c) Planning & Development Cttee | Cllr Alex Ross |
| d) EATH Committee | None proposed |
| e) Grants Cttee | Cllr Hal MacFie |

- | | |
|--------------------------------------|--|
| f) Consultation Response Group | Cllr Andy Wait |
| g) NDP Steering Group | Cllr Brian Simmons |
| h) Allotments Strategy Working Group | 5 members – Cllrs Biddleston, Brennan, Halliday, MacFie and Ross |

315. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED

To elect a representative to each of the following Outside Bodies until the Annual Town Meeting on May 5th 2021:

- | | |
|---|--------------|
| (a) Keynsham DialARide | Cllr Brennan |
| (b) Friends of Keynsham Train Station Group | Cllr Brennan |
| (c) Keynsham Memorial Park Forum | Deferred |
| (d) West of England Rail | Cllr Buxton |

316. DRAFT ANNUAL REPORT 2021-2022

The draft Annual Report was circulated for discussion.

RESOLVED

To approve the Draft Annual Report 2021-2022.

317. UNCLAIMED GRANT AWARDS 2020-2021

- (a) 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 were provided in the attached report.
- (b) The Clerk explained that the Council's grants regulations did not actually state money had to be spent this financial year; however, organisations were asked to supply receipts in advance of disbursement if the grant was being used to purchase items in support of activities. In addition, if an organisation wished to change the purpose to which the grant was put this would require approval of full Council.
- (c) The Town Council could, if it wished, purchase items and donate them to organisations rather than disburse grant money on production of receipts if the organisation was having difficulty, such as the gazebo requested by the Hawthorn Court Residents Association.
- (d) Since the report had been prepared most of the organisations had provided receipts to show they had at least spent some of the allocated award; so if the Council wished it could agree, owing to the special circumstances created by COVID, to disburse the full award this year on the proviso that the remaining receipts were produced next financial year. This included the Keynsham Town Junior Football Club and the Life Saving Club. The Clerk corrected the amount reimbursed to the LifeSaving Club as £423.12, leaving £271.88 remaining of the £695 grant.
- (e) The £400 each to KLOGS and Phoenix Youth Theatre would not cover the full cost of the item requested. The Council could therefore elect to buy the item next year, once the organisations had raised the balance of the funding. In the interim, the

£800 committed could be transferred to ear marked reserves at the end of this financial year and used towards the purchase next year.

- (f) St Johns School Association had requested £1000 towards a wildlife environment which included bat and bird boxes, hedgehog houses and tools. None of these items had been purchased despite reminder emails being sent to all organisations with outstanding grants to claim. The Council felt that these items could have been purchased despite COVID.

RESOLVED

That given the exceptional circumstances in respect of COVID, the Town Council will approve the following:

- (i) That the full grant amounts be disbursed to all organisations who have provided partial receipts on the proviso that the remaining receipts are provided next year.
- (ii) That in the case of grants purely for the purchase of specific items, the Council where appropriate, will purchase the items and donate to the organisations as an alternative to disbursing a grant. Such expenditure will be taken from the grants budget. The Council will purchase the gazebo for the Hawthorn Association this year and the electric star cloth for KLOGS/Phoenix Youth Theatre next year (providing the balance of the amount has been raised by the two organisations next year).
- (iii) That approval for change of use be given to those organisations who have so applied including Keynsham Life Saving Club and Golden Oldies.
- (iv) That the grant for St John's School Association is not disbursed as there has been no activity/expenditure at all; and the organisation apply for a new grant for the coming financial year.
- (v) That the Finance & Policy Cttee be tasked with looking into the implications of clause 17 of the grants policy in consultation with the Internal Auditor, and whether the Town Council should be requesting all expenditure should be incurred within the financial year in which the grant was awarded.

318. COVID COMMUNITY RESPONSE GROUP – GRANT RECEIVED

- (a) 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 Keynsham DialARide, Keynsham Community Fridge and Community at 67.
- (b) 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.

RESOLVED

To approve the above request.

319. 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 kilometre of footpath. The agreement requires renewal from 1st April with some changes in footpaths

to be included in the schedule. Overall this meant an increase in kilometres of footpath and nominated footpaths to be included in the schedule attached to the agreement.

The Clerk had provided a report detailing some discrepancies in respect of the total lengths of footpath to be paid for, and indicated that it would be preferable for Grounds Maintenance to check every footpath to ensure the Council could access/cut them before signing a new 20 year agreement with B&NES.

RESOLVED

To delegate the matter to the Clerk to check and sign the agreement once clarified with B&NES and the Grounds Maintenance team.

320. DEED OF SURRENDER – LAND AT KEYNSHAM MEMORIAL PARK – TENNIS COURTS

The Town Council's solicitor had, at B&NES request, drawn up a Deed of Surrender for the Tennis Court lease to include payment of the previously agreed sum of £7500 from CIL receipts towards the B&NES refurbishment costs in full and final settlement of any dilapidations. B&NES had approved the draft and agreed to cover the solicitor's costs.

RESOLVED

- (i) To approve the Deed of Surrender for signing.
- (ii) To approve fixing of the Town Council seal.
- (iii) To nominate Cllrs Greenfield and Wallcroft to act as witnesses.

321. CIL PAYMENT

The Town Council has been advised that a CIL payment of £2877.77 will be made by B&NES in relation to
18/00393/FUL – 34 Chandag Road and
15/05077/FUL – 31 St Anne's Avenue
(Payment 1 of 1)

RESOLVED

To note the above.

MONTHLY FINANCE

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

RESOLVED

That the attached Schedule of Invoices be approved for payment.

323. FINANCE MONTHLY REPORTS

- | | |
|-----------------------------|-----------------------|
| 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) |

The Clerk explained that the journal was necessary as the CIL payment of £15k to B&NES towards the Kelston Park Play Area refurbishment had to be coded to CIL expenditure rather than play equipment for accounting purposes.

RESOLVED

To approve the above reports en bloc.

324. DELEGATED ACTIONS SINCE LAST MEETING

There were none.

325. UPDATE ON YOUTH SERVICE

None.

326. CORRESPONDENCE ITEMS (REDACTED)

There was none.

327. DATE OF NEXT MEETING

RESOLVED

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.

328. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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 relating to negotiation in respect of a proposed land transaction.

329. REQUEST FROM B&NES

The Town Council felt it would be inappropriate to comment in view of the fact the matter may be the subject of a future planning application and there was the matter of pre-determination to consider.

RESOLVED

To respond to B&NES that the Town Council did not wish to make comment on what it considered to be an untoward proposal outside the normal planning procedures, and that the Town Council questioned the legality of such a proposal.

The meeting finished at 22.00.

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