

KEYNSHAM TOWN COUNCIL

Minutes of the Town Council meeting held on
Tuesday 21st September 2021 in The Space at 7.30 pm

PRESENT: Councillors D Brassington, C Brennan, C Buxton, C Fricker, A Greenfield, H MacFie, A Halliday, A McGuinness, B Simmons, A Sinclair (late), A Wait (Chair) and J Wallcroft.

IN ATTENDANCE: Dawn Drury – Acting Town Clerk

NOT PRESENT: None recorded

70. APOLOGIES FOR ABSENCE

Cllrs D Biddleston, D Cooper and A Ross

71. DECLARATIONS OF INTEREST

There were none.

72. DISPENSATIONS

There were none



73. PUBLIC PARTICIPATION

There were 4 members of public present as speakers on item 9 on the agenda, plus a member of KeynshamNow who joined the meeting towards the end.

74. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the Town Council meeting held on Wednesday 28th July 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

75. CHAIRMAN'S ANNOUNCEMENTS

(i) High Street funding and support for businesses

This item was in relation to a letter received from Cllr Cooper regarding the concern that she had about the High Street fund and the fact that she had been told by a neighbour, (Mrs G Edwards who has put up the excellent Love Keynsham – Keynsham is Open recycled signs around the town centre), that a case officer from B&NES had informed her that due to the High Street disruption, during the Public Realm improvements, that they were not going to put forward as much funding to support the High Street businesses. Cllr Wait reported that he had written to the B&NES officers as a B&NES Ward Councillor, and he suggested that the Town Council also write a letter to the relevant B&NES

Officers saying that we too feel that just because someone has carried out an initiative off their own back, the town and its businesses should not be penalized by having funding previously promised withdrawn.

RESOLVED:

That a letter written to be to the case officers in B&NES.

Cllr A Sinclair arrived at this point.



(ii) **Eco Festival 17th & 18th September 2021**

Thanks were expressed to the organisers, Churches Together Saltford and Keynsham together with the Town Council Environment & Sustainability members and the Acting Town Clerk for putting on a very successful Eco Festival. It was busy, very active and there were a lot of good conversations going on across all the stalls. Well done to all those that took part or just attended which made this a great event.

It is proposed that similar events will be held again, hopefully annually, in the future. A request was made that thanks be passed on to the main organisers.

(iii) **Keynsham Music Festival 2021**

It is great that at last we can start holding live events after such a long period of time when such activities have been nonexistent due to the Pandemic.

A vote of thanks was expressed to all Cllrs involved in this year's Keynsham Music Festival (2nd – 10th September). It was a much smaller event held across a variety of venues in town plus three significant events in the Memorial Park. Cllr Wait recommended going on to YouTube and listening to a gentleman call Tensheds who performed opera in Temple Court.

76. QUESTIONS ON NOTICE BY MEMBERS

There were none.

77. KEYNSHAMNOW

Cllr Wait gave a report on behalf of the KeynshamNow group as follows:

The new Chairman of KeynshamNow elected at the September meeting, Alex Beaumont was due to give the report but was presently travelling back from Grimsby to attend this meeting and it was hoped that he would join the meeting at some point in the evening.

A request was made the Chair of Council to swap Items 9 and 8 giving Alex a chance to arrive to give his report.

78. THE PADDOCK

This piece of land has been removed from auction with the hope that it will become a Community Asset.

Four members of the public spoke for two minutes on the item as follows:

Barrie Davis gave a report on behalf of Keynsham Bowls Club expressing the club's desire for The Paddock to be used for parking for the Bowls Club. A copy of Mr Davis' report was requested for appending to these minutes but has not been received to date.

Richard Dyson spoke and said he welcomed any project that would not take great expenditure and would relate to the heritage of the town. He suggested a Welcome to Keynsham Garden and expressed his concerns at the land being used for any building works or transformation into a car park. He urged that the Town Council consider purchasing this piece of land and taking on the ownership.

Trevor James (representing the Diocese of Bath & Wells Church). He requested that the land become a quiet retreat in the town for the purpose of wellbeing education, Keynsham kindness events, ecological projects, and a place to set up a Forest School linking with all local schools. The intention would be to rebuild the outbuilding and create a fully inclusive space running on a nonprofit basis. (Transcript of report to Town Council appended on page 11)

Robin Moss (One Community Trust – registered charity)



Robin reported that The Paddock had previously been discussed as being transferred as Community Asset several years ago, with groups such as Butterflies, St. John's Church, the Civic Society and Keynsham In Bloom expressing an interest, B&NES Council members Paul Crossley and David Bellotti had been involved in the previous discussions regarding such a transfer. Several emails including business plans were exchanged, and B&NES Property Services were tasked with dealing with the transfer, but the matter seemed to disappear and no more was said about the transfer of the land or any proposed joint community use of the space.

Cllrs were asked to comment on this matter and the following came out of the discussions: -

- (i) That the land should be saved as a community space and that Forest School idea was excellent allowing young people to come together to use the space.
- (ii) That the land be accessible to all including those less able.
- (iii) That the land, although small, was an important piece of land at the entrance to Keynsham.
- (iv) That the land would be an ideal site for creating a space that would help people's mental well-being whether young or old giving them a retreat to go to. This would be an ideal place for young people to go to.

- (v) That this piece of land is an important piece of land for the town and its community.
- (vi) That with a push the transfer as a Community Transfer should be easily achievable.
- (vii) Concerns were raised that the Bowls Club lease is to come to an end and that there is no information on any renewal of the same. This matter would normally have been discussed at a Park Forum meeting.

RESOLVED:

- (i) That the process to make the land a Community Asset be undertaken by the Town Council.
- (ii) That one meeting be held inviting attendees of any group in the town wishing to put forward a proposal for use of the land come together to express their ideas.
- (iii) That Cllr Clive Fricker be elected as the Councillor to Chair the group meeting.
- (iv) That those attending the meeting be asked to formulate a full business plan for The Paddock with diagrams, images, plus details of any supporting groups who are to be involved in the proposed plan.
- (v) That all submitted plans be put on display and the public invited to consult and vote on their favourite plan.
- (vi) That the Acting Town Clerk write to Paul Pearce and seek information in respect of renewal of the Bowls Club lease.

79. KEYNSHAMNOW REPORT

Presented by the Chair of Council on behalf of Alex Beaumont.

KeynshamNow attended the Eco Festival and had a stall giving information on Eco secure products from Conscious Foods. The group also asked members of the community attending the event where in the Earth was the climate change most effecting the population, and by the end of the day a map was covered in post it notes highlighting the areas right across the globe. The groups also had an online quiz (no paper involved) using QR codes.

Dan Norris attended the Eco Festival and spent some time talking to the young people and one young lady quite eloquently explained that the no. 18 was to be cancelled which would affect many school children travelling into Keynsham to school.

At the AGM an election was held for the various and the results were Alex Beaumont (Chair), Christian (Vice Chair and Media Lead), Imogen (Secretary). Elwyn (Assistant Secretary), Matt (Assistant Media) and Delilah (Ambassador).

We are currently, following the pandemic, undertaking a recruitment drive across the three secondary schools and we hope to advertise KeynshamNow on the TV screens in the school corridors.


80. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Fricker reported that the PCAA Local Council opposed the Bristol Airport Expansion and meets on zoom tomorrow and opposition is growing, and Dan Norris was also against the airport expansion. Only S.Glos is in favour of the expansion which is not designed on the need of the local area or for the local people, or in support of resolving climate change issues, but to attract users from all areas of the South West and beyond creating traffic, parking, and pollution for villages on route and close to the airport.

The Planning Inspectorate at the hearing in Weston Super Mare is hearing from numerous forces against any expansion.

Cllr Fricker added that he hoped the Inspector would listen to all the objections and not support any expansion.

Cllr Fricker was thanked for his report.



RESOLVED

That the report be received and noted.

81. MINUTES OF COMMITTEE MEETINGS AND NOTES FROM CONSULTATIONS

<u>Committee</u>	<u>Date 2021</u>	<u>Status</u>
Planning Committee	2 nd August 2021	APPROVED
Planning Committee	23 rd August 2021	APPROVED
E & S Committee	27 th July 2021	Notes
Finance & Policy Committee	28 th July 2021	APPROVED
Finance & Policy Committee	14 th September	Notes
EATH Committee	7 th July 2021	Notes

RESOLVED:

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

82. DELEGATED ACTIONS SINCE LAST MEETING

In accordance with the Schedule of Delegation approved on 22nd April 2021, to ratify the delegated decisions taken by the Acting Town Clerk in consultation with Members as detailed in minute nos. below:

83. Grounds Maintenance uniform budget - over expenditure

Resolved:

That the report on an over expenditure on the Grounds Maintenance uniform budget be received and noted.

84. **Purchase of 5 Grounds Maintenance light weight Gortex jackets – £330.45 plus VAT (£66.09 each).**

RESOLVED:

That the expenditure on Gortex jackets be approved.



85. **Purchase of 1 Subzero SZPA-PIOX battery powered portable PA system with Bluetooth for events and Bandstand use - monies from Bandstand budget - cost £365.40 plus VAT.**

RESOLVED:

That the expenditure on a portable PA system be approved.

86. **PCAA – authorisation to use PCAA subscriptions for additional funding towards Inquiry Expert Fee**

RESOLVED:

That authorisation to use PCAA subscriptions for additional funding towards Inquiry Expert Fee be approved.

87. **Town Council insurance renewal 26th August 2021 – 25th August 2022 – Payment of Insurance Invoices as per August Schedule of Payments**

RESOLVED:

That payment of insurance invoices be approved.

88. **Purchase of one Toro self-propelled lawn mower at a cost of £549.00.**

RESOLVED:

That the expenditure on the Toro lawn mower be approved.

89. **FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 21st September 2021**

a. **Annual Health & Safety Audit Report**

RESOLVED:

To receive and note information in respect of the Annual Health & Safety Audit report.

b. **Annual Risk Management Review**

RESOLVED:

To receive and note information in respect of the Annual Risk Management Review.

c. Internal Audit Review

RESOLVED:

To receive and note that in July 2019, Bridget C Bowen (Chartered Accountant) was appointed to carry out the Internal Audits of the Council (Interim and Final Audits) for the next 3 financial years. Internal Audits have been booked in for 12 November 2021 and 11 February and 7 June 2022.

d. Asset Register and Insurance Review

RESOLVED:

To receive and note information on the asset register and insurance review of 3rd August and insurance premiums for 2021/2022.



e. Section 106 agreement – Land to South of Bath Road – Hygge Development

RESOLVED:

To receive and note information in respect of the Section 106 agreement (Land to South of Bath Road – Hygge Development) including funding allocated as a bus infrastructure contribution towards enhancing existing telemetrics in bus stops in Keynsham. Together with funding towards maintenance and improvement of Teviot Road open space area.

f. Capital Projects Review

RESOLVED:

To receive and note information in respect of refurbishment works for Manor Road Pavilion and installation of a new valve to the water system and the planned steps in respect of repairs at the Cemetery.

Councillors will be invited to visit Burnett lock up in the next few weeks and a map detailing the location of Town Council play areas will be produced and distributed to all Councillors so that they may make their own personal visits.

Updates were given by the Acting Town Clerk in respect the Cemetery and the perimeter walls to the same.

g. Budget Monitoring – Presentation of Reports

RESOLVED:

That Budget Monitoring Reports be presented at Finance and Policy committee meetings on a monthly basis and to Town Council on a quarterly basis.

Schedules of Expenditure, Petty Cash and Bank Reconciliations will continue to be presented to Town Council on a monthly basis.

Alex Beaumont arrived at this point. Alex gave the Town Council an update on his priorities as Chair of KeynshamNow for the next year.

90. STAFF SALARY REVIEW

RESOLVED:

(i) That information in respect of quotes for undertaking a staff salary review be received and noted.

(ii) RESOLVED:

That Company B be appointed to undertake the review of salaries.

91. QUOTES FOR REPLACEMENT SPACE NET – KEYNSHAM MEMORIAL PARK – UPPER PLAY AREA.

RESOLVED:

(i) That the space net be replaced.

(ii) That company A be appointed to remove the old net and replace with re-purposed net, shackles and covers, including carrying out installation in a safe manner at a cost of £5271.43 plus VAT.

92. MEMORIAL SERVICE FOR TONY CROUCH (DATE TO BE FINALISED – END OF OCTOBER)

RESOLVED:

That Cllr Wait be selected as a representative of the Town Council to say a few words at a Memorial Service for Tony Crouch. Councillors to give an initial indication as to whether they would wish to attend this service (28th October 2021 at 11.00 a.m.).

93. CONCLUSION OF EXTERNAL AUDIT & PUBLICATION OF AUDITED ACCOUNTS

RESOLVED:

That the External Auditor's Report be received, and audited accounts be approved for publication as legally required by 30 September 2021.

94. WEST OF ENGLAND BUS SERVICE IMPROVEMENT PLAN

RESOLVED:

That Cllr Sinclair be elected as Keynsham Town Council's representative on the West of England Bus Service Improvement Plan Forum. Cllr D Brassington to be a substitute representative should Alan be unable to attend any of the meetings. The Acting Town Clerk to pass on information in respect of their meetings to him in due course.

95. KEYNSHAM MEMORIAL BRIDGE

RESOLVED:

That the briefing document dated August 2021 be received and noted.

That a copy of the briefing document be posted on the Town Council Facebook page.

MONTHLY FINANCE

96. SCHEDULE OF INVOICES DUE FOR PAYMENT APPROVED UNDER DELEGATED POWERS – August 2021 (MONTH 5) & September 2021 (MONTH 6)

RESOLVED

That the Schedule of Invoices be approved for payment.

97. FINANCE MONTHLY REPORTS

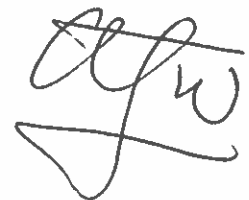
- a. Schedule of Expenditure - Months 4 & 5 (July/August)
- b. Bank Reconciliation - Months 4 & 5 (July/August)
- c. Petty Cash Expenditure - Months 4 & 5 (July/August)
- d. Budget Monitoring Report - Months 4 & 5 (July/August)
- e. Youth Finances - Months 4 & 5 (No transactions)

RESOLVED:

That the above reports be approved.

98. UPDATE ON YOUTH SERVICE

The report on the Youth Service was received and noted.



99. CORRESPONDENCE ITEMS

a) Lighting issue on Somerdale estate

RESOLVED:

- (i) To receive and note the correspondence.
- (ii) That the Acting Town Council write to St. Monica's stating the Town Council has declared a Climate Emergency and is concerned at the amount of light pollution coming from their car park.

b) Preparation for Remembrance 2021

RESOLVED:

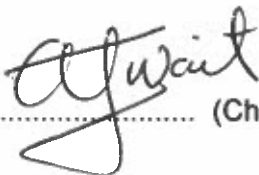
That the Town Council do not purchase a Tommy but look for an appropriate memorial to remember those in more contemporary wars or to remember all the services that have supported the community during the pandemic or have died whilst in any service (whether it be at war, in the Police, Fire Service or Ambulance or in the NHS), any proposed plaque could read 'For all those that gave their lives whilst in service'. This matter to be discussed further at a future meeting.

100. DATE OF NEXT MEETING

RESOLVED

To note that the date for the Town Council's next meeting of the Town Council, is Tuesday 19th October 2021 at 7.30pm in The Space, Market Walk, Keynsham.

The meeting finished at 9.12 p.m.

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

Dated:19/10/21.....

Minute Item 9 – The Paddock

Trevor James Proposal Transcript 21/09/21

My name is Trevor James, I am a community minister working in partnership with St John's church.

I am here to express my interest in the land that is known as The Paddock situated on Avon Mill Lane. I propose to use the land for community projects and events that are centred around wellbeing, education and eco participation/appreciation.

I have initiated a start-up project called The Sanctuary Garden which is a small community garden that sits by the River Chew. Over the past year it has been used for pastoral meetings, youth group meetings, a retreat space for those needing a little time alone and will be hosting a music gig with kindness festival.

We also developed Hope Rocks from the garden which was birthed following the lockdown to provide a space for people to relax, to come together and be creative. This has proved successful and has been out and about in the community over the past 6 months partnering with various groups, organisations, and events, the latest being the Community Eco Festival. I have recently been approached by Wellsway School who wish to use the garden as an intervention space for pupils. Wellsway School have also expressed interest in using the Sanctuary Garden for the use of Forest School.

As I have strong connections with the Futura Learning Partnership (previously Wellsway MAT) I hope that this will become a model we can offer other local schools.

If my proposal was successful, I would use the Paddock to complement this work and project, as well as develop new ones. I would host Hope Rock there weekly, this would be beneficial as the Sanctuary Garden is limited when it comes to wheelchair access. The Paddock also offers more space for larger gatherings (families).

I would use it to connect with schools to use as a Forest School site as well as potentially offering a Saturday Forest School. I have 3 Forest School practitioners that have expressed interest in this. I would dedicate two small areas of the space to re-wilding, encouraging pollinators and wildlife as well as building a raised bed for vegetables.

Working with the newly appointed Chaplain at Wellsway School I would look to create regular outdoor out of school youth activities. This would be complimented by my connections with the One Community Trust who offer youth services, and who's building is situated on the same site. Because of my partnership with the church and relationship with One Community Trust I would have open access to the toilets and amenities of their buildings.

Finally, I would repair the outbuilding that has become disused and encourages misuse in its current state.

I would like to add that this space would be fully inclusive and open to the whole community adhering to the Equal Opportunities Act 2010 and would operate on a not-for-profit basis, with any money raised or donated going directly back into the running and development of the project.

Thank you for your time, I am open to any questions should you have any.

