

KEYNSHAM TOWN COUNCIL

Minutes of the Town Council meeting held on
Tuesday 19th October 2021 in The Space at 7.30 pm

PRESENT: Councillors D Biddleston, D Brassington, C Brennan, D Cooper, C Fricker, A Greenfield (part of the meeting), H MacFie, B Simmons and A Wait (Chair)

IN ATTENDANCE: Dawn Drury – Acting Town Clerk and Alan Jenner (Locum Clerk)

NOT PRESENT: A. Sinclair

99. APOLOGIES FOR ABSENCE

C Buxton, A Halliday, A McGuinness and J Wallcroft.

100. DECLARATIONS OF INTEREST

Cllr H Macfie in respect of item 11B (XV) – Christmas tree St. John's Church

101. DISPENSATIONS

There were none.

102. PUBLIC PARTICIPATION

There was one member of the public present (Mr Stuart Olds) who spoke on hydro battery power.

RESOLVED:

- (i) That this was not an issue that the Town Council had any control over.
- (ii) That the contact details of Cllr Sarah Warren B&NES Council Deputy Council Leader and Cabinet Member for Climate and Sustainable Travel be passed on to the member of public.

103. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 21st September 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

104. CHAIRMAN'S ANNOUNCEMENTS

The Chair reported that he had had three occasions in the last month in which he was able to wear the Chain of Office.

On 30th September he attended the Annual Town Council grants presentation evening and awarded certificates to the grant recipients in attendance. He thanked all the

attendees for their presentations about their organisation and all Staff and Councillors that attended the event for their support.

On 18th October, he attended and performed a tree planting ceremony at Wellsway Academy as part of the launch of the Futura Partnership, a re-branding of the Wellsway Multi Academy Trust, that now has 13 schools (primary and secondary) in the partnership. This was a lovely event to attend with the participants being entertained by a music group of year 12 students, a speech by the new Principal followed by refreshments.

On 19th October, he attended IKB School for another tree planting ceremony (this time a much larger tree) also part of the Futura Partnership launch.

105. **QUESTIONS ON NOTICE BY MEMBERS**

There were none.

106. **KEYNSHAMNOW**

Due to the absence of the Chair of KeynshamNow Cllr Wait presented a report on their behalf as follows:

Helen Griffiths, High Street Heritage Action Zone (HSHAZ) Project Manager, B&NES Council attended the last KeynshamNow meeting and explained the Phase II Temple Street project that is to go out for consultation. KeynshamNow will be working in partnership with B&NES to try and encourage more young people to take an interest in what is happening on the High Street/Temple Street. In respect of this KeynshamNow members are working on video clips to support a future launch event.

One new member has signed up to KeynshamNow.

The ECO Fest QR quiz results were announced, and the winner kindly asked that the prize be given to the person that came second and this was Mike Burke. His prize was presented to him by Cllr Wait and he was very pleased to receive the gift.

The Group are trying to get back into School and Cllr Wait spent some time talking to staff at Wellsway and IKB about this during his recent visits. Both Schools are now showing KeynshamNow power point presentations on the screens around the schools. A meeting is to be arranged with Broadlands Academy for after half-term to discuss similar connections.

The next meeting, is during UK Parliament week and there will be a formal debate on 'Has social media connected us more in society?' Two members will be speaking in favour of it and two against.

Two litter picks are planned, dates to be confirmed.

107. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr C Brennan reported on the 2021 Music Festival. She reported that it went very well. There were some impressive acts, Tenshed (he can be viewed on YouTube) and Attila the Stockbroker. A few things did not work well this year, the free ticketing made it difficult for monitoring attendee numbers and of course there was the loss of income. The Committee discussed which performances worked well and who to invite back for future Festivals. It will be great to be able to put on the usual big Festival in the Park in 2022 rather than all the smaller individual performances.

RESOLVED:

That the report be received and noted.

108. MINUTES OF COMMITTEE MEETINGS AND NOTES FROM CONSULTATIONS

<u>Committee</u>	<u>Date 2021</u>	<u>Status</u>
Planning Committee	13 th September 2021	APPROVED
EATH Committee	1 st September 2021	Notes
EATH Committee	6 th October 2021	Notes
E & S Committee	18 th September 2021	Notes
Finance & Policy Committee	11 th October 2021	Notes
Finance & Policy Committee	21 st September 2021	APPROVED

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.

109. FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 19TH OCTOBER 2021**110. Capital Projects Committee****RESOLVED:**

- (i) That the Capitals Projects Committee be reinstated.
- (ii) That the Committee consists of the Chair and Vice Chair of Town Council, the Chair of Planning, the Chair of Finance and Policy Committee plus three other members.
- (iii) That the additional three other members be Cllr D Cooper, Cllr B Simmons and Cllr D Biddleston.
- (iv) That the quorum be three.

111. Capital Projects Update

Keynsham Chapel and Cemetery

RESOLVED:

- (i) That letters for tender be sent out in respect of the Cemetery Quinquennial Survey, which is overdue, to three companies that have been selected.
- (ii) That the submitted Quinquennial Surveys be presented to the new Capital Projects Committee for review and decision on the company to be selected and make decisions on next steps.
- (iii) That an electronic plan of the Cemetery be produced with an overlay detailing all architectural areas of significance.

It was suggested that in the future the Town Council consider producing a plan of the Cemetery in more than one media. A future editable plan detailing all grave spaces would be extremely helpful for both the administration staff and Cemetery attendant.

Sec. 106 Allotments matters

RESOLVED:

To receive and note the information in respect of the Sec. 106 funding for the existing Park Road Allotment site.

Manor Road Pavilion

RESOLVED:

To receive and note information on matters relating to Manor Road Pavilion.

That the Acting Town Clerk find out the length of time left on the lease of the Recreation Grounds and Pavilion at Manor Road.

Councillors were invited to attend a visit to view the new Batheaston Community Centre on 1st November 2021 at 10.00 a.m. The Acting Town Clerk will try and book a Dial-A-Ride bus as transport.

112. Arrears of Manor Road Hire Charges by Real Saint George

RESOLVED:

That the debt be left to run for the time being as it would not be cost effective to pursue the debt through the courts. Town Council staff will continue to monitor the debt and chase should any more information come to light regarding the team.

113. Keynsham Cultural Programme Coordinator

RESOLVED:

That the appointment of a Keynsham Cultural Programme Coordinator be noted.

114. Financial Risks and Reserves Policy Review

RESOLVED:

To receive and note that a review of the Annual Review of the Financial Risks and Reserves Policy has been undertaken.

115. Hedge Works at Keynsham Cemetery

RESOLVED:

That Quote 2 be selected and the Contractor appointed to undertake vegetation clearance from the collapsed wall between Keynsham Cemetery and Broadlands Playing Fields.

116. Town Council Bins

RESOLVED:

- (i) That three bins be purchased during the financial year 2021/2022, one from each of the following budgets: -

Litter and dog waste bin budget
Cemetery general maintenance budget
Recreation grounds maintenance budget

- (ii) That the metal bin be chosen at a cost of £474.56 plus VAT together with ground fixing bolts at £27.79 plus VAT, as the bin to be purchased, as above.
- (iii) That £2,000 be put in the 2022/2023 litter and dog waste bin budget.

117. Town Council Office Additional Sockets & New Heating

RESOLVED:

- (i) That new double sockets in various locations be installed at a cost of £720.00 plus VAT.
- (ii) That option 3 be selected to replace all the office night storage heaters (these are not working) with energy efficient panel heaters permanently on with thermostatic control. Modification of the current consumer unit and installation of additional units as 3.0kw are no longer available and will need to be replaced with 2.0kw units. Full works costed at £2963.73 plus VAT (materials £1963.73, labour £675.00 and waste disposal £325.00).

118. Staff Salary Review

RESOLVED:

That a verbal update on the staff salary review be received and noted.

119. Ellis Whittam Annual Legal Expenses Insurance Policy Review Declaration

RESOLVED:

That it be noted that the Ellis Whittam annual legal expenses insurance policy review declaration has been undertaken.

120. CIL Funding Applications

RESOLVED:

That information in respect of CIL funding ideas and the next steps be received and noted.

121. To Note and Receive Updates on the Following Delegated Actions Taken Since the Town Council Meeting on 21st September 2021

- a) 50% upfront payment of Mant Leisure invoice for replacement pyramid space net £2635.72 plus VAT.
- b) Upfront payment to LGRC for staff salary review £500.00 plus VAT.
- c) 2 no. Stihl KM111R Kombi Engine Strimmers (£363.50 each), 2 no. Stihl FS.KM Trimmers £120.83 each) and 1 no. Stihl carbon extension pole 1m (£70.83).

RESOLVED:

That the delegated decisions be received and noted. Consideration needs to be given that future grounds maintenance equipment be more environmentally friendly and other power sources should be considered before fossil fuels.

122. Transition Keynsham Request for Funding for Equipment

Having received an update in respect of the Tennis Hut a decision was made as follows:

RESOLVED:

That Transition Keynsham be informed that they can continue to store their equipment in the Tennis Hut.

123. Christmas Tree – St John’s Church

RESOLVED:

That further quotes be sought before making a decision in respect of the Christmas tree, if need be, a purchase may need to be taken under delegated powers in respect of the expenditure.

124. Rural Market Town Group Membership

RESOLVED:

- (i) That Keynsham Town Council become members of the Rural Market Town Group Membership.
- (ii) That Cllr H MacFie be the Town Council representative on this outside body.

125. Incorrect Street Signage Somerdale Estate

RESOLVED:

That the information regarding the incorrect street signage on Somerdale Estate be received and noted.

MONTHLY FINANCE

126. SCHEDULE OF INVOICES DUE FOR PAYMENT APPROVED UNDER DELEGATED POWERS – October 2021 (MONTH 7)

RESOLVED

That the Schedule of Invoices be approved for payment.

127. FINANCE MONTHLY REPORTS

- a. Schedule of Expenditure - Month 6 (September)
- b. Bank Reconciliation - Month 6 (September)
- c. Petty Cash Expenditure - Month 6 (September)
- d. Budget Monitoring Report - Month 6 (September)
- e. Youth Finances - Month 6 (No transactions)

RESOLVED:

That the above reports be approved.

128. PUBLIC SECTOR DEPOSIT FUND (CCLA)

RESOLVED:

That the CCLA mandate be signed by Cllrs Fricker, Simmons and the Acting Town Clerk.

129. NATIONAL EMPLOYERS' FINAL PAY OFFER

RESOLVED:

That the information regarding the National Employers' final pay offer be received and noted.

130. UPDATE ON YOUTH SERVICE

RESOLVED:

That the verbal report on the Youth Service be received and noted.

131. CORRESPONDENCE ITEMS

a) Email dated 27th September 2021 in respect of illegal parking on Chandag Road

RESOLVED:

To receive and note the correspondence.

b) Letter dated 20th September 2021 in respect of the bridge requiring repair - Keynsham Memorial Park

RESOLVED:

- (i) To receive and note the correspondence.
- (ii) That the Project Managers details be passed on to Helen Grist.

c) Email from David Hockney – Keynsham Bowling Club dated 1st October 2021 in respect of the Club's lease in Keynsham Memorial Park

RESOLVED:

To receive and note the correspondence.

132. RESIGNATION OF COUNCILLOR

RESOLVED:

- (i) That the resignation of Alex Ross be received and noted.
- (ii) That information in respect of the process of a By-election or Co-option, together with timings be received and noted.

133. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the next meeting of the Town Council, is **Tuesday 23rd November 2021 at 7.30pm** in The Space, Market Walk, Keynsham.

134. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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. Agenda items 23, 24 and 25 being commercially sensitive.

135. CAPITAL PROJECTS UPDATE

Keynsham Town Council Office

RESOLVED:

That information in respect of this matter be received and noted.

136. RENT ARREARS – KEYNSHAM TOWN COUNCIL OFFICE

That information in respect of this matter be received and noted.

137. ASHTON WAY TOILETS

- (i) That information in respect of this matter be received and noted.
- (ii) That Radstock and Midsomer Norton Town Councils be contacted in respect of the costs associated with their toilets.
- (iii) That B&NES are informed that the Town Council are willing to negotiate.

The meeting finished at 9.35 p.m.

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

DRAFT