

KEYNSHAM TOWN COUNCIL

Minutes of the Town Council meeting held on
Tuesday 22nd February 2022 in The Space at 7.30 pm

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

IN ATTENDANCE: Dawn Drury – Acting Town Clerk

NOT PRESENT: None recorded.

228. APOLOGIES FOR ABSENCE.

Cllrs A Beaumont, C Buxton, A Sinclair and J Wallcroft.

229. DECLARATIONS OF INTEREST.

There were none.

230. DISPENSATIONS.

There were none.

231. PUBLIC PARTICIPATION.

There were three members of the public present.

232. RECORD OF PREVIOUS MEETING.

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 18th January 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

233. CHAIRMAN'S ANNOUNCEMENTS.

The Chair reported that the matter of anti-social behaviour was to be taken to the Keynsham Area Forum Police but there was no representation by the Police at this meeting, so this would be taken to a future meeting. The Chair apologised for not being able to report back more fully.

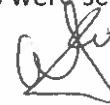
In respect of the future proposed refurbishment works for the Temple Street area of Town, both Councillors Wait and Simmons have learnt that due to inflation and the escalating costs of building materials and supplies, the works in this locality are to be scaled back. This is being reflected on other projects too as can be evidenced through



the B&NES Council budget where a further £9.2 million has had to be allocated to the Pixash Lane recycling centre project to get what was already agreed in the plans.

The Chair reported that he was very surprised that the Chocolate Quarter proposed restaurant in the original Taylor Wimpey plans was subject to a resubmission variation, and that the development of four houses instead was approved by B&NES Council.

The Chair asked for it to be noted that the Town Clerk interviews were scheduled for this Thursday.



Councillors were asked to submit a short paragraph of approximately 100 words about why they had become a Councillor, how they want to service and help the community and any personal information that they wish the residents to know. These will be included in a series of Meet the Councillors articles in forthcoming Keynsham News magazines, starting with Keynsham North. An article will be in the Spring edition about Cllr Alex Beaumont our newest Councillor. Submissions should be sent to the Acting Town Clerk. Councillors wishing their photos on the website and for the magazine to be updated can either send new photos to the Acting Town Clerk or make an appointment to attend the office to have their photo taken.

Lastly, the Chair announced that at 9.30 a.m. this coming Saturday a tree planting event will be taking place at Teviot Road play area. Members of the E & S Committee will be leading on this, and all Councillors will be welcome to join in helping to reduce global warming and get involved with the community. Just bring along a spade and wear a stout pair of boots/shoes.

234. QUESTIONS ON NOTICE BY MEMBERS.

Councillor MacFie requested an update of the matter of The Paddock and the decision-making process and the involvement of residents/community organisations going forward. The Acting Town Clerk reported that she had been in communication with the B&NES Council Community Engagement Team in respect of the best way to proceed with this matter and they have provided information on all the possible ways forward. Whether it be a Community Asset Transfer (a very long-winded process), a lease on a peppercorn rent or possible outright purchase to the Town Council. This matter will be on the agenda for a Capital Projects Committee meeting in early March together with the Fox and Hounds Lane plot.

Councillor Biddleston asked "Does the Town Council believe that the local authority should have consulted formerly and directly with the Council over charges and changes to car parking charges in parking zones, which will see some of our residents paying £104 per year to park in front of their homes". It was reported that they do not have to do this as it is a B&NES Council matter, but it is always good from a communication point that

the local authority does consult with the local council and residents. In the past, this has been the general practice. The Chair asked that a letter be sent to B&NES Council expressing the disappointment in the lack of communication/consultation in respect of this matter. It was suggested that a sentence or two be included in respect of the parking meters that have been installed in the car park of The Park.

235. KEYNSHAMNOW.



Amelie, a new member, gave a report on behalf of KeynshamNow as follows:

- The organisation welcomed one new member.
- At their last meeting a guest from Off the Record the charity that KeynshamNow are supporting during the forthcoming year came and spoke to the group about volunteering at the Bath half marathon.
- Stephen from The Week In has suggested that KeynshamNow take on a community page within the newspaper so that young people could submit articles. Stephen also wanted their opinion on whether a £5.00 annual fee for young people would be more suitable. He also spoke of the possibility of an apprenticeship with The Week In.
- There were no new issues brought up and it was agreed to use the Facebook page as an archive and
- use the messenger page for communications going forward.
- KeynshamNow have been invited to do an assembly at Wellsway School and a meeting at Broadlands School led to a new member joining.

236. ALLOTMENT ASSOCIATION QUARTERLY UPDATE AND SEC. 106 FUNDING INFORMATION.

Councillor Wait welcomed Annie Stewart and Sue and Bill Mansfield to the meeting.

Annie reported that:

- Currently, things are quiet at the allotments being the time of year when the day light hours are short, and the ground is very muddy hence the short report.
- The Allotment Association Committee have started looking at how to spend the Sec.106 funding, they have started to make a few purchases and are hugely grateful for the funds. A list has already been provided to the Town Council of items on the wish list.
- Some works on the west hedge have revealed some large gaps in the perimeter that need to be filled/secure in some way. It was reported that the Town Council Grounds Maintenance Team have already looked into and costed fencing this section. Once the works on this hedge boundary has been finished the Allotment Association will report back to the Town Council. It was confirmed that the use

of Town Council staff to repair/improve the boundary will incur a cost which will be paid for by the Sec. 106 funds. Where possible the instruction is to layer these hedges.

- The west hedge also has some large trees, including some with ash die back, and trees works will be undertaken by B&NES Council in May 2022. It was confirmed that the B&NES trees works at the Cemetery will not be charged for as the trees are their responsibility.
- The AGM had an attendance of approximately 30 people and only one person raised any issues.
- There is currently a waiting list of 48 residents wishing to have an allotment.
- The possibility of the purchase of more land at the back of the site was raised, but it was confirmed that ownership of this land even through land registry searches had not been successful.
- The Committee are looking into organising some social events in the summer months for the Allotment Association plot holders. They have distributed a survey asking for thoughts on this and requesting event ideas. Responses have been very positive and the closing date is 5th March 2022. Ideas such as plant and seed swap social gatherings have been put forward.
- An allotment plot site on the Hygge development, following a planning variation by the developer, was changed into a community orchard.
- The Town Council will continue to look at ways of bringing forward more allotments in the town.

Item 17 on the agenda Keynsham Allotment rent review 2022 was brought forward.

A letter in respect of the Allotment rent review was read out giving details of an increase in the allotment rent from £ 1562.25 to £1737.84 an increase of £175.59 per annum from 25th March 2022.

It was suggested that in respect of the allotment lease, that expired some years ago and has been run on a year on year rolling basis, that some of the Sec 106 funding be used to re-new the lease and give the Town Council and Allotment Associations some security going forward. A letter has already been drafted to Mr Paget to get his views regarding the same.

A question was asked by Cllr Halliday in respect of the allotments proposed in the Bloor Homes site (Charlton Road) planning application. He said to date that this had not been forthcoming. It was reported that the parking area for these allotments has already been constructed and that the allotment site of 53 plots will be run by the management company for this estate and not by the Town Council or an Association in the initial stages.

The Chair thanked the Allotment Association members for their report.

RESOLVED:



To receive and note a verbal report from the Allotment Association

237. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES.

Councillor Fricker reported that following the decision by the Planning Inspectorate to allow Bristol Airport to continue with their expansion, which went against the very many planning consultation responses to oppose the expansion including those from WECA, B&NES Council, Bristol and North Somerset (who were handling the application), the PCAA (who Keynsham Town Council are members of) were in a dilemma as to the next course of action, hence the Town Council and other parishes are being asked for their views. Cllr Fricker stated that, when it comes to taking the matter further and looking for challenges on points of law with QCs and taking the case to the High Court, there is an increased risk that the members of Town and Parish Councils that continue on with the fight may be drawn into a situation that results in a loss and extensive shares of financial litigation expenses, and possibly the oppositions legal expense too. He considered this far too much a risk for the Town Council to get involved in, especially with the limited amount of information that is available at such short notice. He added that whilst the Town Council was completely opposed to the expansion of the airport to take 2 million passengers a year which has not great benefit for the West of England there may be a few more jobs, but most of the flights will be outbound holiday makers, so it brings little numbers of tourists to the region and only caters for 30% of business users taking flights.

The Town Council needs to decide whether the fight should be taken up by the Local Authorities and WECA or whether we should join a very few smaller councils to join the fight by giving further financial support to PCAA.

This matter is considered further under point 28 of the agenda.

238. MINUTES OF COMMITTEE MEETINGS AND NOTES FROM CONSULTATIONS

<u>Committee</u>	<u>Date 2021</u>	<u>Status</u>
Planning Committee	10 th January 2022	APPROVED
Planning Committee	7 th February 2022	DRAFT
Finance & Policy Committee	11 th January 2022	NOTES
Finance & Policy Committee	21 st December 2021	APPROVED
Finance & Policy Committee	18 th January 2022	DRAFT
E & S Committee	25 th January 2022	NOTES
EATH Committee	9 th February 2022	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.*

239. SCHEDULE OF INVOICES DUE FOR PAYMENT – February (MONTH 11).

RESOLVED:

That with an amendment to page 4 and incorrect sum, the attached Schedule of Invoices be approved for payment.

240. FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 22nd FEBRUARY 2022

The Finance & Policy Committee met on 22nd February 2022 and the following items were referred to Town Council for approval or noting.

241. INTERNAL AUDITORS REPORT AND RECOMMENDATIONS

RESOLVED:

That the Auditor's second interim report be received, noted and the recommendations of the Internal Auditors be actioned. Matters requiring decision (future Town Council investments) to be brought to a future Finance and Policy Committee meeting.

The matter of the B&NES invoices for rental, rates, insurance etc being input as individual invoices yet showing in the financial paperwork as one sum is in hand and will be rectified.

242. MICROSOFT OFFICE PLAN.



RESOLVED:

- (i) That the report be received and noted.*
- (ii) SoVision will be contacted for information as to how this will affect the Council. Cllr Cooper will draft and forward to the Acting Town Clerk, a few sentences to SoVision, questioning their costings in respect of the licence charges that the Town Council have to pay.*

243. CPRE DONATION.

RESOLVED:

- (i) That the report be received and noted.*
- (ii) That a donation of £100 be sent to CPRE.*

244. KEYNSHAM ALLOTMENTS RENT REVIEW 2022.

RESOLVED:

That the report including details of the rent increase be received and noted.

245. SECTION 106 ALLOTMENT MONIES.

RESOLVED:

To note the sum of £19,605.00 has been received in respect of Section 106 allotment funding.

246. THE PUBLIC SECTOR DEPOSIT FUND ("THE FUND"), A SUB-FUND OF CCLA PUBLIC SECTOR INVESTMENT FUND.**RESOLVED:**

- (i) To receive and note the contents of the letter.*
- (ii) To note that as per the Auditors recommendations the Town Council investments will be reviewed, and findings brought to the next Finance & Policy Committee and Town Council meetings for consideration. Finance and Policy Committee members will also look for any possible financial investment pots that offer good saving rates.*

247. DRAFT COUNCIL TAX LEAFLET 2022-2023.**RESOLVED:**

To approve a final version of the 2022-2023 Council Tax Leaflet for publication.

248. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18TH JANUARY 2022.**RESOLVED:**

In accordance with the Schedule of Delegation approved on 22nd April 2021, to note the delegated decision made in advance of the February 2022 scheduled payments taken by the Acting Town Clerk in consultation with Members.

Bateman Skip Hire dated 09.02.2022 £312.00

249. RECRUITMENT OF TOWN CLERK POST.**RESOLVED:**

That the information be received and approved.

Cllr Cooper was thanked for managing the recruitment process for the Town Council post. The RFO post that is advertised presently will have an extended closure date.

250. CIL EXPENDITURE 2021 – 2022.**RESOLVED**

That this matter be dealt with by the Capital Projects Committee at a meeting to be held in March 2022.

Councillor A McGuinness left the meeting at this point.

251. DEFIBRILLATORS IN KEYNSHAM.**RESOLVED:**

- (i) *To receive and note the report.*
- (ii) *To note that Cllr B Simmons has allocated £1000 of Ward Councillor Empowerment funding to the project. There is also £300 being donated toward defibrillators by Rotary.*
- (iii) *That a working party to deal with defibrillator matters be set up. Members to include Councillors Biddleston, Fricker, Simmons and Brennan.*
- (iv) *That company C, be appointed to replace the defibrillator on the side of the library.*

Thanks were expressed to Cllr Simmons for contributing his Ward Councillor Empowerment Funding to this initiative.

252. GUEST SPEAKER(S) FOR ANNUAL TOWN MEETING.**RESOLVED:**

- (i) *The Annual Town meeting is to be held physically in The Space.*
- (ii) *Clive Setter of HeartSafe Defibrillators be the guest speaker for the 2022 Annual Town Meeting.*

253. GOOD CITIZEN NOMINATIONS.**RESOLVED:**

That the following be awarded Good Citizen Awards for 2021-2022: -

Antony French & James (Wilfred Harrison) (over 25 Award)

Jim Bernard (over 25 Award)

Mary Burnard (Lifetime Award)

An invitation be extended to Adrian Inker to come and receive his Lifetime achievement award which could not be presented due to COVID.


254. QUEENS PLATINUM JUBLIEE – EVENT(S) BETWEEN 2ND & 5TH JUNE 2022**RESOLVED THAT:**

- (i) *Suggestions for Jubilee events received from members of the public be received and noted.*
- (ii) *The date of the Town Council Jubilee event be held on Saturday 4th June 2022.*
- (iii) *The Jubilee event should include Keynsham Jubilee Conversations, a picnic in the park, film show, music and entertainers, as follows: -*
 - *A Platinum Jubilee bench to be purchased from Ogilvie Engineering to be sited in the Keynsham Memorial Park near the bandstand.*
 - *Members of the public bring along their royal memorabilia (china, coins, photos) and are filmed giving their thoughts on the Queen's reign. The conversations to include members of the community from all age groups.*
 - *The conversations to be held in conjunction with a band playing or performers on the bandstand who will also be filmed.*

- *All film excerpts to be edited and made into one long film to be shown on a large screen in the park on the Jubilee event day.*
- *Members of the public invited to a picnic event with music and entertainers.*

Information on the Platinum Jubilee Beacon Trail (30th April – 12th June 2022) was not discussed and needs to be deferred to the next EATH meeting for discussion and next Town Council meeting for approval.

St. John's Church will be lit up in purple along with other churches across the Country. This is being organised by B&NES Council. Cllrs were given information on a beacon opportunity for the church tower, this will be taken back to the Church and Revd Dr Stephen McCaw will be invited to the next meeting for further discussion in respect of this matter.

255. CORRESPONDENCE ITEM.

RESOLVED:

- To note that the Airport Appeal was upheld.*
- That Keynsham will not donate to fight the appeal at this stage but a letter of support for the ongoing fight and setting out the Town Council decision be sent to the PCAA.*

On a separate point, flight paths are due to be changed as part of the expansion this ultimately could affect Keynsham.

Thanks were expressed to Cllr Fricker for his work in respect of this matter.

256. DATE OF NEXT MEETING.

RESOLVED:



To note that the date for the Town Council's next meeting is **Tuesday 22nd March 2022 at 7.30pm** in The Space, Market Walk, Keynsham.

257. 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. Items 16 - 17 of the agenda - to progress sensitive issues.

258. B&NES RECEIPT AND PAYMENTS OF CIL.

RESOLVED:

- (i) *To receive and note the confidential report.*
- (ii) *That Keynsham Town Council request from B&NES an excel sheet on CIL of the kind generated by B&NES for Section 106.*
- (iii) *That Keynsham Town Council identify from its own wish list of capital projects, through the Capital Projects Committee, that it wishes to invite B&NES to contribute additional CIL funds. Keynsham Town Council have an opportunity from its own CIL reserves, S106 and CIL B&NES money to create a full wish-list of projects across a diverse range of activity. This step may justify a submission to the Capital Projects Committee by any Councillor of a desired project that can be considered.*
- (iv) *That Capital Projects Committee draw up recommendations from the wish list and full Council resolve which of these projects should go forward for a draft proposal or proposals to be drawn up for submission to B&NES. The proposal or proposals will embody the language and concepts of the draft B&NES plan.*
- (v) *That any proposal by Keynsham Town Council be submitted to B&NES for dialogue and approval of drawdown of those funds.*

Thanks were expressed to Alan Jenner for work on this matter.

259. OFFICE MOVE.**RESOLVED:**

To receive and note the confidential report.

260. CEMETERY COMPLAINT – GRAVE SPACE (report attached)**RESOLVED:**

That the report be received and noted.

- (i) *That a response be sent to the complainant stating that on this occasion permission will be granted for a kerbed surround at the grave in question, but future kerb surrounds will be not be permitted in this section.*
- (ii) *That the Town Council Cemetery Rules and Regulations will be strengthened, so it is clear that the lawned section of the Cemetery is not to include anymore kerb surrounds.*
- (iii) *That the Town Council Cemetery Rules and Regulations are reviewed thoroughly to ensure that they are all up to date, and these to be brought to the March or April Town Council meeting for approval.*

The meeting ended at 9.20 p.m.

Signed:  (Chairman)

Dated: 220322