

KEYNSHAM TOWN COUNCIL

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

PRESENT: Cllrs A Beaumont, D Biddleston, C Brennan, C Buxton, C Fricker, A Greenfield, A Halliday, H MacFie, B Simmons, A Sinclair and A Wait (Chair).

IN ATTENDANCE: Dawn Drury – Acting Town Clerk

NOT PRESENT: J Wallcroft.

261. APOLOGIES FOR ABSENCE.

Cllrs D Brassington, D Cooper and A McGuinness.

262. DECLARATIONS OF INTEREST.

Declarations of interests were received from:

All B&NES Councillors in respect of dual hatted matters.

Cllrs D Biddleston (Governor of Wellsway Academy) and C Buxton (has a relative that works for Futura Academy) in respect of Item 28 on the agenda – Futura Trust – Merger of Chandag Infant and Junior school.

Cllrs A Beaumont, C Brennan and A Wait (as mentors) in respect of Item 9 – KeynshamNow.

263. DISPENSATIONS.

There were none.

264. PUBLIC PARTICIPATION.

There were three members of the public present.



265. RECORD OF PREVIOUS MEETING.

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 22nd February 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

266. POST OF TOWN CLERK

The Chair of Council reported that three candidates were interviewed for the post of Town Clerk and following the interviews held on 24 February 2022 the post was offered to Dawn Drury.

RESOLVED:

That the appointment of Dawn Drury as Clerk to Keynsham Town Council as of 25th February 2022 be approved.

267. CHAIRMAN'S ANNOUNCEMENTS

The Chair gave thanks to Cllrs Biddleston, Beaumont and Brennan for all the work that they have put in to assist the Hope for Ukraine charity that is in the process of being set up.

The charity (to be) is working hard to get materials to the war zones in Ukraine. This is extremely important work. Cllr Biddleston reported that it has been a rush setting up the charity, but some good work had already been done and thanks were expressed to Cllr Beaumont for all the work that he had done in respect of distribution of donations. All is going well and more promotion of items required for donation will be in the local press and on social media shortly. Cllr Wait added that he was sure if any other Councillors wished to get involved there would be opportunities,

The Chair reported that he had attended a tree planting event on the High Street to mark the completion and opening of the same. Dan Norris (MP), Kevin Guy (BANES) and Cllr Wait were engaged to plant some pear trees. However, these required craning into position and hence some smaller shrubs were planted by appointed dignitaries. The High Street is now complete and flowing well but there are a few issues/injuries relating to uneven surfaces that need sorting out.



Councillor Wait reported, that in respect of Platinum Jubilee plans it has been confirmed that there will be no beacon on St. John's church tower, and both the Town Council and Church leaders are in agreement with this. Hence, the £500 in respect of funding for a beacon will not be required. It has been confirmed that the following activities will be taking place at St. John's Church as part of the Jubilee celebrations.:

Over the entire long weekend

- Flag flying from the Church tower
- Decorations in the churchyard around the trees of knitted red, white and blue
- Arch over the tower door of greenery and knitted red, white and blue flowers and crowns
- 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, and coordination is via Lesley Organ. The two side floodlights to be turned temporarily purple with gel and a further light added to the high-street side of the tower (west) for the duration. (The idea of a gas flame on the top of the tower – even a specialized burner- not thought wise.)

Thursday 2nd June

Turning on the lights party 9pm to 10pm

In conjunction with the whole country (the Platinum Jubilee Beacons): turning on the purple lights at 9.45pm. Party outside the Church or inside if wet. Bubbly and cake (and Jubilee tart - https://www.cla.org.uk/documents/478/Beacons_Tart.pdf). To advertise around the town.

Sunday 5th June

Community Church Service in St John's Church at 10.30am

- Invite Councillors and leaders of uniformed organisations (e.g. police, TA, ambulance, RBL, scouts, guides), local school leaders, local healthcare to the service, some high street retailers, etc. Advertise in the town publications.
- Include coronation memories – and recall how different things were in 1952 – the cost of things and the assumptions about cars, and mobility for e.g. holidays
- Slideshow of Keynsham in 1952 – perhaps in conjunction with Local History Group
- Include the St John's choir and band, worship, Bible reading, address and prayers
- The National Anthem
- Finish with coffee/tea and cake
- Bells to be rung

Information in respect of a possible bonfire beacon at Burnett for electors of Keynsham is a possibility as explained by the Town Clerk.

268. QUESTIONS ON NOTICE BY MEMBERS.

There were none.



269. KEYNSHAMNOW.

Amelie gave a report on behalf of KeynshamNow as follows:

KeynshamNow had had a guest speaker, Mandy from Cancer v Young Lives, the agreed Charity of the group for 2021. KeynshamNow members will soon be undertaking a cycle/walk sponsored event of the Bristol to Bath cycle path.

KeynshamNow discussed the issues in Ukraine and an article has been written for The Week In. Other issues discussed include the recent spate of break ins to residents sheds and the expansion of Bristol Airport.

There is going to be an event on Stockwood Hill to raise funds for this year's charity Off the Record.

KeynshamNow are going to get involved with the Music Festival this year. Further contact will be made with Broadlands School and Wellsway Academy to try and recruit new members. Contact will also be made with the Scouts to see if new members can be picked up from this organisation.

When KeynshamNow was set up some eight years ago it was agreed that all uniformed youth organisations in the town, and all voluntary youth organisations, will be contacted to appoint a representative or two to KeynshamNow to report on activities that they are involved with. This has been a bit patchy until now but the intention will be revisited.

Thanks were expressed to Amelie.

270. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES.

Councillor Fricker gave a report on KMFA Limited matters as follows:

- The meeting was building for the summer event and dealing with the finer details of the event.
- Costs associated by the event are arising by about 30% in some cases which is causing some concerns for the organisers. The Chairman is hopeful that the event will breakeven.
- Councillor Cooper has unfortunately had to resign as a Councillor representative (due to work commitments) as a representative of KMFA Limited. In respect of this vacancy, it was RESOLVED



That Councillor A Beaumont be appointed as the replacement representative to KMFA Limited. There were no other nominations. Councillor membership to this organisation is four years so the post will be for the next year only.

271. MINUTES OF COMMITTEE MEETINGS AND NOTES FROM CONSULTATIONS

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Grants Committee	2 nd March 2022	NOTES
Personnel Committee	3 rd March 2022	DRAFT
Planning Committee	7 th March 2022	APPROVED
Finance & Policy Committee	8 th March 2022	NOTES
EATH Committee	9 th March 2022	NOTES
Capital Projects Committee	10 th March 2022	DRAFT

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.*

272. SCHEDULE OF INVOICES DUE FOR PAYMENT – March (MONTH 12).

RESOLVED:

- (i) *That the Schedule of Invoices be approved for payment.*

- (ii) *That items on the Schedule with negative balances whether invoice or credit notes be recorded beneath to the balance totals in the future.*

To note that for further information that any minus figure (items in red) on the schedule will be recorded as either credit notes or invoices below the balance figure on the Schedule of Items for Payment.

273. FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 22nd MARCH 2022

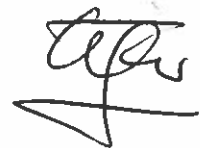
The Finance & Policy Committee met on 22nd March 2022 and the following items were referred to Town Council for approval or noting.

To note that items dealt with by the Finance and Policy Committee will be made clearer on the Town Council agenda by the following - F & P matter.

274. KEYNSHAM TOWN COUNCIL INVESTMENT OPTIONS

RESOLVED:

- a. *That the report be received and noted.*
- b. *That two Financial Advisors be contacted and asked to quote for reviewing any chosen investment funding opportunities selected by the Town Council (suggested investment opportunities already recorded in previous minutes), as per the Auditors recommendation.*
- c. *That the two Financial Advisors also be asked to make recommendations to the Town Council in respect of favourable short and long term investment opportunities currently on the market, together with a quote for dealing with this matter.*
- d. *This matter be brought back to Finance and Policy Committee and Town Council with any recommendations in a report.*



275. ENERGY AUDIT BY UTILITY AID

RESOLVED:

- a. *That the report be received and noted.*
- b. *That Utility Aid be instructed to undertake a free energy audit on the Town Council's electric supply.*

276. 2022-2023 FEES AND CHARGES

- a) Cemetery Fees
- b) Manor Road Football Fees
- c) Photocopying Fees

RESOLVED:

- (i) *That the fees and charges as proposed for the Cemetery, Manor Road and Photocopying be received and noted.*

- (ii) *That the fees and charges be increased for the Cemetery by 5% for in Parish residents and 10% for out of Parish residents*
- (iii) *That an item be added to the April agenda to clarify the following points:*
 - (a) *Whether Saltford residents are classed as in or out of Parish and receive a benefit, in respect of fees and charges. If Saltford are classed as in Parish then this matter will be added to the next agenda.*
 - (b) *Information in respect of the number of available grave spaces at the Cemetery, the length of time before possible closure of the Cemetery and when the Town Council may need to source a new Cemetery site.*
- (iv) *That the fees for Manor Road Football be approved.*
- (v) *That the fees for photocopying be approved.*

The Chair reminded the Council that the Town Council do not necessarily have to find more land for future burials as it could be resolved that the Cemetery could become a closed Cemetery.

Survey reports may detail where there are extra space for additional burials.

277. CHAIN OF OFFICE – PLATINUM JUBILEE COMMEMORATION CHAIN LINK.

RESOLVED:

That the Town Council do not purchase a Platinum Jubilee Commemoration chain link for the Chain of Office.

278. AVON PENSION FUND – STATEMENT.

RESOLVED:

That the Avon Pension Fund Statement be received and noted.

279. PAYMENTS APPROVED UNDER DELEGATED POWERS – MARCH 2022 (MONTH 12)

RESOLVED:

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

Heartsafe	Replacement defibrillator	07.03.2022	£1170.00
HMRC	Tax and NI	07.03.2022	£6245.11

280. DEFIBRILLATOR WORKING PARTY TERMS OF REFERENCE

RESOLVED

- (i) *That the Terms of Reference for the Defibrillator Working Party be approved.*
- (ii) *That the Town Clerk arrange a date for the first Defibrillator Working Party meeting.*

281. DRAFT ANNUAL REPORT 2021-2022**RESOLVED:**

That the Draft Annual Report 2021-2022 for publication and to be presented at the 2022 Annual Town Meeting on Thursday 21st April 2022 at 7.30pm in The Space be approved.

282. REVIEW OF CEMETERY RULES AND REGULATIONS**RESOLVED:**

- (i) That the Cemetery Rules and Regulations with amendments be received and noted.*
- (ii) To approve the same.*
- (iii) That there be no charge included for residents requesting tree planting at the Cemetery.*

283. YOUTH SERVICE REPORT**RESOLVED:**

- (i) That the Youth Service report be received and noted.*
- (ii) That the next Youth Service report include details on numbers attending the centre and any subscriptions paid.*

284. USE OF TIMEOUT MUSIC STUDIO**RESOLVED:**

- (i) That the information in respect of use of the TimeOut Music Studio be received and noted.*
- (ii) That it be approved that South West Connect may use the TimeOut Music Studio.*
- (iii) That an agreement be drawn up to protect the equipment from a damage or loss event (the equipment is insured by the Town Council but we need to ensure that the user company has the necessary insurance).*

A suggestion was made that the equipment be UV postcode marked or Smart Water marked.

285. UPDATE ON ASHTON WAY TOILETS.**RESOLVED:**

That the information in respect of use of Ashton Way Toilets be received and noted.

286. CONSULTATION ON LOCATIONS FOR NEW MOVING TRAFFIC ENFORCEMENT POWERS

RESOLVED:

- a. *That the report be received and noted.*
- b. *That the suggested new moving traffic enforcement powers for Keynsham be supported and that a response be sent to B&NES Council to reflect the same, together with a request that such enforcement powers be put in place in respect of a no right turn into Tesco car park from the Charlton Road by the Royal British Legion (travelling from the High Street).*

287. CIL EXPENDITURE 2021 – 2022 - COMMUNITY APPLICATIONS**RESOLVED:**

That Councillor Sinclair be nominated to attend a meeting with Councillor Alan Hale, Helen Bancroft (resident) and the Town Clerk in respect of an application for community CIL funding to repair a wall in Dapps Hill.

288. CORRESPONDENCE ITEMS**(i) FUTURA LEARNING PARTNERSHIP - CHANDAG SCHOOL MERGER****RESOLVED:**

That the outcome of the consultation on the Chandag School merger be received and noted.

(ii) Brightstart Children Centre – Food Club**RESOLVED:**

- (i) *That the information in respect of the Brightstart Children Centre Food Club be received and noted.*
- (ii) *That Brightstart be asked why they have not contacted the Town Council before now? What is the required money to be used for and in what way are they helping the residents of Keynsham, and the exact number of families that they are currently helping?*
- (iii) *That due to Keynsham Town Council transparency regulations the company would be required to provide financial details of their accounts and bank statements before provision of any monies and these have not been forthcoming. The Town Council do not have a sufficient sum of monies in their 2021 budget to cover any donation to this company.*
- (iv) *The question be asked as to whether they have contacted the Foodbank, Community Fridge and Keynsham Allotment Association for support with providing food.*
- (v) *That Brightstart Children Centre be informed about the Town Council Grant process for 2022-2023 and other organisations such as Quartet.*

289. DATE OF NEXT MEETING.**RESOLVED:**

To note that the date for the Town Council's next meeting is **Tuesday 19th April 2022 at 7.30pm** in The Space, Market Walk, Keynsham.

290. 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 31 - 32 of the agenda – to progress sensitive issues.

291. OFFICE MOVE

A verbal report was received and noted in respect of this matter.

292. UPDATE ON SECTION 106 MATTERS**RESOLVED:**

- (i) That the report be received and noted.*
- (ii) That the Town Clerk makes diary reminders to ask B&NES for updates on Sec 106 spreadsheets regularly and these be brought back to Town Council on receipt.*
- (iii) That Town Council question any financial changes to expenditure on the spreadsheet.*
- (iv) That B&NES be questioned in respect of how works undertaken in the town are being paid for, whether they are being funded by Sec.106 funds as recorded on the spreadsheet, or CIL monies or from other funding sources.*
- (v) That this matter be added to the next Financial and Policy Consultation and all Councillors be invited in order to view the spreadsheet information that could not be shown at this meeting due to technical issues.*

A copy of all agreements relating to Section 106 funding are saved on the Town Council kdrive for future referral.

The meeting ended at 9.13 p.m.

Signed:  (Chairman)

Dated: 

