

**Minutes of the Town Council meeting held on  
Tuesday 10<sup>th</sup> May 2022 in The Space at 7.30 pm**

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**PRESENT:** Cllrs A Beaumont, D Brassington, C Brennan (late), D Cooper, C Fricker, A Greenfield, A Halliday, H MacFie, A McGuinness (left the meeting early) B Simmons and A Wait (Chair).

**IN ATTENDANCE:** Dawn Drury – Town Clerk and Ian Kent – Responsible Financial Officer

**NOT PRESENT:** Cllrs J Wallcroft and A Sinclair

**1. ELECTION OF CHAIRMAN 2022/2023**

The Town Clerk asked for nominations. Cllr Andy Wait was proposed by Cllr MacFie and seconded by Cllr Brassington. There were no other nominations.

**RESOLVED**

- (i)** *To elect Cllr Andy Wait as Chairman for the ensuing Municipal Year.*
- (ii)** *To receive the Chairman's Declaration of Acceptance of Office signed.*
- (iii)** *To approve the physical countersigning of the Acceptance of Office by the Clerk.*

**2. ELECTION OF VICE-CHAIRMAN 2022/2023**

The Chairman asked for nominations for Vice Chairman:

Cllr Clive Fricker was proposed by Cllr Cooper and seconded by Cllr Greenfield.

A second nomination of Cllr Biddleston was proposed by Cllr McGuinness but there was no seconder.

**RESOLVED**

- (i)** *To elect Cllr Fricker as Vice Chairman for the ensuing Municipal Year.*
- (ii)** *To receive the Vice-Chairman's Declaration of Office signed at the meeting.*
- (iii)** *To approve the physical countersigning of the Acceptance of Office by the Clerk.*

**3. APOLOGIES FOR ABSENCE.**

Cllr C Buxton.

**4. DECLARATIONS OF INTEREST.**

Declarations of interests were received from:

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

**5. DISPENSATIONS.**

There were none.

## 6. PUBLIC PARTICIPATION.

There were four members of the public present.

With agreement of Councillors Item 19, the Food Club matter was brought forward to receive a presentation.

Standing Orders were dropped to hear from Mr J Parsons of the Food Club in respect of Item 19 on the agenda.

Mr Parsons gave details on the Food Club as follows:

- The Food Club was set up 2 years ago at the Keynsham Children's Centre.
- The organisation has secure funding for the next 6 months from Family Action, after which funding will cease.
- The service is for families with children up to the age of 18 years of age.
- There are currently 25 Keynsham families (over 100 individuals) receiving Food Club assistance each week. It is expected that their numbers will rise rapidly due to rising food and energy costs.
- The members are those with a real need that are referred for assistance. They must live within 10 – 15 minutes of Keynsham.
- Members of the Food Club pay £1 per annum membership and then £3.50 per week to receive approximately £15.00's worth of good quality food.
- The organisation scheme not only feeds those on low income but relieves pressure on other services and stops excess food going to landfill.
- The organisation has been in talks with the Foodbank Chairman. Bridgwater Food Club and Foodbank have a working relationship and how this works is being investigated, as this may work in Keynsham too.
- A link worker of the Children's Centre supports the organisation.
- The funding that the organisation receives pays for food from Fairshare plus additional items to boost the food package. It is not known what food will come from Foodshare so there is often a need to top up.
- Also, funds pay for recruitment and training of staff and volunteers.
- It is hoped that more marketing can be done to give information to the Community on the difference between the Food Club, the Foodbank and the Community Fridge.
- It is planned that in the long run it will not only be a Food Club but somewhere that the family can gain access to other services e.g., debt advice.

Councillors were given the opportunity to ask questions as follows:

Q. The Foodbank has a voucher system. How do people become members?

A. All families are either on low incomes or on the threshold and not receiving benefits.

Q. Does the organisation have a link with the Community Fridge?

A. The only link is that any excess food each week is delivered to the Community Fridge, so that it does not go to waste.

Q. Is the organisation a charity?

A. No, the Food Club is not a charity, but the Centre comes under the remit of the Local Authority and Family Action the funding group are a charity.

Q. Does the organisation have a set of audited accounts that the Council could see?

A. There are no audited accounts. The Accounts go through Family Action and B&NES. An email address for the person within B&NES Council will be provided by Mr Parsons to the Clerk so that information in respect of the accounts may be sought.

Q. Does the organisation receive charitable donations?

A. Donations are received from the Foodbank, Crop Drop and the Farming Gleaning Service (excess vegetables).

Q. Would the funding request be a one off or would long term support be required?

A. The funding would be required towards the annual funds required e.g., the six-month shortfall. The organisation is part of the affordable food network (B&NES).

Q. Does the organisation have a Business Plan for future operation?

A. The organisation has a Vision, Aims and Objectives.

Q. The financing is puzzling, please explain.

A. Family Action that has funded the Food Club in the past are pulling out from a number of Food Clubs. It is hoped that the Food Club will be able to offer its service and expand at the Children's Centre for the long term but there is no funding to do this.

Cllr Wait thanked Mr Parsons for all the information and Standing Orders were re-instated.

## 7. MINUTES OF ANNUAL TOWN MEETING – 21<sup>st</sup> April 2022

**RESOLVED:**

*That the draft Minutes of the Annual Town Meeting held on 21<sup>st</sup> April 2022 (previously circulated) be noted.*

The Chair thanked Cllr Fricker for his excellent chairing of this meeting in his absence.

## 8. RECORD OF PREVIOUS MEETING.

**RESOLVED:**

*That the minutes of the Town Council meeting held on Tuesday 19<sup>th</sup> April 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.*

## 9. REVIEW OF STANDING ORDERS

**RESOLVED:**

*That the Standing Orders have no amendments to approve. The same will be presented for review at the next Annual Town meeting after the 2023 elections.*

## 10. ANNUAL SCHEDULE OF DIRECT DEBITS 2022/2023

**RESOLVED:**

*That the annual schedule of direct debits 2022/2023 be approved.*

## 11. REVIEW OF TERMS OF REFERENCE OF COMMITTEES AND WORKING PARTIES

**RESOLVED:**

*That Terms of Reference requiring no amendments be received and noted.*

## 12. APPOINTMENT OF MEMBERS, CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES & WORKING PARTIES

The Chair went through each Committee in turn asking firstly if any Councillor wished to join the Committee, then whether any Councillor wished to leave the Committee.

**RESOLVED:**

- (i) *To elect Members to Committees and Sub-Committees as recorded in the Schedule of Committee Membership 2022-2023, below.*
- (i) *To elect Chair and Vice Chair to each Committee, at the first meeting of each Committee.*
- (ii) *That Sub-Committees will elect their own Chair.*

SCHEDULE OF STANDING COMMITTEE MEMBERSHIP 2022/2023	
Environment & Sustainability (7 Cllrs)  Plus, a Representative each from: Keynsham Wombles, Keynsham Plastic Reaction, Keynsham in Bloom, Transition Keynsham, the Business Community and the Retail Traders	Dave Biddleston Caitlin Brennan Charlotte Buxton Deb Cooper Alan Greenfield Brian Simmons Andy Wait
Events, Arts, Tourism & Heritage (EATH) (7)	Alex Beaumont Dave Biddleston Caitlin Brennan Alan Greenfield Hal MacFie Brian Simmons Jonathan Wallcroft
Finance & Policy (7)	Dave Biddleston Deb Cooper Andy Halliday Clive Fricker

	Hal MacFie Andy McGuinness Brian Simmons
Grants (7)	Alex Beaumont Dave Biddleston Charlotte Buxton Clive Fricker Alan Greenfield Andy Halliday Andy McGuinness
NDP Steering Group (3)	Deb Cooper Clive Fricker Brian Simmons
Business Forum (5)	Clive Fricker Deb Cooper Caitlin Brennan Brian Simmons Hal MacFie (Business Topic Group)
Personnel (7)	Dave Biddleston Deb Cooper Clive Fricker Andy Halliday Andy McGuinness Brian Simmons Andy Wait
Planning & Development (7)  Alex Beaumont expressed an interest in being a substitute.	Dave Biddleston David Brassington Deb Cooper Clive Fricker Alan Greenfield Jonathan Wallcroft Andy McGuinness
Environment & Sustainability Sub- Cttee (5)	Charlotte Buxton Deb Cooper Alan Greenfield Hal MacFie Brian Simmons
Capital Projects Committee (7)	Andy Wait (Chair of Council)

	Clive Fricker (Vice Chair of Town Council & Chair of Planning) Andy McGuinness (Chair of Finance) Deb Cooper (Chair of Personnel) Brian Simmons Dave Biddleston
Finance GDPT Sub-Cttee	Not considered necessary at this time

**RESOLVED**

- (ii) *To elect Members to Working Parties as recorded in the Schedule of Working Party Membership 2022-2023 below.*
- (iii) *That Working Parties elect their own Chair/Vice Chair.*

WORKING PARTIES, RESPONSE AND REVIEW GROUPS MEMBERSHIP 2022/2023	
Consultation Response Group (5 inc., 3 members of Planning & Development Cttee)	Deb Cooper Clive Fricker Alan Greenfield Andy Wait Jonathan Wallcroft Brian Simmons (Substitute)
Allotments Strategy Working Group (5)	Alex Beaumont Dave Biddleston Caitlin Brennan Andy Halliday Hal MacFie Andy Wait
Youth Strategy working Group (5)	Dave Biddleston Caitlin Brennan Charlotte Buxton Deb Cooper Andy Wait
HS HAZ Cultural Consortium Steering Group 3 Town Councillors	Deb Cooper Dave Biddleston H MacFie
HS HAZ Programme Board 2 Town Councillors	Deb Cooper Brian Simmons
Joint Strategy Keynsham Green Spaces (with B&NES Parks)	Brian Simmons (B&NES) Andy Wait (B&NES)

2 B&NES Councillors 2 Town Councillors	Andy Halliday (KTC) Caitlin Brennan (KTC)
Defibrillator Working Party (4)	Dave Biddleston Caitlin Brennan Clive Fricker Brian Simmons

Cllr Brennan arrived at the meeting.

### 13. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

*The Town Council appoints representatives to a number of Outside Bodies for the period of the Municipal Year. KMFA Trustees are appointed for the full 4-year term of the Town Council.*

**RESOLVED**

*That representatives are appointed to Outside Bodies as recorded below.*

#### **REPRESENTATIVES TO OUTSIDE BODIES/ ORGANISATIONS 2022/2023**

<b>AVON Local Council Association</b>	<i>Cllr Clive Fricker</i>
<b>Community @ 67</b>	<i>Cllr Dave Biddleston</i>
<b>Dial A Ride</b>	<i>Cllr Caitlin Brennan (Substitutes Cllrs Hal MacFie &amp; Deb Cooper)</i>
<b>Friends of Keynsham Train Station Group</b>	<i>Cllrs Hal MacFie, David Brassington, Clive Fricker</i>
<b>KMFA Ltd (4-year duration)</b>	<i>Cllrs David Biddleston, Caitlin Brennan, Alex Beaumont &amp; Clive Fricker</i>
<b>Keynsham Memorial Park Forum</b>	<i>Cllr Dave Biddleston</i>
<b>Keynsham In Bloom</b>	<i>Cllrs Clive Fricker and Andy McGuinness</i>
<b>Manor Road Community Woodland</b>	<i>Cllr Clive Fricker</i>
<b>New Communities Group (Keynsham North)</b>	<i>Chairman of Council, Chairman of Planning &amp; Chairman of NDP Steering Group (Andy Wait, Clive Fricker and Deb Cooper)</i>
<b>Parish Councils Airport Association</b>	<i>Cllr Clive Fricker</i>
<b>Parish Liaison</b>	<i>Chairman, Cllr Andy Wait</i>
<b>The Paddock</b>	<i>Chairman, Cllr Andy Wait</i>

<b>Twinning Association</b>	<i>Cllr Charlotte Buxton</i>
<b>Walkers Are Welcome</b>	<i>Cllrs Andy Wait</i>
<b>West of England – Local Rail</b>	<i>Cllrs Clive Fricker &amp; David Brassington</i>
<b>Avon Pension Fund</b>	This item to be removed from this schedule, as any pension items will be referred to full Council.
<b>Rural/Market Town Group</b>	<i>Cllr Hal MacFie</i>
<b>Bristol East Fringe Cycling and Walking Group</b>	<i>Cllr Andy Wait</i>

#### 14. SUBSTITUTE MEMBERS TO COMMITTEES

Standing Order no. 4(i) states: That substitute members may be nominated and appointed to a Committee and that the number is determined at the Annual Town Council meeting in May. The ability of a Cttee Member to appoint a substitute Member to attend in their absence helps to limit the number of Committee meetings that are unable to take place owing to quoracy issues.

##### **RESOLVED:**

- (i) *That the Town Clerk email Councillors the list of Committees, Sub-Committees and Working Parties and Councillors respond detailing any that they wish to be Substitute Members on. The Substitute Members will be approved at the June Meeting.*
- (ii) *That the maximum number of Substitute Members permitted per Committee meeting remains at 2.*

Cllr A McGuinness left the meeting.

With agreement of the members of Council Item 20 – Allotment Association Quarterly Update was brought forward.

Annie Stewart and Bill Mansfield of the Allotment Association reported as follows:

- Members of the Allotment Association congratulated the new Town Clerk on her appointment and thanked her for all her support.
- The Allotments are now in the growing period and an allotment inspection has been undertaken, revealing that 16 plots were below par, and the holders have been sent warning letters. Two of these plots which are particularly bad are rented by new holders that have signed up in the last 4/5 months. Another inspection will be undertaken in the next 10 days to see if any improvement has been made. If not, they will be asked to give up the plot. The warning letter does give the plot holders the opportunity to explain any reason for the poor state to their allotment and even ask for help, if required.
- There is currently a waiting list of 51.
- The Association is going to be running social events for the holders and a subgroup have been arranging such events. The events are mainly an opportunity to get together, share



tips and swap seeds and plants. The first of these events will be on this Sunday at 3.00p.m. Councillors will be welcome to attend but will need to bring along their own refreshments.

- The Association have been encouraging allotment holders to enter the Keynsham In Bloom competition.
- A request was made to have an update on the funds remaining from the Section 106 funds. The Town Clerk will send the Association an update on the remaining funds.
- It is hoped that there are funds to provide a storage container for shared equipment on site at a cost of approximately £500. Also, to purchase plot number plaques that are missing.
- The west hedge has been cut and the Allotment Association are awaiting a tree inspection by B&NES. The Town Clerk will remind B&NES tree department about the due inspection.
- Kelvin (KTC GM Team) will be asked to contact the Allotment Association, make a site visit and assess the costs associated with any works the Town Council Grounds Maintenance Team will undertake.
- 9 plots have been re-let recently.
- The poles for the CCTV are due to be installed on 7<sup>th</sup> June 2022. The delivery of the water troughs is to be chased.
- Two allotment holders have recently celebrated holding their allotment for 50 years.
- The Allotment Association continue to run their Crop Drop boxes emptying the contents of surplus produce on a Sunday and Wednesday and delivering the same to the Community Fridge and Food Club.

The Allotment Association members requested details of the date of the next meeting that they will need to attend and give an update. This date will be forwarded to them by the Town Clerk.

There were no questions for the Allotment Association representatives.

## 15. GENERAL POWER OF COMPETENCE

**RESOLVED:**

*That the Town Council has met the criteria for eligibility for the General Power of Competence and will exercise that power for the term of the Council 2019-2023.*

## 16. CHAIRMAN'S ANNOUNCEMENTS

The Chair announced the appointment of Mrs Katherine Sears as Deputy Town Clerk to the Town Council starting in early July 2022.

Other staffing matters updated on by the Chair included:

Approval of the advertisements and application forms for the posts of Assistant Town Clerk, Youth Leader and Youth Support Worker. These will be approved by the Personnel Committee on 18<sup>th</sup> May 2022. Then recruitment for these posts will be undertaken.

The closing date for the post of Cemetery Attendant/Grounds Maintenance Worker is approaching and interviews will soon be arranged.

The Town Clerk was congratulated on her abseil down the Church Tower raising funds for Mencap.

The Chair report that emails were being sent out to Councillors from an email account that is not associated to him and should just be deleted.

## 17. QUESTIONS ON NOTICE BY MEMBERS.

Cllr Fricker congratulated the Chair on his representation at the B&NES Planning Committee meeting on the planning application for further development on Keynsham East on safeguarded land (that also encroaches on some Green Belt land which should not do so, unless it can be proven that there are very special circumstances which it is believed there are not). This was application was supported by a small majority of B&NES Planning Committee members despite clear and very strong objections by both Saltford Parish Council and Keynsham Town Council. Saltford Parish Council are of the belief that this application has been permitted illegally, as the Safeguarded land should not be released prior to the Inspectors approval of the Local Partial Plan Review.

A question is raised as to what the Town Council believe they should do in respect of bringing this matter to Senior Level within Government.

It was reported that the application can be called in and Saltford will be doing this under the grounds that the decision is illegal.

### **RESOLVED**

*That Councillors MacFie and Fricker work together, using Saltford Parish Council's reasoning to produce a document stating why Keynsham Town Council are also of the belief that the application is illegal.*

## 18. KEYNSHAMNOW.

Amelie was not present at this meeting and her report will be deferred to the next meeting.

Cllr Wait gave a brief update on a couple of matters:

- The group have met with the Bath Forum and KeynshamNow will be working with them in the future.
- The cycle ride raising funds for Young People V Cancer has taken place and £1122 has been raised for the charity in total.

## 19. FOOD CLUB FUNDING

Concerns were raised that the organisation is unincorporated. It was suggested that once a completed grant application form is received, more details in respect of the group will be forthcoming and may answer some Council's questions in respect of the organisation's accounts. It is known by Council that currently there is not a huge uptake for food from the Foodbank. Reservations in respect of the organisation having no Business Plan, no Terms of Reference or full details of method of operation were raised. This matter will be brought back to Council in due course following receipt of the completed grant application form and further information.

## 20. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES.

There were none.

## 21. MINUTES OF COMMITTEE MEETINGS AND NOTES FROM CONSULTATIONS

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Annual Town meeting	21 <sup>st</sup> April 2022	DRAFT
Planning Committee	25 <sup>th</sup> April 2022	DRAFT
Environment & Sustainability Committee	29 <sup>th</sup> March 2022	NOTES
EATH	27 <sup>th</sup> April 2022	NOTES
Defibrillator Working Party	28 <sup>th</sup> April 2022	DRAFT
Finance & Policy Committee	3 <sup>rd</sup> May 2022	DRAFT
Capital Projects Working Party	3 <sup>rd</sup> May 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.*

## 22. SCHEDULE OF INVOICES DUE FOR PAYMENT – MAY (MONTH 2).

### **RESOLVED:**

*That the Schedule of Invoices be approved for payment by the Chair of Town Council on Thursday 19<sup>th</sup> May in the Town Council office, for a BACS run to be undertaken on Friday 20<sup>th</sup> May 2022.*

**23. PAYMENTS APPROVED UNDER DELEGATED POWERS MAY 2022 (Month 2)**

*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 Acting Town Clerk in consultation with Members.*

**RESOLVED:**

*To note that there were none.*

**24. FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 3<sup>rd</sup> MAY 2022**

The Finance & Policy Committee met on 3<sup>rd</sup> May 2022 and the following recommendations (to be presented verbally by Chair of Finance and Policy Committee) were made:

**F & P - 1. JPAG PRACTITIONERS' GUIDANCE 2021-2022 AND 2022-2023 PLUS REPORT DETAILING CHANGES**

**RESOLVED:**

- (i) That the current Guidance and list of changes for 2021-2022 be received and noted.*
- (ii) That the current Guidance and list of changes for 2022-2023 be received and noted.*
- (iii) That the information in respect of the new Section inserted at paragraph 2.10 in respect of treatment of amounts refunded/reimbursed and receipt and payments reporting be received and noted.*

**F & P – 2. AUDITOR ASSET REGISTER ANNUAL REVIEW**

**RESOLVED:**

*That the Auditor Asset Register Annual be received and approved.*

**F & P – 3. ANNUAL REVIEW OF PERFORMANCE AGAINST CORPORATE GOVERNANCE TIMETABLE**

In advance of the Council approving the Statement of Internal Control and the assertions in the Annual Governance Statement at its meeting in June, the Annual Corporate Governance timetable is submitted for review.

**RESOLVED**

*That the Annual Review of Performance against the Corporate Governance Timetable be received and approved.*

**25. PUBLIC RIGHTS OF WAY - VEGETATION CLEARANCE - PARISH COUNCIL AGENCY AGREEMENT 2022/23**

**RESOLVED**

*That the information in respect of the Public Rights of Way – Vegetation Clearance – Parish Council Agency Agreement 2022/23 be received and noted.*

**26. TOWN COUNCIL INVESTMENTS**

**RESOLVED:**

*That Councillors H MacFie and D Cooper be appointed as Trustees with read only access to the Flagstone Account to oversee future Town Council investments.*

**27. KEYNSHAM CEMETERY MATTERS**

**RESOLVED:**

*That the matter of the grave plot availability numbers, time estimated before the Cemetery reaches full capacity and a decision on a date for reviewing the need to purchase more land be deferred to the June meeting. This will give administration staff time to ascertain information on the number of graves that could possibly be re-used.*

**28. POSSIBLE CIRCUS – MANOR ROAD**

**RESOLVED:**

*To note that the Circus company need to stick to those dates proposed for the event, that they requested so have decided to proceed with the circus in Keynsham Memorial Park. The Town Council is thanked for considering the request.*

**29. COMMUNITY CIL APPLICATIONS 2021 – 2022**

Councillor Biddleston was thanked for his full and very informative written report on the matter of footpath improvements around Abbots Woods.

The Town Clerk gave an update on behalf of Cllr Sinclair in respect of the wall issue on Dapps Hill. The Town Clerk will be taking some photos and contacting English Heritage in respect of any possible funding for the repairs required to this old unowned wall, as checked by land registry. Cllr Hale will take forward the matter in respect of the replacement of a modern lamp post with a vintage streetlight to match others in this conservation area.

**RESOLVED**

*That the Town Clerk will write to all applicants thanking them for their applications and updating them in respect of next actions to be taken by the Town Council.*

**30. FOX AND HOUNDS LANE CONSERVATION AREA AND THE Paddock**

**RESOLVED**

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

**31. DATE OF NEXT MEETING.**

***RESOLVED:***

To note that the date for the Town Council's next meeting is **Tuesday 21<sup>st</sup> June 2022 at 7.30pm** in The Space, Market Walk, Keynsham.

Signed:..... (Chairman)      Dated: .....

The meeting finished at 9.05 p.m.

DRAFT