

**Minutes of the Town Council meeting held on
Tuesday 26th July 2022 in The Space, Market Walk at 7.30 pm**

PRESENT: Cllrs C Brennan, D Cooper, C Fricker, A Greenfield, A Halliday, H MacFie, A Mc Guinness, B Simmons, A Wait (Chair) and J Wallcroft.

IN ATTENDANCE: Dawn Drury – Town Clerk., Katherine Sears – Deputy Town Clerk and Ian Kent – Responsible Financial Officer

55. APOLOGIES FOR ABSENCE.

Cllrs A Beaumont, D Biddleston, D Brassington and C Buxton.

56. DECLARATIONS OF INTEREST.

Declarations of Interests were received from:

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

57. DISPENSATIONS.

There were none.

58. PUBLIC PARTICIPATION.

There were two members of the public present.

59. RECORD OF PREVIOUS MEETING.

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 21st June 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

60. CHAIRMAN'S ANNOUNCEMENTS

Lower Memorial Park play area

The Keynsham Memorial Park bridge close to the Bandstand is due for demolition prior to construction of a new bridge. During the period of demolition there will be numerous construction vehicles on site in this location creating a health and safety risk for our play area. Keynsham Town Council are asked for the play area to be closed during the period of works for safety reasons (date and length of closure to be confirmed).

RESOLVED:

That Keynsham Town Council are in agreement to the closure of the play area.

Big Bus Survey

Keynsham Town Council have been contacted by the WECA Mayor's office in respect of holding an event in respect of local and community bus services in our area. The Town Clerk and Deputy Town Clerk are arranging a workshop event on Thursday 25th August 2022 from 7.00 p.m. – 8.30 p.m. in The Space. Outcomes of the workshop will be fed into the WECA survey on buses services that closes on 31st August 2022

Dead Tree Manor Road

Unfortunately, the tree planted on Manor Road playing fields, in memory of former Town Councillor Jack Creech (who died whilst serving as a Town Councillor) has died. It has been decided to replace this dead Birch tree in the Autumn, with a new Birch tree that our Grounds Maintenance Team are growing on.

Hedgerow planted at Teviot playing field

It was reported that the hedgerow tree planting undertaken by the members of the Town Council and Community has been mowed over by B&NES Contractors despite the area being clearly marked with canes covered with protectors. B&NES have apologised and confirmed that they will replace the hedgerow free of charge in the Autumn.

Cllr Wait made his feelings known to B&NES Officers in respect of this matter at a recent Parishes Liaison meeting.

Withies Park - Town and Country Planning (Development Management Procedure) (England) Order 2015

Information has been received from the Secretary of State's Office in respect of the application by Mactaggart and Mickel Homes Ltd for a residential and related development comprising approximately 213 dwellings, replacement sports pitch to facilitate expanded primary school, means of access thereto, associated open space, landscaping, access roads, footways/cycleways and infrastructure works at Land Parcel 0005 Bath Road Keynsham (application no: 20/02673/OUT)

In exercise of his powers under Article 31 of the Town and Country Planning (Development Management Procedure) (England) Order 2015, the Secretary of State hereby directs B&NES Council not to grant permission on this application without specific authorisation. This direction is issued to enable him to consider whether he should direct under Section 77 of the Town and Country Planning Act 1990 that the application should be referred to him for determination.

For procedural purposes this should not be read as any indication of the Secretary of State's attitude towards the application scheme.

This outcome came as result of appeal letters from Saltford Parish Council and Keynsham Town Council together with a letter from Jacob Rees-Mogg MP who made representation to the then Secretary of State Michael Gove.

Welcome to new staff members

Cllr Wait welcomed Katherine and Ian to the Town Council. Town Council interviews for the post of Youth Development Worker would be taking place on 4th August 2022 and three candidates will be interviewed by Cllrs Wait, Cooper and the Town Clerk. Further posts will be advertised in due course.

61. QUESTIONS ON NOTICE BY MEMBERS

There were none.

62. KEYNSHAMNOW

The following was reported: -

- KeynshamNow young people received an invitation to attend an event at the Guildhall Bath where they met the Mayor of Bath, the Chair of Bath and North East Somerset Council and Cabinet Member for Children and Young People, Communities, Dine Romero. At this event issues relating to young people were discussed. They also had a tour of the Mayor's Parlour and saw the visitors book, finery and artefacts. The visitor's book was very old and had some interesting entries. The young people that attended were interested to learn more about Local Government.
- KeynshamNow had a stall at the Music Festival to raise funds for Off the Record (their chosen charity). The young people raised £115.00 from a raffle (for prizes such as a hamper and Bath Rugby Shirt) plus a guess how many balloons were in the car.
- The group has been contacted by the youth section of Extinction Rebellion in respect of joining them to campaign on improvements to bus routes. Currently, KeynshamNow are making a decision as to whether to join or not.
- KeynshamNow are planning a litter pick in the near future.

63. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

The following report was presented by Annie Stewart: -

- The plots at the Allotment site are in full swing and some good produce is being harvested by the individual plot holders.
- Recent plot inspections have found the majority of plots to be in good condition, only two had termination warning letters. Also, one plot holder has sadly passed away.
- The three now vacant plots are to be re-let shortly.
- There are 46 people on the waiting list for a plot.

- The South West in Bloom judges have recently visited the allotment site and assessed it as part of the It's Your Neighbourhood Awards (the results will be received in October). One of the judges remarked that the allotments in Keynsham were one of the best, if not the best allotment site that he had judged.
- In June, some individual plot holders had their plots judged for the local Keynsham In Bloom competition, again the results will be revealed in October.
- The Allotment Association has been spending some of the Sec 106 allotment funding on items such as 3 water troughs and a 100 m hose to extend the water supply to come to plots on the perimeter boundary. Security camera poles and cameras to be installed as soon as the brackets arrive.
- The Town Clerk reported that additional items requests sent over today had already been ordered and these include 3 additional water troughs and metal storage shed for the Allotment Association's mowers, strimmers and rotavators (for plot holders use).
- Social events – two Coffee at the Plot events have been held (number of attendees were low due to poor weather and people being on holiday). The Association is planning a barbeque in the near future and possibly a community Harvest event in a Hall in September.
- The Crop Drop box is now being emptied twice weekly with produce being distributed to the Community Fridge, the Children's Centre and other charitable in need organisations.
- Incidents of Badgers taking crops were reported.

The Allotment Association asked if the Town Council had any news on when B&NES would attend to deal with the trees with Ash die back which was scheduled for earlier in the year. The Town Clerk will seek information in respect of this.

Also, the Allotment Association reported problems with their security keypad on the main gate which is suffering from wear and tear. Cllr Simmons suggested that they contact the locksmith in Knowle who has a good selection of heavy-duty keypads. The Town Clerk will send details of this company to the Allotment Association in due course.

Cllr Halliday asked whether the allotments had been subject to any vandalism recently and it was reported that there had been no incidents recently and works had been undertaken to try and strengthen the boundary.

64. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Keynsham Music Festival

It was reported that following a review of the 2022 events it was looking likely that this year the Festival would record its first ever deficit. This would put down to 30% inflation on infrastructure costs, bad weather on the Saturday and less sponsorship following Covid. Shortage of volunteers on entrance was also an issue at this year's festival.

To date there are no exact figures but approximately £3,000 in cash was taken on the Saturday and £10,400 on the Sunday. Taking from card payments has yet to be calculated.

The Sunday event was very well attended and the Stilt Walker on the Saturday did an excellent job entering people on the High Street.

It was suggested that in future advertising of the event could go further afield as it was reported that the event was not advertised on the B&NES What On section of their website.

Keynsham In Bloom

Both the Local and South West In Bloom judging has taken place and results are awaited in October. It is hoped that Keynsham retains its gold status as the judges seemed fairly impressed with all that they saw on the tour.

65. MINUTES OF COMMITTEE MEETINGS AND NOTES OF CONSULTATIONS

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Planning Committee	20 th June 2022	APPROVED
Planning Committee	11 th July 2022	DRAFT
Environment & Sustainability Committee	16 th June 2022	NOTES
EATH	6 th July 2022	DRAFT
Defibrillator Working Party	18 th July 2022	DRAFT
Finance & Policy Committee	19 th July 2022	DRAFT
Extra Ordinary Personnel Committee	20 th July 2022	DRAFT

RESOLVED:

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

66. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 19TH JULY 2022

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 26TH JULY 2022: -

FP1 FINANCIAL QUARTERLY REPORTS (attached)

- a. Budget Monitoring (Month 1, 2 and 3 – April, May and June 2022)
- b. Bank Cash and Investment Reconciliation (Month 1, 2 and 3 – April, May and June 2022)
- c. Balance sheet (Month 1, 2 and 3 – April, May and June 2022)
- d. Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 1, 2 and 3 – April, May and June 2022)

- e. Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 1, 2 and 3 – April, May and June 2022)

RESOLVED:

That Town Council receive and note the reports.

FP2. INTERNAL AUDIT REPORT (TO BE PRESENTED AT TOWN COUNCIL)

RESOLVED:

That the Internal Audit Report be noted and signed by the Chairman of Keynsham Town Council.

FP3 TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21st JUNE 2022

RESOLVED:

To note that the sum of £298.98 incl VAT was paid for mobile phones for new staff.

FP4. UTILITY AID QUOTATION AND COVERING TOWN COUNCIL REPORT

It was reported that both Opus and SSE are reputable companies, and both are committed to renewables and have green credentials

RESOLVED:

That this matter be brought back to Town Council in September with up-to-date quotes so that Council may make a decision in respect of the Council's future energy contract prior to setting the budget.

FP5. LATE GRANT CLAIM REQUEST

RESOLVED:

That Keynsham RFC be granted their award payment from 2021-2022 on the proviso that they produce receipts and make the claim by 31st August 2022.

FP6. REPORT ON BINS

RESOLVED:

- (i) *That Town Council utilise monies from the annual bins budget (£2,500) for replacement bins.*
- (ii) *That two new bins at cost of £643.97 + VAT each plus anchor points depending on the surface of £30.64, be purchased and the Town Council staff prioritise where the bins are most needed.*
- (iii) *That one 90 litre bin liners at a cost of £44.49 + VAT be purchased, and new wooden planter bin surround be constructed and planted up with alpines and succulents by the Town Council Grounds Maintenance Team. Suggestion this new bin be trialled at Manor Road Playing Fields (near the play area).*

FP7. REPLACEMENT CRADLE SWINGS FOR MEMORIAL PARK & TEVIOT ROAD**RESOLVED:**

That six new cradle swings are purchased from Company B.

Councilor A Mc Guinness left the meeting at this point.

FP8. LIVING CHRISTMAS TREE QUOTES**RESOLVED:**

- (i) That Town Council staff undertake some further investigations of each company that has quoted, in respect of the ability to access and deliver to the location allocated in the Memorial Park and any additional costs associated.*
- (ii) That as there is no Town Council meeting in August that Finance and Policy Committee at its meeting on 16th August 2022 be granted delegated power to make a decision in respect of the tree purchase on behalf of the Town Council.*
- (iii) That if required Cllr MacFie go on a visit to any proposed tree company to assess the quality of any tree to be purchased.*

67. SCHEDULE OF INVOICES DUE FOR PAYMENT – JULY (MONTH 4)**RESOLVED:**

That the attached Schedule of Invoices be approved for payment.

68. SCHEDULE OF INVOICES DUE FOR PAYMENT – AUGUST (MONTH 5)**RESOLVED:**

That the Schedule of Invoices due for payment be signed off by the Chair of the Finance and Policy Committee at the meeting to be held on 16th August and the BACS run be undertaken on Monday 22nd August 2022. Any additional urgent payments be delegated to the Town Clerk.

69. MISSING DEFIBRILLATORS**RESOLVED:**

That a new defibrillator be purchased for the British Legion at a cost of £995.00 plus VAT.

RESOLVED:

That dependent on the condition of the Civic Centre defibrillator on its return either: -

- a) No action will be taken*
- b) If used, new pads and battery will be purchased*
- c) If damaged, a new defibrillator to be purchased at a cost of £995.00 plus VAT.*

70. CIL REQUEST DAPPS HILL WALL

RESOLVED:

To receive and note the information.

71. UPDATE ON PLANNING APPLICATION FOR TEMPLE STREET/RIVERSIDE
GROUND FLOOR UNITS IN KEYNSHAM

RESOLVED:

To receive and note the information.

72. COMMUNITY ASSET TRANSFERS FOX AND HOUNDS LANE CONSERVATION
AREA AND THE PADDOCK

RESOLVED:

- (i) That the information be received and noted.*
- (ii) That the quotes from the Solicitors be presented to the Finance and Policy Committee at its meeting on 16th August 2022 for a decision on the appointment. This is requested, as the next meeting of Council is not until 20th September and to avoid delays in this matter.*

73. DATE OF NEXT MEETING

RESOLVED:

That the date for the Town Council's next meeting is Tuesday 20th September 2022 at 7.30pm in The Space, Market Walk, Keynsham.

74. 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 the matter to be transacted Items 21 and 22 on the agenda- to progress sensitive issues.

75. OPERATION LONDON BRIDGE

RESOLVED:

That due to the sensitive nature of this matter that the drawing up and management of an action plan be delegated to the Town Clerk.

76. OFFICE MOVE

RESOLVED:

- (i) That the Town Clerk, Chair of Council and Chair of Personnel have delegated power to make a decision in respect of the appointment of an Architect.*

- (ii) *That permission be granted to officers (the Town Clerk and Assistant Town Clerk) to negotiate a Non-Disclosure Agreement which is to be signed by Chair of Council and a member from the other party, with one purpose of putting in the minds of both parties the need to respect the confidential nature of the negotiations and for both parties to emphasise that to whoever it is communicated to the importance of confidentiality in respect of this matter.*

Signed: (Chairman) Dated:

The meeting finished at 9.05 p.m.

DRAFT