

**Minutes of the Town Council meeting held on
Tuesday 27th September 2022 in The Space, Market Walk at 7.30 pm**

PRESENT: Cllrs D Biddleston, A Beaumont, C Brennan, D Brassington, D Cooper, C Fricker, H MacFie, B Simmons and A Wait (Chair)

IN ATTENDANCE: Dawn Drury – Town Clerk and Alan Jenner – Assistant Town Clerk

Councillor Shaun Stephenson McGall – Chair of Bath and North East Somerset Council

NOT PRESENT: Cllrs A Sinclair and J Wallcroft

77. APOLOGIES FOR ABSENCE

Cllrs C Buxton, A Greenfield, A Halliday and A McGuinness

78. DECLARATIONS OF INTEREST.

Declarations of Interests were received from:

- *Cllr H MacFie in respect of matters relating to trees*
- *Cllrs A Beaumont, C Brennan and A Wait in respect of KeynshamNow*
- *Cllr D Biddleston in respect of matters relating to litter and dog waste bins.*
- *All B&NES Councillors in respect of dual hatted matters.*

79. DISPENSATIONS.

There were none.

80. PUBLIC PARTICIPATION.

There were no members of public present.

81. RECORD OF PREVIOUS MEETING.

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 26th July 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

82. CHAIRMAN'S ANNOUNCEMENTS

Screen for Hybrid meetings

The Chair reported that the new screen installed in The Space will allow in the future hybrid meetings to be held in this facility. It requires just a laptop and a few simple technical processes to allow audiences to join via Teams.

Warm Places Keynsham

It was reported that Cllr Biddleston has been working with Mike Burke of Churches Together to investigate spaces offering a warm comfortable place where members of the Keynsham Community can visit allowing them to leave their homes (saving their own energy) during this energy crisis. This matter will be on the agenda for the first meeting of the Town Council Community Resilience Working Party. Both Mike Burke and Martin Burton of Community At 67 (another facility offering a warm place) have been invited to the first meeting. It is intended that at this meeting discussion will include how the Town Council can assist these organisations and others with this initiative. Thanks were expressed to those who have initiated this project.

Eco Festival – 14th and 15th October

Councillors are encouraged to get involved with and/or attend the talks and activities associated with this event.

On Friday 14th, there will be a panel of speakers giving talks on matter relating to all aspects of ecology and there will be the opportunity to ask questions of the panel.

Saturday 15th will see stalls on Market Walk and in The Space allowing local community groups and other organisations from further afield to promote what they are doing to assist the environment, and some will be selling items to assist in this field.

Remembrance Parade – Sunday 13th November 2022

The Chair reminded Councillors of the date of the Town's forthcoming Remembrance Parade. He encouraged all Councillors to attend and represent the Council on this important event. He said that the Parade was more of a gentle walk than a marching parade. For further details of timings contact the Town Clerk.

Keynsham Winter Festival – Friday 25th November

Once again, Councillors are encouraged to assist with this Town Council event where they can and if not able to offer volunteering time to just come and attend this major event in the Town Council calendar.

**New Youth Workers**

The Chair reported that on Monday night, members of the Youth Strategy Working Party had an informal meeting with the existing and newly appointed members of the Town Council Youth Service. This will be discussed further under item 14 on the agenda.

The 178 - Bus Service.

The Chair reported that some good news had been received today, in that the 178 bus that services areas of Keynsham and some outlying villages with routes to Bath and Bristol has been saved.

83. QUESTIONS ON NOTICE BY MEMBERS

There were none.

84. KEYNSHAMNOW

On behalf of the KeynshamNow members Cllr C Brennan reported the following: -

- Re-elections were held for the post of Chair to KeynshamNow and there were two nominations. Matty was elected as the new Chair, but it transpired that his university studies clashed with the dates of KeynshamNow and in view of this has already tendered his resignation. Elections will be held again at the next meeting to find a new Chair and also to fill a few other officer posts such as Social Media and Communications officer.
- KeynshamNow members ran an assembly at Wellsway School Sixth Form.
- Delilah is running a half marathon in memory of her dad and will be raising funds for the British Heart Foundation.
- KeynshamNow are not going to be doing anything specific at this year's Winter Festival, but members will be assisting the TimeOut Youth Workers to run a Christmas cup cake and cookie decorating workshop.
- KeynshamNow are currently working on plans for their stall at the Eco Festival and these include a paperless quiz (there will be an Eco related prize), holding discussions on 10 – 20 food items and how many food miles they travel to reach our shops.
- A meeting is booked with Dan Norris, in November, to discuss the difficulties that young people are having getting on the housing market.
- Recently, KeynshamNow members have been discussing the B&NES Local Plan.

85. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were none.

**86. PRESENTATION BY CLLR SHAUN STEPHENSON MCGALL – CHAIR OF B&NES COUNCIL.**

Councillor Stephenson McGall informed those present that he had been elected Chair in May of 2022 and his aim which he relayed to his fellow Councillors was that his intention was to visit Town and Parish Councils, during his period of office, to get to know about their communities.

He told our members that he had been a Ward Councillor for Oldfield Park for 24 years and was also a Parish Councillor for Timsbury Parish Council. He has already visited some other Town and Parish Councils and has others to visit including Farmborough and Dunkerton & Tunley. He said that his role was non-political but more of a civil role across the whole of B&NES.

He said it was great to hear what other communities were doing and was pleased to hear about our plans for the Youth Service.

He expressed his thanks to all Councillors for the voluntary work and support that they give to their communities.

He reminded Councillors that the B&NES Community Awards were still receiving nominations for up until 5.00 p.m. on 29th September and encouraged Councillors to submit nominations for the Peter Duppa Miller Award for the Parish and Town Councillor of the Year.

He stressed that it was important for the urban city Councillors to be aware of what was happening in the communities across the whole of the authority.

Councillor Wait thanked Council Stephenson McGall for attending our meeting and went on to say that in his 16 years of being a Town Councillor this was probably the first time the Chair of B&NES had attended a Keynsham Town Council meeting. He also thanked Councillor Stephenson McGall for placing flowers in memory of our past Queen in the dedicated memorial section of our Park.

87. MINUTES OF COMMITTEE MEETINGS AND NOTES OF CONSULTATIONS

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Planning Committee	1 st August 2022	APPROVED
Planning Committee	22 nd August 2022	APPROVED
Planning Committee	12 th September 2022	DRAFT
Environment & Sustainability Committee	28 th July 2022	DRAFT
EATH	3 rd August 2022	APPROVED
EATH	7 th September 2022	DRAFT
Finance & Policy Committee	19 th July 2022	APPROVED
Finance & Policy Committee	16 th August 2022	APPROVED
Finance & Policy Committee	13 th September 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.*

88. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13th September 2022

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 27th September 2022: -

FP1 FINANCIAL QUARTERLY REPORTS

- (i) Bank Cash and Investment Reconciliation (Month 5 – August 2022)
- (ii) Balance sheet (Month 5 – August 2022)
- (iii) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 5 – August 2022)
- (iv) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 5 – August 2022)

RESOLVED:

That Town Council receive and note the reports.

FP2. PSDF FACTSHEET



RESOLVED:

To receive and note.

FP3 TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 26th July 2022

RESOLVED:

To note that two sums of £750.00 have been paid to Ward Solicitors in respect of search fees on two pieces of land that the Town Council are purchasing the freehold leases on.

FP4. PUBLIC SECTOR DEPOSIT ACCOUNT (CCLA)

RESOLVED:

To receive and note the information.

FP5. DRAX – TOWN COUNCIL ELECTRIC SUPPLIERS TERMS AND CONDITIONS CHANGING

RESOLVED:

- a) *That it be noted that Utility Aid have not been able to find any suitable new contracts with the constant movements in the energy markets recently.*
- b) *That the Responsible Financial Officer and Town Clerk contact Drax in respect of obtaining figures for a new fixed term deal with Drax from 1st April 2023.*
- c) *That the Town Council appoint Clear Solutions (recommended by NALC) a free energy deal sourcing company to seek alternative quotes for fixed term contracts from 1st April 2023. This company has been able to secure some good deals for other Town and Parish Councils.*
- d) *That all quotes be brought back to Finance and Policy Committee, as soon as possible.*

FP6. DEFIBRILLATOR FOR MANOR ROAD

As part of the refurbishment of the Pavilion a defibrillator and external cabinet is to be purchased for Manor Road as part of the Council's defibrillator strategy. The cost of the machine and case is £2,000 with some additional costs for the connection to an electric supply.

RESOLVED:

That Town Council approve the purchase of the defibrillator and cabinet at cost of £2,000 for the Air Ambulance Service. The defibrillator to be installed as part of the refurbishment of the Manor Road Pavilion.

FP7. QUOTES FOR COTONEASTER TREE

RESOLVED:

That Town Council accept the quote from company B for a Cotoneaster Wateri tree.

FP8. QUOTES FOR SWING REPAIRS

RESOLVED:

That Town Council accept the quote from company C.

FP9. SAAA OPT-OUT COMMUNICATION

RESOLVED:

That Keynsham Town Council do not opt out of the SAAA central external auditor appointment arrangements

FP10. CEMETERY CHARGES



RESOLVED:

That Town Council approve the revised Cemetery charges in relation to VAT.

FP11. FIDELITY INSURANCE

RESOLVED:

That the Town Council re-visit increasing the Fidelity Insurance to £2,000.000 at the same point as renewing our three-year term insurance contract in August 2023.

FP12. UPDATE ON CAPITAL PROJECTS

a) Keynsham Cemetery and Chapel

RESOLVED:

- (i) To receive and note the report.*
- (ii) That Council request that the Town Clerk seek tenders from suitable suppliers to commission an asbestos report.*
- (iii) That the Town Clerk report back with any tender responses to Council for a decision to be made on who to appoint.*

b) Manor Road Pavilion

RESOLVED:

To receive and note the report provided and verbal report given.

Councillor Brennan asked that the Town Clerk look into re-arranging the visit to Batheaston Community Centre.

c) Fox and Hounds Lane Conservation Area and The Paddock

RESOLVED:

To receive and note the report.

FP13. LITTER BINS AND DOG WASTE BINS SOMERDALE

RESOLVED:

- a) *To receive and note the report*
- b) *To approve the purchase of the purchase and installation costs of one dog waste bin and one litter bin to be charged to Green Square Accord.*
- c) *To approve the emptying of one dog waste bin and four standard bins on the Somerdale Estate and the costs to be charged monthly to Green Square Accord for this service.*
- d) *To receive and note the objections to the installation of bins expressed by residents and to request that Green Square Accord undertake a full consultation of residents on the Somerdale Estate in respect of the installation of bins.*

FP14. PHOTOGRAPHS AT COUNCIL EVENTS POLICY

RESOLVED:

To receive and note the verbal report from the Assistant Town Clerk accompanying this Draft policy document.

This policy needs further input in respect of safeguarding implications and could include an additional suite of policies to support this main policy. These will be brought back to Town Council in the future for discussion. Senior staff members including those from the Youth Service will be holding a meeting in respect of this matter. Councillor D Cooper as lead Councillor on GDPR matters asked to be invited to this meeting. An invite will be sent.

FP15. SLCC MEMBERSHIP

RESOLVED:

(i) *To receive a verbal report from the Assistant Town Clerk on SLCC membership and a proposal on the funding structure of this membership fee*

(ii) *That membership to the SLCC be approved for the Assistant Town Clerk at a cost of £185.*

89. SCHEDULE OF INVOICES DUE FOR PAYMENT – SEPTEMBER (MONTH 6)

RESOLVED:

That the Schedule of Invoices for September (attached to the agenda) be approved for payment.

**90. IRIS PAYEMASTER RENEWAL****RESOLVED:**

- (i) That the information be received and noted.**
- (ii) To note that the three-year contract with Iris Payemaster has been renewed.**

91. YOUTH STRATEGY WORKING PARTY GROUP

According to the Terms of Reference of the Youth Strategy Working Party Group the membership is five members. Members currently approved include Cllrs D Biddleston, C Brennan, C Buxton, D Cooper and A Wait with Cllr A Halliday as substitute. Councillor A Beaumont has expressed an interest to join this Working Party and in view of this, Councillors on this Working Party are asked if they wish to continue as members.

RESOLVED:

- (i) That the above information be received and noted.**
- (ii) That Councillor C Buxton be made a second substitute for this Working Group and Councillor A Beaumont take her place. The Town Clerk to contact Councillor Buxton and inform her of this decision.**

Councillor Wait informed that the Council that the new TimeOut Youth Worker Team are a very keen, lively and talented group of young people. All offering some very specialist skills that will be used in their work with the Town Council's Youth Service.

Outreach sessions and communication with local schools (youth staff attending assemblies and holding focus group meetings) and other youth organisations are underway. A timetable of activities from the week commencing 3rd October to Christmas has been produced by our Youth Leader. Initially, most sessions will be outreach to promote the opening and to obtain new membership. It is intended that the centre will be open four nights a week with one day for Youth Staff studies for those working on their Diplomas in Youth Work Practice. A session for younger members aged 11 -13 years will be held on a Friday night. The Youth Staff will also be spending time working on promotional material, social media including updating the Youth Service page of the Town Council website.

Launch parties are to be held on the evenings of 19th and 21st October. Councillors wishing to drop in on these parties should contact Abi (Youth Leader) to agree a specified time. This is to ensure that they young people attending the parties are not outnumbered by adults.

Councillor Biddleston requested a review of the Service in two years' time to assess whether the Service is sustainable and achieving expectations - that will become part of the Youth Work Strategy that is to be worked on by both Youth staff and Councillors.

92. B&NES COUNCIL CHRISTMAS LIGHT CONTRACT**RESOLVED:**

- (i) To note that the standstill period on the Council's Christmas Lights Tender has ended and Field and Lawn have been appointed the contractor for the next three years.**

- (ii) *To note the majority decision on the options of lights was option 1 and the contractor has been informed*
- (iii) *To note that it may not be possible to fix lighting to the wrought iron lamp column on the roundabout by St. John's due to condensation issues within the column. B&NES are looking for an alternative, prominent position in the town to locate this particular display*

93. LIVING CHRISTMAS TREE



RESOLVED:

That the quote from company A for a Pices Abies tree 4.5 metres in the sum of £1,695.00 be approved.

94. TRANSFER OF HOLMOAK PLAY AREA

RESOLVED:

To note that the final piece of paperwork in respect of the transfer of the Holmoak Play Area has now been received by the Solicitor and they will send it to HMLR and let you know once they have undertaken the rectification.

95. POSSIBLE FOOTPATH/CYCLE PATH ACROSS ABBOTTS WOOD

RESOLVED:

- (i) *That Town Council receive and note the above information.*
- (ii) *That the Town Clerk contact B&NES Council to ascertain their financial input into this project. The matter to then be brought back to Council for further consideration.*

96. TREES IN MEMORY OF PAST COUNCILLORS

RESOLVED:

- (i) *That Jos Clark be contacted to ascertain what type of tree and where she would like a tree in memory of Roger Clerk to be planted. The family to fund the purchase of the tree.*
- (ii) *To note that a memorial service for Roger is planned for December, details will be passed to Councillors when received.*
- (iii) *That requests for other memorials from family members of past Councillors be dealt with as and when they may be received.*

97. WEST OF ENGLAND PLACEMAKING CHARTER

RESOLVED:

That the Town Council sign up to the Charter.

98. LGA MODEL CODE OF CONDUCT

RESOLVED:

- (i) *That Town Council adopt the new LGA Model Code of Conduct.*

- (ii) That Town Council review its Code of Conduct in June 2023

99. KEYNSHAM & DISTRICT TWINNING ASSOCIATION PLAQUE

RESOLVED:

- (i) That the information be received and noted.
- (ii) That Town Clerk contact the Twinning Association and ask them what action, if any they are wanting the Council to take.

100. KEYNSHAM SPRING SHOW

RESOLVED:

- (i) That the Town Council hold a Keynsham Spring Show on 25th March 2023.
- (ii) That this event be dealt with through the EATH Committee who will report back information to full Council.
- (iii) That the budget for this event be taken from this year's Community Events Budget.

101. ITEM OF CORRESPONDENCE – LEAPING LAMBS NURSERY

RESOLVED:

To receive and note the letter.

102. DATE OF NEXT MEETING

RESOLVED:

That the date for the Town Council's next meeting is Tuesday 18TH October 2022 at 7.30pm in The Space, Market Walk, Keynsham.

103. 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 item of business by reason of the confidential nature of the matter to be transacted Item 27 on the agenda- to progress sensitive issues.

104. OFFICE MOVE

RESOLVED:

- (i) To receive and note a verbal report in respect of the above project.
- (ii) That Town Council accept the quote from Company A as Architect.
- (iii) That Town Council authorise the Town Clerk to seek tenders for a company to undertake a measured building survey and to report back with responses to the tender invitation, as soon as possible.

Signed:  (Chairman)

Dated: 18/10/22

The meeting finished at 9.34 p.m.