

**Minutes of the Town Council meeting held on
Tuesday 18th October 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, A McGuinness, B Simmons, A Wait (Chair) and J Wallcroft

IN ATTENDANCE: Dawn Drury – Town Clerk

NOT PRESENT: Cllr A Sinclair



105. APOLOGIES FOR ABSENCE

Cllrs A Greenfield, A Halliday and C Buxton

106. DECLARATIONS OF INTEREST.

Declarations of Interests were received from:

- *Cllrs A Beaumont, C Brennan and A Wait in respect of KeynshamNow*

107. DISPENSATIONS.

There were none.

108. PUBLIC PARTICIPATION.

There were no members of public present.

109. RECORD OF PREVIOUS MEETING.

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 27th September 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

110. CHAIRMAN'S ANNOUNCEMENTS

New Business and Community Engagement Officer

The Chair reported that the Town Council have recently appointed Kate Ward to the part-time post of Business and Community Engagement Officer. It is planned that she will start with the Town Council on 1st November 2022.

Eco Festival – 14th and 15th October 2022 Feedback

The Chair thanked all involved with this event. A special thank you was given to Cllr A Greenfield for manning the Environment & Sustainability Stall and giving away seeds and

hedgehog highways. He reported that it was a lovely atmosphere with a lot of interesting things going on. The number of attendees was slightly low.

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 at this important event. Muster in Ashton Way car park at 8.45 a.m.

Keynsham Winter Festival – Friday 25th November 6 – 9 p.m.

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.

Batheaston Community Centre visit

The Chair reminded Councillors about the planned visit to Batheaston Community Centre on Tuesday 25th October, leaving Bath Hill car park at 9.30 a.m.

Gold for Keynsham in the South West In Bloom Awards

The Chair congratulated and thanked members of Keynsham in Bloom on achieving a Gold Award in the South West In Bloom competition. He remarked that Keynsham Town Council really appreciated what they were doing to brighten up the town.

TimeOut Youth Centre

The Chair informed the members of Council that the TimeOut Youth Centre were holding a launch event on Wednesday 19th October from 6.30 p.m. The Centre will then initially be opening on Wednesdays for 14 – 19 years from 7 – 9.00 p.m., Thursdays for 14 – 19 years from 7 – 9.00 p.m. and Fridays for 11 – 14 years from 4 – 6 p.m. Monday's will be outreach nights and Tuesday will be for staff training.

111. QUESTIONS ON NOTICE BY MEMBERS

There were none but Cllr J Wallcroft reported that he would be attending the NALC Conference if anyone wished him to take along any issues.

112. KEYNSHAMNOW

Cllr Brennan gave a report on behalf of the KeynshamNow members as follows: -

KeynshamNow have now appointed Darcy as the new Chair and there is still a vacancy for the role of Vice Chair. The group is still short on numbers, and they are continuing to recruit. An assembly at Wellsway and a tutorial at Broadlands will be attended by Cllr A Wait who will be telling young people about the organisation.

It was reported that two volunteers had come forward to take young people posts on the Police Advisory Group.

The last meeting was spent preparing questions in relation to trains and public transport in preparation for the visit by Dan Norris who will be attending their next meeting from 5.30 p.m. – 7.00 p.m.

The KeynshamNow stall at the ECO Fest was very successful. Members talked to attendees at the event about food miles and held a paperless quiz, which was entered by a lot of people. The prize is to be presented shortly.



113. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Fricker reported that he had attended the virtual Avon Local Council Association AGM held on 8th October 2022. He informed the Council that the guest speaker gave a very interesting talk on the software ‘Know Your Place.’

A report was given about the Association in respect of their finances (income and expenditure matching at almost £56,000). The Association does hold cash assets of £61,000 but this is required to sustain their activities for a year should anything happen. Like many businesses, community groups and other organisations they are being hit by rising costs. Hence it was approved by Town Parish Council members that the subscriptions would be increased by 10% for 2023- 2024.

Cllr Fricker on behalf of Cllr McGuinness and himself as Town Council representative on In Bloom also congratulated In Bloom on their success in the South West In Bloom, together with thanking the Clerk for her voluntary role as Secretary and Treasurer for the In Bloom Group. He also highlighted that they were both aware from the sight of the organisation’s monthly budget reports that this group were also concerned about rising costs in the forthcoming year.

Cllr A Wait gave a report on behalf of the Councillor Directors and members of Keynsham Music Festival Association as follows: -

This year had not been a good year for the Music Festival. Firstly, the weather was very poor on the Saturday and attendance numbers were not great and secondly infrastructure costs had increased significantly by almost 40% over the past 3 years. This was the first full event since 2019, as there was not a Music Festival in 2020, due to COVID and 2021 saw a smaller event in September.

Some of the Saturday events were good however, including the family wellbeing activities. Sunday was much better with good weather bringing out the crowds. The Committee will be looking at options to resolve the issue of running at a loss including possibly scaling back a few of the events.

114. MINUTES OF COMMITTEE MEETINGS

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Capital Projects Committee	8 th September 2022	DRAFT
Planning & Development Committee	3 rd October 2022	DRAFT
Environment & Sustainability Committee	4 th October 2022	DRAFT

EATH	5 th October 2022	DRAFT
Finance & Policy Committee	11 th October 2022	DRAFT

RESOLVED:

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

115. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 11th October 2022

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 18th OCTOBER 2022: -

FP1 QUARTERLY FINANCE REPORTS



- (i) Budget Monitoring quarterly (as at 30th September 2022)
- (ii) Bank Cash and Investment Reconciliation (Month 6 – September 2022)
- (iii) Balance sheet (Month 6 – September 2022)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 6 - September 2022)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 6 – September 2022)

RESOLVED:

That Town Council receive and note the financial reports.

Councillors commented that the accounts were easier to understand now that they are properly reconciled using the finance software package.

FP2. UPDATE ON ENERGY CONTRACTS

The Town Clerk reported that a quote would be sought from Drax to renew the contract in March 2023 together with getting Clear Solutions to do some investigations on good deals. An extremely high and unjustifiable quote forwarded by Utility Aid will be rejected.

RESOLVED:

To receive and note the verbal update on the situations concerning Drax and Clear Solutions.

FP3 TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 27th SEPTEMBER 2022

RESOLVED:

To note that the following sums (incl VAT) were paid:

- i) £840 for staff first aid training*
- ii) £132 for additional desk phones*

FP4. FLAGSTONE INVESTMENTS



RESOLVED:

To receive and note that:

- i) £160,000 has been transferred from the Council's Business Premium account to our Flagstone investment holding account.*
- ii) That two investments of £80,000 each have been made using these funds:
(1) HSBC Bank – 12 months at 3.87% account opened 03.10.22 and as at 11.10.2022 interest accrued equates to £67.85
(2) Aldermore – 18 months at 3.75% account opened 05.10.22 and as at 11.10.22 interest accrued equates to £49.31*

FP5. CONCLUSION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2022

RESOLVED:

- i) To note that the audited AGAR was displayed on the Council office window and posted on the website on 26 September 2022 to meet the 30 September statutory deadline. This was communicated to the Chair of this Committee at the time.*
- ii) That the AGAR and Conclusion of Audit be approved.*

FP6. NEW TABLET AND DATA PLAN FOR YOUTH SERVICE

RESOLVED:

That this matter be deferred until the next meeting pending further information.

FP7. COMMUNITY QUILT OWNERSHIP

RESOLVED:

- i) That the Town Council agree to the transfer of the quilt into their ownership.*
- j) That the quilt be added to the asset register with a value of £250, sum suggested as the quilt would be difficult to replace, the insurance value would be set below that of the Town Council excess.*

FP8. PASSWORD MANAGER SUBSCRIPTION FOR OFFICE STAFF

RESOLVED:

- i) To receive and note the report.*
- ii) That Town Council pay for Password Manager subscription for office staff as discussed at the Finance & Policy Committee.*
- iii) That the preferred option 1 password recommended by the Finance and Policy Committee be approved.*

FP9. MANOR ROAD FOOTBALL PITCHES

RESOLVED:

To authorise the Town Council, staff to produce a flier, outlining the booking and payment process, that can be handed out to those using the pitches without the Council's prior knowledge and for placing on the noticeboard at Manor Road.



FP10. DOWNFIELD PLAY AREA REDESIGN QUOTATIONS

RESOLVED:

- i) To receive the verbal update from the Town Clerk in respect of this matter.*
- ii) That approval be given to seek permissions be sought from B&NES Council in respect of the play area upgrade and Curo in respect of any bio-diversity improvements in this area.*
- iii) That the Town Council approve that staff (in conjunction with Cllrs Brennan, McGuinness and Simmons as nominated Councillors) undertake a consultation of local residents (including children) in the Downfield area and neighbouring roads for their opinions on the designs.*
- iv) That a flier be made with an App, that will take people to details of the consultation.*
- v) That a couple of consultation sessions, with display boards detailing the different play area be held that local residents and attendees of the local schools will be invited. Voting boxes to be available at the consultation sessions and in the office.*
- vi) That Councillors have the opportunity to visit or be taken to visit all play areas so that their condition may be assessed. The Town Clerk to provide a map.*
- vii) That the redevelopment of other play areas is discussed at a future Capital Projects Committee meeting and results brought back to Town Council.*
- viii) That this matter be brought back to Town Council for selection of the contractor.*

FP11. UNISON SUBSCRIPTIONS

RESOLVED:

To receive and note the communication received from Unison and that no changes are necessary in respect of Town Council employee subscriptions.

FP12. PURCHASE OF CHRISTMAS LIGHTS FOR CHRISTMAS TREE AT ST JOHN'S CHURCH

RESOLVED:

- (i) That the verbal update from the Town Clerk be received and noted*
- (ii) That Company B be approved as the supplier of the lights.*

FP13. SCHEDULE OF INVOICES DUE FOR PAYMENT – OCTOBER (MONTH 7)

RESOLVED:

That the Schedule of Invoices be approved for payment.

116. ENVIRONMENT & SUSTAINABILITY COMMITTEE RECOMMENDATIONS

RESOLVED:

- i) That Keynsham Town Council works proactively to explore solar energy opportunities in conjunction with Keynsham Community Energy Group to promote solar energy installation in the area.*
- ii) That Keynsham Town Council to host in conjunction with Keynsham Community Energy Group promotional events to provide information on renewable energy to*

- the community and provide a platform for businesses who can provide this service, ensuring that the Town Council does not promote or favour any one company. These events to self-funding from income from the solar businesses.*
- iii) *That Keynsham Town Council write to B&NES Council to request the planting of trees on Chandos Road, as part of their 2024/25 tree planting scheme.*
 - iv) *That the Town Clerk speak with Cllr A Singleton to ascertain the problems with the installation of the Leisure Centre energy display that needs to be connected to B&NES solar panels.*
 - v) *That an article in respect of the project be put into the Keynsham News spring edition.*

117. HALL FOR KEYNSHAM



Cllr D Biddleston presented a written report at the meeting and gave a verbal update in respect of a Hall for Keynsham. Cllr Biddleston was thanked for his report.

Councillors Cooper and Simmons also gave a verbal update in respect of their visit with Councillor Biddleston to the Masonic Hall which had been suggested as a possible site for a new hall for Keynsham.

Town Council were in agreement that a hall of a decent size for the purposes outlined in Councillor Biddleston's report was a necessary requirement but following discussions the following was resolved.

RESOLVED:

- (i) *That this site would be unsuitable due its proximity to nearby housing, possible access issues and legality in respect of funding a project involving the present owners.*
- (ii) *That the opportunity for the construction of the new purpose-built hall be investigated through the Local Plan workshops and a Town Council Working Party to be formed in January 2023, after the first meeting of the New Local Plan - Parish/Town Council Engagement group (representatives to be appointed under item 18 of the agenda).*

118. KEYNSHAM FINGERPOST SIGNAGE

RESOLVED:

- i) *That the information in respect of the Keynsham Fingerposts be received and noted*
- ii) *That the missing spindle and fingers on the fingerpost on the Wellsway be replaced and that the Town Clerk seek quotes for the restoration.*
- iii) *That the quotes to be presented at a future Finance and Policy Committee meeting who will make a recommendation to full Council.*
- iv) *That the fingerpost signage on St. Ladoc Road be refurbished by volunteer Councillors and staff in the spring when the weather is warmer.*

119. COMMONWEALTH WAR GRAVES COMMISSION – INSTALLATION OF SIGNS INDICATING WAR GRAVES AT KEYNSHAM CEMETERY

RESOLVED:

- i) *That Town Council purchase a Commonwealth War grave signage for Keynsham Cemetery.*
- ii) *That the Town Council staff look into purchasing an information display board giving details of all war grave locations and the names of the deceased.*
- iii) *That funding possibly be sought through Heritage Funding.*

120. CIVILITY & RESPECT PROJECT – SIGN UP TO THE PLEDGE



RESOLVED:

That Keynsham Town Council sign the pledge.

121. NEW LOCAL PLAN – PARISH AND TOWN COUNCIL ENGAGEMENT

RESOLVED:

That the three representatives on the new Local Plan – Parish and Town Council Engagement be:

*The Town Clerk as Clerk to the Planning and Development Committee.
Councillor C Fricker as Chair of the Neighbourhood Plan Steering Group.
Councillor D Cooper as a member of the Town Council Planning and Development Committee.*

All discussions to be fed back to the Town Council New Local Plan Working Party once it is set up in early 2023. Members to be appointed at either the January or February Town Council meeting.

122. POSSIBLE FOOTPATH/CYCLE PATH ACROSS ABBOTTS WOOD

RESOLVED:

- (i) To note the verbal update from the Town Clerk*
- (ii) To offer £15,000 towards the project should the B&NES funds need additional financial input.*
- (iii) To note that if the project comes in at less than the anticipated sum then the Town Council will not be required to add any funding.*

123. KEYNSHAM & DISTRICT TWINNING ASSOCIATION PLAQUE

RESOLVED:

To note that a letter is to be presented to Town Council, from the Keynsham and District Twinning Association and that this will be brought to a Town Council meeting once the correspondence is received.

124. UPDATE ON BINS AT SOMERDALE

RESOLVED:

- i) To note that the dog waste bin at the Dryleaze end of the Somerdale path has been installed and will be paid for by Green Square Accord. This bin to be emptied by the Town Council GM Team.*

- ii) To note that the standard green waste bin at the other end of the footpath will be installed once a location has been agreed with Green Square Accord. The said bin and installation costs will be paid for by Green Square Accord. This bin to be emptied by the Town Council GM Team.*
- iii) To note that no other bins will be emptied on Somerdale by the Town Council GM Team at this stage in time.*

125. WARMER PLACES – KEYNSHAM

RESOLVED:

- i) That a verbal update from the Chair of the Community Resilience Working Party be received and noted.*
- ii) That the Town Council will support community organisations by leading on this initiative in the following ways e.g., promotional, literature printing, communication of information, financial support.*
- iii) That any request for financial support from community organisations taking part in respect of this project be submitted with receipts and payment to be agreed by the Town Clerk under delegated powers in conjunction with the key Councillors. All expenditure to be reported through the Finance and Policy Committee.*
- iv) That the COVID Resilience budget title be amended to COVID & Community Resilience Budget.*

126. ITEM OF CORRESPONDENCE - USER FEEDBACK ON 'FIX MY STREET'

RESOLVED:

That the information be received and noted and that details of the online version be distributed to the Community.

127. DATE OF NEXT MEETING

RESOLVED:

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

Signed:  (Chairman)

Dated: 22/11/22

The meeting finished at 9.32 p.m.

