

**Minutes of the Town Council meeting held on
Tuesday 17th January 2023 in The Space, Market Walk at 7.30 pm**

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

IN ATTENDANCE: Dawn Drury – Town Clerk

NOT PRESENT: Cllr J Wallcroft

189. APOLOGIES FOR ABSENCE

Cllrs A Sinclair, A Halliday and A McGuinness

190. DECLARATIONS OF INTEREST

Declarations of Interest were received from:

- *Cllrs A Beaumont, C Brennan and A Wait in respect of KeynshamNow.*
- *Cllrs holding position of Director or Membership of KMFA Limited.*
- *Cllr Brian Simmons as Chairman of Keynsham & District Dial-A-Ride.*
- *Cllrs that may have interests relating to matters relating to the Budget item.*
- *B&NES Councillors that are Ward Councillors in respect of matters relating to B&NES.*

191. DISPENSATIONS

There were none.

192. PUBLIC PARTICIPATION

There was one (for part of the meeting) re: agenda item 25 (ii) Keynsham Memorial Park Footbridge.

193. RECORD OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 13th December 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

194. CHAIRMAN'S ANNOUNCEMENTS

The Chair reported the appointment of the Town Council's replacement Responsible Financial Officer, Amanda Hazell, who will be joining the Town Council on 6th February

2023. Amanda is highly experienced as the current Deputy Town Clerk of Midsomer Norton Town Council, who also manages the finances for her current Council and has recently completed her FiLCA qualification. The current RFO leaves the Town Council on 31st January 2023.

Cllrs Wait and MacFie and the Town Clerk were invited to attend the new Two Rivers School on the Hygge Estate for a tour and presentation of the building on 16th January. The Chair reported that he was very impressed with the building's sustainability credentials. It is highly insulated which not only keeps the passive air-controlled building warm, but sound insulated, creating a quiet and cosy environment. The walls are clutter free with no radiators as there is underfloor heating in place. B&NES Council provided an extra £850k funding towards this passive school development.

The Chair reported that he would be opening the Meryton Place Care Home, on Bath Road on 3rd February 2023. This was built by Hamberley Care Homes.

195. QUESTIONS ON NOTICE BY MEMBERS

Cllr H MacFie reported that having read the Saltford Parish Council's request and report to B&NES, for either or both an Area of Great Landscape Value, and a Local Green Space designation to afford better protection from future attempts by Developers to pursue new development within these proposed areas, which are greatly valued by local communities, he would wish to make a proposition that Keynsham Town Council prepare a similar case for land north of the railway line as our town needs to protect our boundaries too.

This matter will be deferred and considered at the next Planning and Development Committee meeting so the next steps in respect of this matter may be decided.

Members were reminded that Keynsham Town Council have always said that there should be no more development brought forward by the Local Authority until the local infrastructure (both utilities and transport) have been improved. Also, whether Keynsham should go along the line of supporting Saltford producing their own AGLV or LGS or both these should be included in the town's Neighbourhood Plan.

196. KEYNSHAMNOW

Amelie from KeynshamNow reported the following:

The group had met with Stephen Rogers from The Week In to discuss social media. They will meet with him further to create an article on mental health issues relating to young people.

The group also discussed mental health with Kevin Guy of B&NES Council.

KeynshamNow have been looking at possible sites for a shelter for young people and initial suggestion put to B&NES Council to include a shelter as part of the Temple Street redevelopment, but this site has already been discounted on highways safety grounds. Other sites considered include within local parks and by the Skate Park in the Memorial Park.

Other matters discussed by the group include lack of streetlights in some areas, should the NHS strike or not and are New Year resolutions worth it.

A suggestion for a future discussion was made as follows: How much do influencers influence young people?

197. **WESSEX WATER – ROAD CLOSURE OF THE WELLSWAY – (PRESENTATION BY MEMBERS OF WESSEX WATER).**

A presentation was given by Alex Aulds, Project Manager and Paul, Lead Designer of Wessex Water, in respect of the 12-week road closure of a section of the Wellsway to undertake major sewer works to alleviate sewage flooding. The proposal is for a section of the Wellsway from the Cricket Club and the Rock Hill Estate to be closed from the 24th July 2023, this will prohibit vehicular movement along the Wellsway apart from essential access, where required. Wessex Water will work closely with B&NES Council to set up a diversion route that should avoid traffic movements on the local estate roads and rat running through local lanes.

It was suggested that a further presentation be made at the Annual Town Meeting on Thursday 20th April 2023 to allow local residents to receive the same information and to ask any questions.

RESOLVED:

To receive and note a presentation by representatives of Wessex Water.

Cllr Greenfield arrived during this item.

With approval of Town Council item 25 ii, as follows, was brought forward on the agenda to hear from the Project Manager in respect of this matter.

198. **KEYNSHAM MEMORIAL PARK FOOTBRIDGE – BRIEFING NOTE DECEMBER 2022**

Alisdair Neale, B&NES Council Project Manager, gave a presentation on the replacement Keynsham Memorial Park bridge (by the Bandstand). He informed the Town Council on matters of the project background, current project progress, demolition phasing, the replacement bridge design and phasing and the next step in this project.

The bridge is to be constructed from Fibre Reinforced Polymer.

The work area will be protected by Heras fencing, together with closing off of the Lower Memorial Play Area, as this will be the route to work site for construction vehicles and the closure of the play facility is required for safety reasons. The Fox and Hounds car park is to be used as the mobilisation site. Continued use of the electric charging points will be reviewed by B&NES.

The estimated installation to start in April for a duration of six weeks with the main bridge being put in place in mid-May.

The new bridge design is to be in keeping with the Park surrounds.

RESOLVED:

To receive and note the information.

Note: The Town Clerk to email Alasdair with information of the proposed Bandstand performance dates for 2023 and the date of the Coronation Event.

199. BRISTOL AIRPORT – FUTURE PLANS – PRESENTATION BY JAMES SHEARMAN, JACQUI MILLS AND JAMES COX

This presentation had to be postponed due to one of presenters no longer being able to attend this meeting.

RESOLVED:

That this matter be deferred to a Town Council meeting in either March or April.

200. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were none.

201. MINUTES OF COMMITTEE MEETINGS

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Planning & Development Committee	12 th December 2022	APPROVED
Planning & Development Committee	9 th January 2023	DRAFT
Finance & Policy Committee	10 th January 2023	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.*

202. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 13TH DECEMBER 2022

RESOLVED:

To note the delegated actions.

203. FINANCIAL QUARTERLY REPORTS

RESOLVED:

That Town Council receive and note the quarterly financial reports.

204. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10th JANUARY 2023

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING 17th JANUARY 2023: -

- FP1 FLAGSTONE INVESTMENTS

RESOLVED:

To receive and note the Flagstone Investment information.

- FP2 TOWN COUNCIL BUDGET 2023-2024 & BACKGROUND REPORT PLUS
FP3 EARMARKED RESERVES DRAW DOWN AND GENERAL RESERVES DRAW DOWN

RESOLVED:

- (i) To approve that the budget for 2023 – 2024 and background information, including amendments and recommendations, Earmarked Reserves Drawdown and General Reserves proposed by Finance & Policy Committee.*
- (ii) To receive a recommendation from the Finance and Policy Committee of an increase in the Precept for 2023 -2024 of 3%.*
- (iii) To approve the Precept figure of £697,894 for 2023 – 2024.*
- (iv) That the Precept Requirements form for 2023 – 2024 be signed by the Chair of Town Council and submitted to B&NES Council before 2nd February 2023.*

- FP4. AMAZON PRIME ANNUAL SUBSCRIPTION

RESOLVED:

That the Town Council subscribes to an annual Amazon Prime Business Account at £80.00 per year.

FP5. INTERNAL AUDIT 2022-2023

RESOLVED:

- (i) To receive and note the Internal Audit report from November 2022.*
- (ii) To note that the next Internal Audit is on 20th January 2023.*

FP6. INSURANCE OF THE PADDOCK AND FOX AND HOUNDS CONSERVATION LAND

RESOLVED:

To receive and note the information in respect of the insurance for The Paddock and the Fox and Hounds Lane Conservation land.

FP7. ANNUAL RISK ASSESSMENT (Management) REVIEW 2023-2024

RESOLVED:

That the Annual Risk Assessment Review 2023-2024 be approved.

FP8. PUBLIC SECTOR DEPOSIT FUND FACT SHEET NOVEMBER 2022

RESOLVED:

- (i) To receive and note the report.*
- (ii) That the Town Clerk contact CCLA and ask why the UK has such a high-risk factor.*

FP9. CIL NOTIFICATION

RESOLVED:

To receive and note the CIL Notification.

**FP10 EDF UTILITY FIXED TERM CONTRACT - 1ST APRIL 2023 – 31ST MARCH 2025
(amended quote figures)**

RESOLVED:

To receive and note the information in respect of the commission charges.

205. SCHEDULE OF INVOICES DUE FOR PAYMENT – JANUARY 2023 (MONTH 10)

RESOLVED:

That the attached Schedule of Invoices be approved for payment.

206. SCHEDULE OF MEETINGS - MUNICIPAL YEAR 2023 – 2024

A request was made that the August EATH meeting 2023 be cancelled and a meeting be scheduled for 10th January 2024 to assist with the planning of a 2024 Spring Show.

RESOLVED:

To approve the attached Schedule of Meetings for the Municipal Year 2023 – 2024 with the above amendment.

207. COMMUNITY RESILIENCE GRANT FUNDING REQUEST

RESOLVED:

- (i) To receive and note the information in respect of a grant funding request from Community At 67.*
- (ii) To approve a payment of £280 for a filming license.*

208. KEYNSHAM TOWN COUNCIL – DRAFT ADVERSE WEATHER POLICY

To note that the Adverse Weather Policy should work in conjunction with the Absence Policy and should not adversely affect those employees with childcare needs. This will be checked by the Town Clerk.

RESOLVED:

To approve the Adverse Weather Policy.

209. COMMEMORATING QUEEN ELIZABETH II

RESOLVED:

- (i) That a Coronation Bench in the sum of £1380 plus VAT be ordered and permission be sought to site the same next to the Jubilee Bench near the Bandstand.*
- (ii) That the matter of naming the new bridge, in the Park, the Coronation Bridge be discussed with Paul Pearce of B&NES Council.*
- (iii) That other ideas in respect of commemorating Queen Elizabeth II be brought to a future Town Council meeting.*

210. CORONATION EVENT – SUNDAY 7TH MAY 2023

RESOLVED:

That Town Council approve that we hold an Afternoon Tea event on Sunday 7th May.

Note: To be aware that due to the Local Elections, there is no Council in place until Tuesday 9th May 2023, and also due to Purdah there will be a period from mid-March when Councillors will not be able to make any decisions in respect of the planning of this event.

211. MONEY FOR CYCLE HANGARS

RESOLVED:

- (i) That the information be received and noted.*
- (ii) That the Town Clerk write to B&NES Council encouraging them to contact WECA and obtain some cycle hangars to be located on the A4 near Waitrose.*

212. UPDATE ON MANOR ROAD PAVILION REFURBISHMENT

Phase 1 of the refurbishment – the replacement roof is to start soon. The Contractor just needs at least four days of dry weather to complete this work.

Once this phase is complete assessment of the rafters and requirements for replacement ceiling and electrics can be assessed.

RESOLVED:

That the update, on the Manor Road Pavilion, as above be received and noted.

213. CEMETERY CHAPEL – URGENT WORK

The Town Council await the advice on works to the East Chapel wall from Mann Engineers. The Architect has chased them for a response. They will be looking at the historic 2013/14 opening to assess what new opening will be required to investigate the wall movement. There will be a need for archaeological observation of these works.

A meeting is being organised with the Association of Roman Archaeology to discuss their views on areas within the Cemetery that may require more archaeological investigation works, and to see if they can help with our proposed work.

A report will be made to the Capital Projects Committee in due course.

RESOLVED:

That the update on the Cemetery Chapel, as above, be received and noted.

214. CORRESPONDENCE

(i) WECA BUS SHELTERS & COMMUNITY TRANSPORT

RESOLVED:

(i) To receive and note the information

(ii) That the Town Clerk contact the WECA officers for an update.

(ii) HAVE YOUR SAY ON CHARGES FOR CLASS N3 DIESEL HGV'S OVER 12 TONNES TRAVELLING THROUGH BATH

RESOLVED:

(i) To receive and note the information.

(ii) That the consultation responses recommended by Keynsham Town Council's Planning and Development Committee be approved.

(iii) That the responses to the consultation be submitted to B&NES Council.

(iii) TREE WORKS - KEYNSHAM CEMETERY

RESOLVED:

- i) To receive and note the information.*
- ii) That the Town Clerk seek additional quotes, in respect of the 4 Cedars at the Cemetery requiring tree works, and these be brought to the February Town Council meeting.*

215. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is Tuesday 14th February 2023 at 7.30pm in The Space, Market Walk, Keynsham.

216. 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 Agenda Items 28 to progress sensitive and financial matters.

217. OFFICE MOVE

RESOLVED:

To receive and note a verbal report in respect of the above project.

Signed: (Chairman) Dated:

The meeting finished at 9.20 p.m.