

**Minutes of the Town Council meeting held on  
Tuesday 14<sup>th</sup> March 2023 in The Space, Market Walk at 7.30 pm.**

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

**IN ATTENDANCE:** Dawn Drury – Town Clerk

**NOT PRESENT:** Cllrs C Buxton and J Wallcroft

**246. APOLOGIES FOR ABSENCE**

*Apologies for absence were received and accepted from Cllrs Brennan and A McGuinness*

**247. DECLARATIONS OF INTEREST**

Declarations of Interest were received from:

- *Cllr A Wait in respect of KeynshamNow.*
- *B&NES Councillors that are Ward Councillors in respect of matters relating to B&NES.*

**248. DISPENSATIONS**

There were none.



**249. PUBLIC PARTICIPATION**

There was one person present.

**250. RECORD OF PREVIOUS MEETING**

**RESOLVED:**

*That the minutes of the Town Council meeting held on Tuesday 14<sup>th</sup> February 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.*

**251. CHAIRMAN'S ANNOUNCEMENTS**

The Chair reported that he had cut the ribbon at the opening of Meryton Care Home (Bath Road) on 23<sup>rd</sup> of February 2023.

Cllr Wait reminded those present about the forthcoming Spring Show on Saturday 25<sup>th</sup> March at the Scout HQ – 12 noon – 5.00 p.m. Asking members to get involved or attend.

The Chairman reminded Councillors about the forthcoming Annual Town Meeting on Thursday 20<sup>th</sup> April at 7.30 p.m.

252. QUESTIONS ON NOTICE BY MEMBERS

Councillor Halliday requested that the system of substitution, when members cannot attend meetings, be firmed up ready for the forthcoming Council, so that the process is clear and should be followed.

Councillors sending in their apologies will be reminded about the substitution system and if it is looking likely that a Committee/Working Party meeting will be inquorate, a telephone call will be made to all Councillors summoned to that meeting to remind them to use the substitution system.

253. STANDING ORDER 9C DURING PURDAH

**RESOLVED:**

*To receive and note.*

254. KEYNSHAMNOW

Amelie from KeynshamNow reported as follows: -

- 4 new members attended the last meeting. This was the result of a series of tutorials being held at Wellsway School.
- The organisation has been talking about holding a Pride event in Keynsham.
- The suggestion of having a mini skatepark next to the current one has been discussed by the group.
- KeynshamNow have been looking at locations for shelters for young people. Sites such as by the outside gym and near the skate park are under consideration.
- The organisation has been looking and discussing the affect of social media influencers.
- A WhatsApp group has been launched and new members will be invited.
- The KeynshamNow recent litter pick received 434 likes on Facebook.
- A further litter pick is planned for 20<sup>th</sup> March 2023.

255. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

CLlr Wait reported that KMFA Limited had receive a grant of £7,000 from Foyles. It is hoped that the event will break even and possibly claw back £5,000 as a 5% budget contingency.

**RESOLVED:**

*To receive and note the verbal report.*

256. MINUTES OF COMMITTEE MEETINGS

<u>Committee</u>	<u>Date 2023</u>	<u>Status</u>
Planning & Development Committee	6 <sup>th</sup> February 2023	APPROVED

Planning & Development Committee	6 <sup>th</sup> March 2023	DRAFT
Grants Committee	1 <sup>st</sup> March 2023	DRAFT
EATH Committee	8 <sup>th</sup> March 2023	DRAFT
Finance & Policy Committee	14 <sup>th</sup> March 2023	DRAFT
Youth Strategy Working Party	2 <sup>nd</sup> March 2023	DRAFT

**RESOLVED:**

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

257. SEC 106 SPREADSHEET FROM B&NES UPDATE**RESOLVED:**

*To note that B&NES Council are still working on the budget sheet.*

258. TO NOTE AND RECEIVE UPDATES ON DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 14<sup>TH</sup> FEBRUARY 2023**RESOLVED:**

*To note that there were no delegated actions.*


259. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 7<sup>TH</sup> MARCH 2023:APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 14<sup>TH</sup> MARCH 2023:FP1. FLAGSTONE INVESTMENTS**RESOLVED:**

*To receive and note the investment figures.*

FP2. INTERNAL AUDIT JANUARY 2023 REPORT AND RECOMMENDATIONS**RESOLVED:**

*To receive and note the Internal Audit report from January 2023.*

FP3. 2023-2024 FEES AND CHARGES**RESOLVED:**

- (i) *To receive and note the fees and charges as proposed for the Cemetery, Manor Road and Photocopying.*
- (ii) *In respect of the Cemetery - That the Purchase of Exclusive Rights of Burial (50 years, burial fees (including re-opening), casket interment in grave or memorial garden (2ft) and scattering of ashes be increased to 5% across the board for both In Parish and Out of Parish.*

- (iii) *That fees relating to Monuments and other charges be increased by 5% for both In Parish and Out of Parish.*
- (iv) *To note that the increase is required to cover increased costs associated with the Cemetery including digger hire, skip hire, utility costs and general maintenance of the Chapel and grounds.*
- (v) *That the fee relating to a tablet on a Grave or Cremated Remains Plot be reduced by 20%.*
- (vi) *In respect of the Manor Road Pavilion that fees remain the same at present with a review in August once the refurbishment of the Pavilion is complete and before the next football season.*
- (vii) *In respect of photocopying and laminating charges that there be an increase of 10% increase for A4, (colour and black and white printing), A3 colour copies to be increased to 50 pence and black and white copies to be increased to 25 pence. Laminating to be charges at 80 pence for A4 and £1.60 for colour for external organisations. Organisations to be asked to supply their own laminating pouches which will reduce the cost. Inter-departmental costs to be amended to actual printing and laminating cost with no increase.*

**FP4. PSDF FACTSHEET FEBRUARY 2023**

**RESOLVED:**

- (i) *To receive and note the December CCLA PSDF Fact sheet.*
- (ii) *That this be presented to full Council quarterly and not monthly.*



**FP5 QUOTE FOR GAMING COMPUTERS**

**RESOLVED:**

- (i) *To receive and note the quotation for two gaming computers received from SoVision.*
- (ii) *To defer this matter to 23<sup>rd</sup> May 2023, Town Council meeting, by then an internet issue in the TimeOut Centre should be resolved.*

**FP6. BRISTOL CITY COUNCIL PENALTY CHARGE NOTICE 31<sup>ST</sup> JAN 2023**

**RESOLVED:**

*To receive and note the information.*

**FP7. WORKNEST H & S AUDIT FEBRUARY 2023**

**RESOLVED:**

*To receive and note the WorkNest H & S audit report from February 2023.*

**FP8. KEYNSHAM TOWN COUNCIL INVESTMENT STRATEGY & POLICY**

**RESOLVED:**

- (i) *To receive and note the Keynsham Town Council Investment Strategy & Policy.*

- (ii) *To note that this document will be adopted at the May Town Council meeting.*

**FP9. OVERFLOW STATION CAR PARK, KEYNSHAM ROAD**

**RESOLVED:**

- (i) *To receive and note the information.*  
(iii) *Recommendation from the Finance and Policy Committee to decline the invite to quote.*  
(iv) *That installation of more bins across the town and costs associated with emptying the same be considered fully at a future meeting, when setting the budget for 2024-2025 (possibility of employing a part-time general waste operative).*

**260. SCHEDULE OF INVOICES DUE FOR PAYMENT – MARCH 2023 (MONTH 12)**

**RESOLVED:**

*That the Schedule of Invoices be approved for payment.*

**261. RIALTAS OMEGA FINANCIAL SOLUTION SUPPORT AND MAINTENANCE  
3 YEAR TERM QUOTATION**

**RESOLVED:**

*That the quotation be approved.*



**262. LITTER & DOG WASTE BINS – THE HYGGE ESTATE AND MANOR ROAD  
COMMUNITY WOODLAND**

**RESOLVED:**

- (i) *To receive and note the information.*  
(ii) *To write to B&NES requesting that they ensure that litter bins are included as a condition in the development site proposed at Minsmere, including a litter/dog waste bin is included at the entrance of the Northern edge of the Manor Road Community Woodland.*  
(iii) *That the installation of more bins across the town and costs associated with emptying the same be considered fully at a future meeting, when setting the budget for 2024-2025 (possibility of employing a part-time general waste operative).*

**263. SECTION 106 FUNDING – BUS SERVICES 663 664 665.**

**RESOLVED:**

- (i) *To note that information in respect of this has not been provided by B&NES Council to date.*  
(ii) *To note that Council also briefly discussed the new WECA DRT Community Transport Scheme.*

**264. DRAFT ANNUAL REPORT 2022-2023**

Council commented that this was a good design production but required some amendments.

**RESOLVED:**

*To approve the Draft Annual Report 2022-2023 for publication and presentation at the 2023 Annual Town Meeting on Thursday 20<sup>th</sup> April 2023 at 7.30pm in The Space with the following amendments:*

- *Front page – change image as the current one depicts the old chocolate factory site with its chimney.*
- *Page 2 – change the image as the Town Council sign does not look in good condition and reduce the size of the text 'Chairman's Report'*
- *Page 3 title to be Report by the Events, Arts, Tourism and Heritage Committee*
- *Page 4 title to be Report by the Environment & Sustainability Committee*
- *Page 5 title to be Report by the Finance & Policy Committee*
- *Page 6 title to be Report by the Capital Projects Committee*
- *Page 7 title to be Report by the Planning and Development Committee*
- *Page 8 title to be Report by the Youth Service (TimeOut)*
- *Page 9 title to be Report by the Grants Committee*
- *Page 10 add in Report by the Personnel Committee*
- *Page 11 Council staff*
- *Page 12 Get in Touch.*

**265. UPDATE ON MANOR ROAD PAVILION REFURBISHMENT****RESOLVED:**

*To note that the builder has begun stripping out work and repairs to the flat roof. He will implement stage 1 of the works so Council can identify what might be needed to complete the internal fabric repair and refurbishment to enable the building to be brought back into use.*

*A first meeting with him on site occurred on 8<sup>th</sup> March. He has taken down the ceilings and exposed the joists. The good news is that only a few joists are so water damaged that they would need to be replaced. The majority are fine and would as part of the refurbishment get a preventative wood rot spray treatment but otherwise will need no work. The roof will shortly be repaired, and the broken windows replaced at the top of the building and protected by repaired wire metal grills to prevent access into the building by vandals.*

*Most of the benches will need replacing but with cheaper slatted wooden benches.*

**266. CEMETERY CHAPEL – URGENT WORK****RESOLVED:**

*To note that Architect is finalising the faculty application for the Steeple with input now from Association of Roman Archaeology to help settle a statement of significance which must accompany the application.*

*Mann Engineers have inspected the cracking on the end wall of the East Chapel, and also the remainder of the Chapel for any indications that additional cracking is occurring linked with the problem of settlement on the East Chapel corner. Their report is expected and is likely to recommend metal fixing bars in the wall to secure it from further movement but without the need for underpinning work at this time.*

*The non- listed wall at the extension side of the Cemetery abutting the school playing fields has an historic collapse. The bowing in the wall has become more extensive due likely to tree root damage, but it is no longer the key boundary feature on that wall with an extensive laurel hedge which is well established. To repair the wall over say 30 metres of length would be very expensive and not in the budget. It might be possible to bank up the wall with earth to prevent further collapse and affix a Larchwood fence by it to screen it from sight, but not rebuild it (at this time). Investigations into the feasibility of this approach will generate a report to Capital Projects Committee after the Elections and a decision by the new Council on what should be done.*

267. ANTI- SOCIAL BEHAVIOUR – KEYNSHAM LIBRARY

Council recommended that the Library look into installing a panic button with a GPS link to the Police together with CCTV. Also, look at getting urgent assistance from the Police in the Civic Centre building.

RESOLVED:

- (i) To receive a verbal update from the Chair.
- (ii) To note that the Chair of Council will discuss Town Council recommendations with the Library and staff.

268. CORREPENDENCE

- (i) BANES RURAL TRANSPORT GROUP (BRTG) MONTHLY PROGRESS REPORT FOR FEB 23

RESOLVED:

*To receive, note and consider the information.*

269. (ii) LETTER FROM CLLR KEVIN GUY (B&NES COUNCIL) RE: BUSES

RESOLVED:

*To receive and note the letter dated 15<sup>th</sup> February 2023 from Councillor Kevin Guy.*

- (iii) EMAIL RECEIVED FROM CURO 'SUPPORTING RESIDENTS WHO WOULD LIKE TO DOWNSIZE

**RECOMMENDED:***To receive and note the letter.***(iv) ZIG ZAG MARKINGS – HIGH STREET KEYNSHAM NEAR BARGAIN BOOZE****RESOLVED:**

- (i) *To receive and note the report.*
- (ii) *That the matter of requesting a TRO be taken up by B&NES Ward Councillor for Keynsham North.*
- (iii) *That a letter be sent to the complainant thanking them for their emails and informing them that the B&NES Ward Councillors have been notified of the issue.*

Councillor Sinclair left the meeting at this point.

**(v) PCAA SUPPORTING BRISTOL AIRPORT ACTION NETWORK (BAAN) IN THE APPEAL COURT****RESOLVED:**

- (i) *To receive and note the correspondence.*
- (ii) *To note that the Town Council support this matter morally.*
- (iii) *That no financial support is offered.*


**270. KEYNSHAM TOWN COUNCIL LOCAL GREEN SPACE/AREA OF GREAT LANDSCAPE VALUE DRAFT DOCUMENT****RESOLVED:**

- (i) *To receive and note the Keynsham Town Council LGS/GLVA Draft Document.*
- (ii) *That no amendments are required to the draft document.*
- (iii) *That the document be shared with Saltford Parish Council for their comments.*
- (iv) *That the document be sent to B&NES Council once the document is fully finalised.*

**271. FEES AND CONTRIBUTIONS – TIMEOUT YOUTH SERVICE****RESOLVED:**

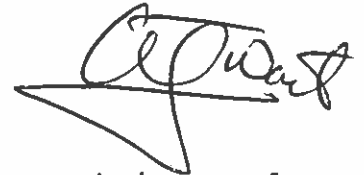
- (i) *That members of TimeOut Youth Service will not be asked to pay a membership fee or session fee to use the Club.*
- (ii) *That going forward members of TimeOut Youth Service will be requested to pay a suggested contribution towards the cost of outings, calculated on a percentage of the total trip cost (entrance fees and travel – sum to be known in advance).*
- (iii) *That going forward members of TimeOut Youth Service will be requested to pay a suggested contribution towards any planned residential, calculated on a*



*percentage of the residential cost (accommodation, activities, travel and food – sum to be known in advance). Clause to be added to the requesting that any family having difficulty paying the suggested contribution to contact the Town Clerk as Council agree that no young person should be disadvantaged from taking part in such activities.*

- (iv) *That going forward, the TimeOut Youth Service members and staff will undertake fund raising activities to support the cost of outings and residentials.*

272. THE PADDOCK



**RESOLVED:**

*To note that Heras fencing has been put around the derelict structure acquired as part of The Paddock. Its provenance is likely to be an old hay cart garage constructed circa 1879 and still standing to this day. It might have been adapted to be a garden room for 4a Park Road which was demolished in the 1960's for the Keynsham Bypass. The Paddock is part of its garden and that of adjoining properties sold by the Ministry of Transport to Keynsham Urban DC in the late 1960's.*

*BANES has confirmed that the derelict building is listed as it is attached to the Churchyard wall that is a listed structure. It might have asbestos in its roof and an asbestos survey is being commissioned before any vegetation is cut back to reveal more of the structure. A listing definition of the building will need to be agreed with BANES/Historic England and for the future decisions made by Council if it should be restored and to what criterion. There are few late Victorian style outbuildings left in Keynsham of this nature and it is unlikely that permission would be given to demolish and remove it.*

*Grant funding for restoration would be explored. There is nothing in the budget for any works on it for next April onwards.*

*It is in the zone of archaeological interest of the Keynsham Community Management Plan and is close to the Heritage Action Zone of the High Street. It appears to be part of the precinct of the Keynsham Abbey. Discussions with the Keynsham Abbey working group and Historic England will identify a management plan for The Paddock going forward and then consultation with the community for its use can then occur.*

*Contact has been made with the Bath and Counties Archaeological Society who were involved in the geophys work at the Cemetery in 2015-17 to establish if they might help us with the evaluation including a possible geophys of The Paddock to establish if there are any identifiable below ground features. This information will help shape the management plan of the site going forward.*

273. DATE OF NEXT MEETING

**RESOLVED:**

*To note that the date for the Town Council's next meeting is Tuesday 18<sup>th</sup> April 2023 at 7.30pm in The Space, Market Walk, Keynsham.*

274. 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 29 to personal matters.*

275. GOOD CITIZEN NOMINATIONS**RESOLVED**

- (i) That next year, to aid Council the nominated person's name and the award category is clear on the front of every form.*
- (ii) That the front of the form be amended to read Keynsham's Good Citizen Award.*
- (iii) That an under 25's award be presented to Matty Jackson.*
- (iv) That over 25's awards be presented to Geoff Davis, Trevor Cruse, Tracie Jane-Bath and Mark Tanner.*
- (v) That Russell Pocock be awarded an Over 25's award and not a Lifetime Achievement Award.*
- (vi) That no other nominations are awarded.*
- (vii) That the Town Clerk write to all nominees, proposers, seconders and unsuccessful nominees giving them Council's decision.*
- (viii) That EATH look at the criteria for the Good Citizens Award to make it clearer for next year.*

The meeting finished at 9.50 p.m

Signed:  (Chairman)

Dated: 180223