

**Minutes of the Town Council meeting held on  
Tuesday 23<sup>rd</sup> May 2023 in The Space, Market Walk at 7.30 pm.**

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**PRESENT:** D Biddleston, D Brassington, M Burton, C Brennan, E Cannon, C Fricker, A Greenfield, A Halliday, H MacFie (Chair), C Leonard, A Wait and M Woodward.

**IN ATTENDANCE:** Dawn Drury – Town Clerk, Katherine Sears – Deputy Town Clerk

**14. APOLOGIES FOR ABSENCE**

*Apologies for absence were received and accepted from Cllrs S Alenshasy, A Beaumont and C Davis.*

**15. DECLARATIONS OF INTEREST**

Declarations of Interest were received from:

*Cllrs A Beaumont, C Brennan and A Wait in respect of KeynshamNow as mentors.*

*Cllr M Burton in respect of Community At 67 as he is a Trustee.*

*Cllrs that are trustees and members of KMFA Limited.*

**16. DISPENSATIONS**

There were none.

**17. PUBLIC PARTICIPATION**

There were five members of the public present.

**18. RECORD OF PREVIOUS MEETING**

**RESOLVED:**

*That the minutes of the Annual Town Council meeting held on Thursday 11<sup>th</sup> May 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.*

**19. CHAIRMAN'S ANNOUNCEMENTS**

The Chair reported that he had attended his first Civic event and had been able to wear the Chain of Office. On Saturday 13<sup>th</sup> May, he was invited to a meeting of the Twinning Association as they hosted members of the Libourne side of the organisation. He said it was good to see that both Associations were growing stronger following the difficulties that they had had pre-Covid with dwindling numbers. The new Members from France

seem very dynamic and have lots of new ideas including celebrating English Festival/Celebrations in France and vice a versa. It was good also to meet new Members on the Keynsham side.

## 20. QUESTION ON NOTICE BY MEMBERS

The following question was asked by a Councillor:

"Given the continuing stalemate regarding the High Street, where the public think it is dangerous and the Contractor claims that they have followed national guidance, would you agree that the Council formally write to our MP, Jacob Rees Mogg, and ask him to take steps to have the national guidelines changed so that other High Streets don't suffer the same risks as Keynsham High Street?"

Comments from Councillors included: -

- That the this was a sensible idea.
- The High Street design should be fully risk assessed and amended to ensure that it does meet a safe level across its whole length, especially for those with disabilities and that are elderly.
- The Cycle Infrastructure Design (LTN 1/20) document which provides guidance to Local Authorities on delivering high quality cycle infrastructure needs to be looked at carefully, to see if Keynsham's cycle path meets the standards.
- The shops seem to be busier with the new layout and if it was two way traffic and not one way people may be more careful when crossing the road. People also need to be reminded to cross at the allocated crossing points.

Councillors considered the question and it was:

**RESOLVED:**

***That the Town Clerk write to Jacob Rees-Mogg MP in respect of this matter, stating that the Government is responsible for the legislation and not the Local Authority, hence the need for amendments.***

## 21. KEYNSHAMNOW

Amelie was unable to attend the meeting and represent KeynshamNow so Cllr Andy Wait reported as follows: -

The members had met with Rosie Greuter from CAMS wherein they discussed the lack of facilities for young people to access services. The talk by Rosie lasted some 30 minutes and the young people had plenty of questions for her. Some of her responses they did not wholly agree with.

The members hope to attend the Bath Forum Mental Health Symposium this summer.

A decision has been made that the £100 award given to Matty Jackson should be used to purchase a plaque detailing where KeynshamNow meet.

The Group held their fund-raising cycle ride. Some members cycling from Saltford to Bristol, then Bristol to Bath and back to Saltford. Those who did not want to cycle walked from Saltford to Bath and back, with one member running most of the route.

They raised approximately £190 for Off the Record.

## **22. KEYNSHAM ALLOTMENT ASSOCIATION QUARTERLY UPDATE**

Bill Mansfield (Chair of the Allotment Association) reported that the following works had been completed at the Allotment site: -

- Overhanging branches have now been removed.
- The hedges have been cut.
- The potholes on the track have been filled.
- The three water troughs have now been sited and plumbed in.
- The Crop Drop scheme has been recommended.

A request was made for the purchase of one more trough. This was agreed (monies to come from Allotment Sec 106 funding).

The waiting list is now at thirty-eight and eleven plots have been re-let. The waiting list has come down considerably but as more houses are built in Keynsham new people are being added to the waiting list.

Plans for 2023 include more coffee and social events. Twenty-four people attended the last coffee morning and had the opportunity of swapping plants and seeds.

**At this point in the meeting, members agreed that item 17 on the agenda (anti-social behaviour in the Library and local Shops) be brought forward.**

## **23. ANTI SOCIAL BEHAVIOUR – KEYNSHAM LIBRARY & LOCAL SHOPS**

Despite this item being requested by members of the public there was no one present to speak on this matter.

The Town Clerk reported to Council in respect of the recent incidents of anti-social behaviour and informed Council that in the past anti-social behaviour meetings had been held involving Retailers, Members of the Public, the Police/PCSO's, Heads for Local Schools and the Council. The anti-social behaviour in the town seems too sporadic with incidents.

Councillors discussed this item and matters and suggestions were raised as follows: -

- It was noted that Keynsham Town Council do not hold a large security budget or any budget that would deal with anti-social behaviour in the town.
- Bath has a dedicated scheme of professional security staff that deal with such issues in the City.

- It is understood that the Library has now been fitted with a panic alarm and it was suggested that B&NES supply their staff with body cameras or install CCTV in their facility.
- It was suggested that the B&NES Anti-Social Behaviour Unit co-ordinate with the local Police Officers and PCSO's to investigate and resolve the issues for the Library and local shops.
- Local larger shops, Poundland, Sainsburys, Tesco, Subway, etc. work together to fund additional security measures in the shopping centre.
- Young people in school uniform shop lifting from local shops – it was suggested that the local shops work with the schools to identify the perpetrators.
- The matter is discussed by members of KeynshamNow.
- The old scheme of radio connection system wherein local shops could immediately radio through any incident to a security workforce working out of Bath. The Town Clerk reported that the Town Council had one of these radios in their office with the airwave channel open for several years and the scheme was given up as there were no radio call outs made by local shops.
- B&NES staff as employees of Bath and North East Somerset Council should secure their safety through their employer.
- It is believed that the Police have recently made some arrests of young people causing anti-social behaviour in the town.
- Councillors were asked if the schools could be informed, and it was reported that the main perpetrators are excluded from school.

**RESOLVED:**

- (i) *That Keynsham Ward Councillors raise this issue with the finance department of B&NES Council in respect of the Local Authority improving security for their staff.*
- (ii) *That the Ward Councillors also speak with the Anti-Social Team at B&NES.*

At this point in the meeting, members agreed that item 14 FP4 on the agenda (Nova Fest) be brought forward.

## **24. NOVA FEST BUDGET**

Papers related to this matter were circulated at the meeting (these had been previously circulated by email) including a Nova Festival explanation of the event and Workshop and T-shirt screen printing breakdown of costs.

Abi Gray (Town Council, Youth Development Officer) spoke in respect of the papers presented. She said that the Festival was an opportunity to showcase the Town Council Youth Service that had only been re-opened fully since October. This Festival was an opportunity for as many young people from Keynsham to attend as possible, and evidence from the event would be used in the future to secure future funding through the Arts Council.

The free food provision was explained. Due to food hygiene reasons the Youth Staff were unable to offer food provision provided by them and to hire in a van selling burgers and chips would still be costly. The food would be supplied by food vendors contracted by

KMFA limited and would be given to the young people in exchange for a food voucher to the value of £7.00, one per registered attendee. It is hoped that approximately 500 young people will attend during the course of the Festival. Food would be provided on the Saturday and Sunday when it is envisaged that most young people would be on site for 6 – 7 hours doing workshops and taking part in other activities.

Abi said it was important to provide a meal as some young people would otherwise not be able to access food and the whole idea was to make the Festival as inclusive as possible. Hence, the plan not to charge for the entry wristbands but to have a donation bucket at the entrance. The intention of the wristbands is to identify the young people as being part of the NOVA Fest and this will help with security and health and safety, as they will be asked to sign in on arrival (giving an emergency contact number).

In respect of the T Shirt costs, the reason that the workshop is costing over £1,000 is that the young people will be creating the designs for the T shirts and posters in advance of the Festival. Posters to promote the event and the T Shirts will be given to all the volunteers and stage band performers as a thank you.

Members of the Finance and Policy Committee raised concerns as follows:

- Although £30,000 Sec. 106 funding had been set aside in the budget for the NOVA Fest there had been a lack of clarity as to how the monies would be spent. There were no explanations behind the bulk figures, workshops - £5,000 and food - £5,000. The expenditure is public money and should be accounted for properly.
- The infrastructure costs of £14,000 were understandable as a breakdown had been provided by KMFA Limited but the remaining £16,000 expenditure needs explanation.
- Estimated attendance numbers had not been provided.
- Free food provision.
- Over estimation of costs on some items is not helpful and quotes if obtained would enable a more accurate figure to be provided to Council.
- There were lots of gaps in the funding information provided which made it difficult to understand.

The Chair of Finance and Policy Committee stated that he was very much in favour of working with young people and to build the Youth Service, but even the new figures provided at the meeting seemed to conflict with the few original figures provided.

This is the opportunity where we have funding over the next two years to build a quality Youth Service and it is important to keep on top of the finances to ensure that money is spent wisely, and the Youth Service works out well.

Abi was thanked for her hard work in making this event happen, it was appreciated that a huge amount of work had gone into the planning of the event, but it is hoped for the future events that budgets will show full clear costings.

The Town Clerk said we are accountable to the public and our Auditors and as a Council we need to ensure that our financial information is clear to all. The inclusion of the NOVA Fest as part of the Music Festival had not been brought to the attention of the Town Clerk or the

Council and this expenditure should really have been agreed even though the £30,000 is committed.

Going forward she suggested that Abi make sure that she has any financial expenditure approved by the Town Clerk and if required by full Council, that she obtains quotes and costings up front before booking activities or making purchases, then our finance team can ensure that purchase orders are produced and sent to suppliers/contractors for invoicing. This would then provide a clear audit trail. Also, as Abi has difficulty working with spreadsheets, that she works in conjunction with the Town Council's finance team when producing future budgets.

**RESOLVED:**

- (i) *That the budget be revisited and that a detailed breakdown of all costs be produced, in conjunction with the office Finance Team.*
- (ii) *That the revised budget be referred back to the next meeting of the Finance and Policy Committee for review, any outcomes to be reported back to full Council.*

**25. APPOINTMENT OF MEMBERS TO COMMITTEES, WORKING PARTIES, RESPONSE AND REVIEW GROUPS**

**RESOLVED:**

- (i) *To elect Members to Committees, Working Parties and Response and Review Groups as recorded in the Schedule of Committee Membership 2023-2024, below.*
- (ii) *To elect Substitute Members to Committees, Working Parties and Response and Review Groups as recorded in the Schedule of Committee Membership 2023-2024 below.*
- (iii) *That Chairs and Vice-Chairs will be appointed at the first meeting of the Committee, Working Party, Response and Review Group.*

SCHEDULE OF STANDING COMMITTEE MEMBERSHIP 2023/2024	
ENVIRONMENT & SUSTAINABILITY COMMITTEE (7) Plus 2 Substitutes	Cllr Alenshasy Cllr Brennan Cllr Cannon Cllr Davis Cllr Greenfield Cllr Leonard Cllr MacFie Substitute Cllr Wait Substitute Cllr Woodward
EATH COMMITTEE (7) Plus 2 Substitutes	Cllr Beaumont Cllr Biddleston Cllr Brennan Cllr Burton Cllr Greenfield

	<p>Cllr Woodward          Vacancy          Substitute Cllr. MacFie          Substitute Vacancy</p>
<p>GRANTS COMMITTEE (7)          Plus 2 Substitutes</p>	<p>Cllr Alenshasy          Cllr Biddleston          Cllr Brennan          Cllr Davis          Cllr Fricker          Cllr Greenfield          Cllr Woodward          Substitute Cllr Beaumont          Substitute Cllr Halliday</p>
<p>PERSONNEL COMMITTEE (7)          Plus 2 Substitutes</p>	<p>Cllr Alenshasy          Cllr Burton          Cllr Davis          Cllr Fricker          Cllr Halliday          Cllr MacFie          Cllr Wait          Substitute Cllr Brassington          Substitute Cllr Cannon</p>
<p>CAPITAL PROJECTS COMMITTEE (7)          Plus 2 Substitutes</p>	<p>Cllr Alenshasy          Cllr Burton          Cllr Davis          Cllr Fricker          Cllr Halliday          Cllr MacFie          Cllr Wait          Substitute Cllr Cannon          Substitute Cllr Leonard</p>
<p>CONSULTATION RESPONSE GROUP          (5) INC 3 MEMBERS OF THE PLANNING          &amp; DEVELOPMENT COMMITTEE          Plus 2 Substitutes</p>	<p>Cllr Alenshasy          Cllr Brassington          Cllr Burton          Cllr Cannon          Cllr Fricker          Substitute Vacancy          Substitute Vacancy</p>
<p>YOUTH STRATEGY WORKING PARTY          (5)</p>	<p>Cllr Beaumont          Cllr Brennan</p>

Plus 2 Substitutes	<p>Cllr Burton  Cllr Halliday  Cllr Wait  Substitute Cllr Brassington  Substitute Vacancy</p>
<p>NDP STEERING GROUP (5)  INCLUDING – CHAIR AND VICE CHAIR  OF PLANNING  Plus 2 Substitutes</p>	<p>Cllr Burton  Cllr Davis  Cllr Fricker  Cllr Greenfield  Cllr MacFie  Substitute Cllr Alenshasy  Substitute Vacancy</p>
<p>BUSINESS FORUM (5)  Plus 2 Substitutes</p>	<p>Cllr Alenshasy  Cllr Davis  Cllr Fricker  Cllr MacFie  Cllr Woodward  Substitute Vacancy  Substitute Vacancy</p>
<p>HS HAZ CULTURAL CONSORTIUM  STEERING GROUP (3)</p>	<p>Cllr Beaumont  Cllr Biddleston  Cllr MacFie</p>
<p>HS HAZ PROGRAMME BOARD (2)</p>	<p>Cllr Biddleston  Cllr Wait</p>
<p>DEFIBRILLATOR WORKING PARTY (5)  Plus 2 Substitutes</p>	<p>Cllr Alenshasy  Cllr Brennan  Cllr Burton  Cllr Fricker  Cllr Leonard  Substitute Cllr Biddleston  Substitute Vacancy</p>
<p>COMMUNITY RESILIENCE PLAN  WORKING PARTY (5)  Plus 2 Substitutes</p>	<p>Cllr Biddleston  Cllr Brennan  Cllr Burton  Cllr Leonard  Cllr MacFie  Substitute Vacancy  Substitute Vacancy</p>



WESTLOCAL COMMUNITY TRANSPORT WORKING PARTY (5) Plus 2 Substitutes	Cllr Alenshasy Cllr Beaumont Cllr Brassington Cllr Davis Cllr MacFie Substitute Vacancy Substitute Vacancy
AREA OF GREATER LAND VALUE (AGLV) & LOCAL GREEN SPACES & B&NES (2)	Cllr Alenshasy Cllr Fricker Substitute Cllr Brennan
LOCAL ACTION NATURE PLAN (5)	Cllr Cannon Cllr Leonard Cllr Wait Cllr Woodward Vacancy

## 26. REPRESENTATIVES TO OUTSIDE BODIES/ORGANISATIONS 2023/2034

### **RESOLVED:**

- (iv) *To elect representatives to Outside Bodies/Organisations as recorded in the Schedule of Committee Membership 2023-2024, below.*

AVON LOCAL COUNCIL ASSOCIATION (1)	Cllr Fricker
COMMUNITY AT 67 (1)	Cllr Brassington
DIAL-A-RIDE (1)	Cllr Biddleston
FRIENDS OF KEYNSHAM TRAIN STATION GROUP (3)	Cllr Brassington Cllr Cannon Cllr Fricker
KEYNSHAM MUSIC FESTIVAL ASSOCIATION (4 YEAR DURATION)	Cllr Beaumont Cllr Biddleston Cllr Brennan Cllr Fricker
KEYNSHAM MEMORIAL PARK FORUM (1)	Cllr Halliday
KEYNSHAM IN BLOOM (2)	Cllr Brennan Cllr Woodward
MANOR ROAD COMMUNITY WOODLAND (1)	Cllr Fricker
PARISH COUNCILS' AIRPORT ASSOCIATION PCAA (1)	Cllr Fricker
PARISH LIAISON	Cllr MacFie

Chair of Council	
THE PADDOCK Chair of Council	Cllr MacFie
TWINNING ASSOCIATION (1)	Cllr Leonard
WALKERS ARE WELCOME (1)	Cllr Wait
B&NES LOCAL PLAN	Chair of Council Chair of Planning Chair of B&NES Steering Group
WEST OF ENGLAND LOCAL RAIL (2)	Cllr Brassington Cllr Fricker Substitute Cllr Cannon
BRISTOL EAST FRINGE CYCLING AND WALKING GROUP (2)	Cllr Cannon Cllr Wait
RURAL/MARKET TOWN GROUP (1)	No representative allocated
QUEENS ROAD CHURCH COMMUNITY GARDEN PROJECT (2)	Cllr Brennan Cllr Burton
NO PLACE FOR LITTER STEERING GROUP (1)	Cllr Cannon
TWINNING ASSOCIATION	Cllr Leonard
FOX AND HOUNDS LANE ACTION GROUP FHLG (3)	Cllr Beaumont Cllr MacFie Cllr Wait

## 27. MINUTES OF COMMITTEE MEETINGS

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Planning Committee	17 <sup>th</sup> April 2023	APPROVED
Finance & Policy Committee	18 <sup>th</sup> May 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.*

## 28. SCHEDULE OF INVOICES DUE FOR PAYMENT – MAY (MONTH 2)

### **RESOLVED:**

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

## 29. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18<sup>TH</sup> APRIL 2023

In accordance with the Schedule of Delegation approved on 22<sup>nd</sup> April 2021, to note the delegated decision made in advance of the April 2023 scheduled payments taken by the Town Clerk in consultation with Members.

1. Trellis panels for Cemetery Rose Garden £583.33 plus vat.
2. Climbing roses at £306 includes 15% discount for purchase before 18<sup>th</sup> April.
3. Dynabook Computer for Music Studio Manager £746 plus vat.
4. URGENTLY needed to ensure the safety of a piece of play equipment in upper Memorial Play area.  
5 x PWS-AAU0630&FXG Clamp 2.38In and loose fixings @ £181.00 each less 10% discount @ £162.90 each - £814.50.

**RESOLVED:**

*That the delegated actions be approved.*

**30. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 11<sup>th</sup> APRIL 2023:**

**APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 18<sup>th</sup> MAY 2023:**

**FP1. FLAGSTONE INVESTMENTS**

**RESOLVED:**

*That the update on investments be received and noted.*

**FP2. INVESTMENT END DATE**

**RESOLVED:**

*To reinvest the monies into the Santander Account at 3.65% for 95 days.*

**FP3. REVIEW OF EARMARKED RESERVES AND BUDGET VIREMENTS**

**RESOLVED:**

- i) *That the virements are approved and recommended to Council.*
- ii) *That the £1663.83 to be transferred to an EMR for KeynshamNow.*

**FP4. ASSET REGISTER ANNUAL REVIEW**

*RESOLVED:*

- i) That the Asset Register had been reviewed and approved.*
- ii) To note that a stock take of all council's assets will be undertaken before the next insurance review.*

FP5. DIRECT DEBITS FOR FINANCIAL YEAR 2023/24

*RESOLVED:*

- (i) That the Direct Debits for 2023/24 be approved.*

FP6. ST JOHN'S PTA GRANT PAYMENT

*RESOLVED:*

*That the grant application is not approved as the criteria not met. The claim arrived after the financial deadline and the claim was amended to items not in the original application.*

FP7. THE PADDOCK, HERITAGE ASSESSMENT QUOTES

*RESOLVED:*

*That the quote for £1,795 be approved.*

FP8. ACCESSIBILITY SWING SEAT QUOTES

*RESOLVED:*

- (i) To contact organisations that use the swing for advice on the best swing for users.*
- (ii) That the matter be brought back to Finance and Policy Committee for consideration.*

FP9. PAVILION MANOR ROAD DEFIBRILLATOR

*RESOLVED:*

- i) That the purchase of the GWAAC defibrillator be approved.*
- ii) That GEAAC be contacted in respect of providing some free defibrillator training.*

FP10. PAVILION ALARM

*RESOLVED:*

- (i) That the quote for the intruder alarm be approved.*
- (ii) That the fire alarm and CCTV is not approved.*

FP11. B&NES FOOTPATH AGENCY

*RESOLVED:*

*That the information be received and noted.*

FP12. SOVISION PRICE INCREASE

*RESOLVED:*

*That the price increase be received and noted.*

FP13. MINISTER CLEANING PRICE

*RESOLVED:*

*i) That the price increase be received and noted.*

*ii) That the contract is checked, and if not bound by the contract, quotes gathered for the next meeting.*

FP14. NOVA FEST

Dealt with above (Min.no. 24)

FP15. FINANCE FOR COUNCILLORS' TRAINING

*RESOLVED:*

*(i) That the members contact the RFO with a preference on the date of the training to be undertaken for the RFO to make the booking.*

*(ii) That the funding for training be approved.*

31. KEYNSHAM TOWN COUNCIL INVESTMENT STRATEGY & POLICY

*RESOLVED:*

*(i) To receive, note and adopt the Investment Strategy and Policy.*

*(ii) That the Investment Strategy and Policy be signed by the Chair of Council and the Town Clerk.*

*(iii) That the Policy be reviewed in May 2024, as new Councillors had some amendments that should be incorporated in the future.*

32. EXPRESSION OF INTEREST IN RESPECT OF THE PADDOCK

*RESOLVED:*

*(i) To receive and note the letter from Keynsham and Saltford History Society.*

*(ii) To note that until geophysical surveys are undertaken the Council cannot fully decide on any future use.*

33. SOMERDALE HISTORIC GATES

*RESOLVED:*

*That this matter be deferred to the EATH Committee for consideration and recommendations to be brought back to Council.*

34. REDUCING SPEED LIMIT ON 'LANES' BETWEEN KEYNSHAM AND SALT FORD

*RESOLVED:*

- (i) That the Town Clerk and Cllrs Wait and Leonard meet with members of Saltford Parish Council to consider this matter.*

35. CHANDAG ROAD – TOWN COUNCIL NOTICEBOARD

*RESOLVED:*

- (i) That this matter be deferred to a future meeting.*

36. PILOTING A LOCAL NATURE ACTION PLAN

*RESOLVED:*

*That full Council approve the production of a Local Nature Plan.*

37. IVC EVIDENSIA IN THE CHOCOLATE FACTORY (Correspondence)

*RESOLVED:*

- (i) To receive and note this information.*
- (ii) To note that there were no additional questions for IVC.*

38. WESTLOCAL IDEA (Correspondence)

*RESOLVED:*

- (i) That the correspondence be received and noted.*
- (ii) That this matter be deferred to the Town Council WestLocal Community Transport Working Party and any outcomes be brought back to full Council.*

39. COOKING SUPPORT AT TIMEOUT

*RESOLVED:*

*To receive and note a message from St. John's Church Mothers Union.*

40. DATE OF NEXT MEETING

*RESOLVED:*

To note that the date for the Town Council's next meeting is **Tuesday 20<sup>th</sup> June 2023 at 7.30pm** in The Space, Market Walk, Keynsham.

The meeting finished at 10.00 p.m.

Signed: ..... (Chairman)

Dated: .....

DRAFT