

**Minutes of the Town Council meeting held on
Tuesday 20th June 2023 in The Space, Market Walk at 7.30 pm.**

PRESENT: Cllrs S Alenshasy, A Beaumont, D Biddleston, D Brassington, C Brennan, M Burton, E Cannon, C Davis, C Fricker, A Halliday, H MacFie (Chair) and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

53. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs A Greenfield and C Leonard.

54. DECLARATIONS OF INTEREST

Declarations of Interest were received from:

Cllr E Cannon declared an interest in respect of item 20 on the agenda as his wife is a Trustee of the Avon & Kennett Canal.

55. DISPENSATIONS

There were none.

56. PUBLIC PARTICIPATION

There were no members of the public present.

57. RECORD OF PREVIOUS MEETING

RESOLVED:

That with two amendments: -

Min. 34, Reducing speed limit on 'lanes' between Keynsham and Saltford which should read — Resolved: That the Town Clerk and Cllrs Greenfield and Leonard meet with members of Saltford Parish Council to consider this matter' and not Cllr Wait, the minutes of the Town meeting held on Thursday 23rd May 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

Min. 26 – representatives on Outside Bodies/Organisations 2023/2024 for the representative on Community At 67 which should read Cllr Biddleston and not Cllr Brassington.

HM

58. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Councillors to book on the free Defibrillator training on 10th August. There are three sessions to choose from 2.00 p.m. – 3.00 p.m. the next at 3.15 p.m. – 4.15 p.m. and the final session at 4.45 p.m. – 5.45 p.m.

He said that he welcomed the arrival of the new cycle rack and parklets on Temple Street and he was looking forward to seeing them being used.

He also reminded about the forthcoming Music Festival with pre-event starting on 26th June leading up to the main Festival on the weekend of 1st and 2nd July. Councillors were urged to sign up as a volunteer to collect donations on the gates. It was reported that this is not a big task and volunteers are on the gates in numbers of two or more, and that last year KMFA struggled with gate volunteer numbers so it would be great if everyone could just offer an hour or two to support this event.

59. QUESTION ON NOTICE BY MEMBERS

There were none.

60. KEYNSHAMNOW

Amelie reported the following: -

- that the members were considering a redesign of the KeynshamNow hoodies to include a new logo.
- A discussion was held with CAMS regarding mental health in young people and the support services that they offer. The members were of the opinion that what was said by this organisation did not reflect young people's experiences.
- The Spring fundraising cycle raised £200.
- KeynshamNow would be fundraising at the Music Festival with a guess how many balloons will fit in a car that they will have on site. The funds raised will be given to Macmillan Cancer Support.
- The monies awarded by the Town Council to Matty Jackson as a young Good Citizen will be used to buy and install a plaque to show that KeynshamNow meet in the Civic Centre.
- KeynshamNow is moving to WhatsApp for communication.
- They hope to hold more litter picks.
- They are planning a formal debate for their next session on whether there should be a Royal Family or an elected Member of State. An initial poll resulted in 5 members for, 6 against and 2 abstained, so they will see if the results change after the debate.
- Some of the KeynshamNow members are involved in the NOVA Fest and Matty Jackson is a member on the NOVA Fest planning board.

61. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

The report from Cllr Burton was noted and he gave a brief follow up report on the meeting held at Queen's Road Methodist Church in respect of the proposed Community

Garden. He reported that the meeting was well attended and the only issues that were raised were security of the project v open space. He said that he did not think that funding would be a problem and that local schools would be involved in the project.

62. E & S COMMITTEE – B&NES COUNCILLOR VACANCY

There was some confusion as to whether the B&NES Ward Councillor had to also be a Keynsham Town Councillor. This need to be looked at in the Terms of Reference for the next municipal year and made clear as to whether it means all Keynsham Ward Councillors or just Town Council Ward Councillors.

RESOLVED:

That Cllr Wait be appointed as the B&NES Councillor representative to the vacant position on the E & S Committee.

63. EATH COMMITTEE VACANCY

Following the resignation of Cllr Alex Beaumont from the EATH Committee and Martin Woodward as a Councillor, this leaves three vacant positions to be filled (currently there are only four members).

RESOLVED:

That Cllrs Davis and MacFie be appointed to the vacant positions on the EATH Committee. This will leave one vacancy on the Committee and two substitutes.

64. FEEDBACK FROM COUNCILLOR TRAINING SESSION

Cllr Biddleston reported that he had attended an LGA training session that was useful. Cllr Brennan asked if dates for any more ALCA training would be released. The Town Clerk said that she would send out any new dates as she receives them.

Cllr Cannon attended Essential Councillor training on 31st May 2023.

Cllrs should take up training opportunities when offered.

RESOLVED:

That the Town Clerk and RFO arrange financial training on matters relating to all Town Council Finances and systems.

65. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 20TH JUNE 2023

66. STATEMENT OF INTERNAL CONTROL- 2023-2024

RESOLVED:

That the Statement of Internal Control be approved and signed by the Chairman of Keynsham Town Council at the meeting on 20th June 2023.

67. 2023/2024 BUDGET WITH ACTUAL 2022/23 END OF YEAR FIGURES

RESOLVED:

To receive and note the 2023-2024 budget with actual 2022/23 end of year figures.

68. BUDGET MONITORING REPORT – YEAR END – MONTH 12

RESOLVED:

That the year end Budget Monitoring Report be approved at the Town Council meeting on 20th June 2023.

69. MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES

RESOLVED:

- (i) That closing balance of earmarked and general reserves as of 31st March 2023, including transfer surpluses, be approved.*
- (ii) That Town Council note the proposed list of earmarked reserves to support the current year's expenditure, and that there are no drawdowns for this current financial year.*

70. ANNUAL BANK RECONCILIATION 2022/2023

RESOLVED:

That the Annual Bank Reconciliation 2022/2023 for submission to the External Auditor be approved.

71. STATUTORY BALANCE SHEET– 2022/2023

RESOLVED:

That the Balance Sheet 2022/2023 be approved and signed by the Chairman of Keynsham Town Council at the meeting on 20th June 2023.

72. STATUTORY INCOME/EXPENDITURE STATEMENT 2022/2023

RESOLVED:

That the Statement for publication be approved for submission to the External Auditor at the Town Council meeting on 20th June 2023.

73. CONFIRMATION OF DATES FOR THE EXERCISE OF PUBLIC RIGHTS – YEAR ENDED 31 MARCH 2023

RESOLVED:

That the dates of 23rd June 2023 – 4th August 2023 be approved for the Notice of Exercise of Public Rights – year ended 31 March 2023

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74. ANNUAL RETURN 2022/2023 – ACCOUNTING STATEMENTS**RESOLVED:**

That the Accounting Statements for 2022/2023 be signed by the Chairman of the Town Council at the Town Council meeting on 20th June 2023.

75. ANNUAL RETURN 2022/2023– ACCOMPANYING SCHEDULES**RESOLVED:**

(i) That the Schedule of Significant Variations be approved at the Town Council meeting on 20th June 2023.

(ii) That the Reserves Reconciliation with reference to Boxes 7 and 8 be approved at the Town Council meeting on 20th June 2023.

76. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 23rd May 2023

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

RESOLVED:

That there are no delegated actions this month.

77. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13TH JUNE 2023**FLAGSTONE INVESTMENTS****RESOLVED:**

That the update on investments be received and noted.

BANK MANDATE**RESOLVED:**

(i) That all members of the Finance & Policy Committee be bank signatories with the exception of Councillor A Wait who will sign the financial reports.

It was suggested that any Councillor wishing to be a signatory could request to do so. The Town Clerk said that this would delay the mandate of signatories being signed up, as all signatories would have to deliver evidence to Barclays in Kingswood. The appointment of any signatories may be considered at a later date, but it was thought that seven Councillors would be plenty to undertake the BACS run rota.

(ii) That Katherine Sears and Amanda Hazell to be made bank signatories with online banking access.



(iii) The RFO will work with the Councillors to devise a rota for the signing of weekly BACS runs. Any Councillor unable to carry out their turn will be responsible for finding a replacement.

(iv) That the Financial Regulations and Standing Orders with any amendments be brought to the Town Council meeting in July for approval.

KEYNSHAM CEMETERY RULES AND REGULATIONS AMENDED

RESOLVED:

- (i) That with the following changes the rules and regulations be approved:*
- a) Page 2 grievance is spelt wrong.*
 - b) Item 17 - That the number 40 be inserted.*
 - c) Item 18 – A link to the prices on the website will be included within the rules and regulations.*

NOVA BUDGET UPDATE

RESOLVED:

- (i) To receive and note the updated budget for the Nova Fest.*
A request was made that the income for the costs of sponsorship of the willow provision (by Flourish) be included on the budget sheet somewhere, even though this is not direct monetary sponsorship into the Town Council's account.
- (ii) To approve the updated budget.*
Councillors were concerned in respect of the change in risk for the NOVA Fest following the recent incident in Bath resulting in the death of a young person. Increased security was discussed.
- (iii) That the Town Clerk contact Jade and Mike of KMFA Limited to raise this concern and obtain details of the security provision at the Festival.*

78. YOUTH SERVICE MISSION STATEMENT

RESOLVED:

- i. To receive and note the attached Youth Service Mission Statement.*
- ii. That with the following amendments and additions recommended by the Finance and Policy Committee on 13th June, the Youth Service Mission Statement be approved.*

Amendments/Additions:

- a) Remove open access from aims.*
- b) Insert participate to the following objective: To offer opportunities for young people to connect with their local community.*
- c) Insert an objective stating special needs (SEND) young people are included in the Youth Centre.*
- d) Ensure that all young people are able to participate in Youth Service activities, where a group is under represented the Service will do targeted work with these groups to enable them to benefit fully from the Service.*
- e) Young people are more likely to experience issues with mental health, which can have a negative impact on their lives. Through the provision of a Youth*

Service young people can be supported through meeting other young people and Youth Staff, which will have a positive impact on their development

79. BDO LLP - CONFLICT OF INTEREST FORM

RESOLVED:

- (i) That there are no Councillor conflicts of interest.*
- (ii) That the Responsible Financial Officer complete and return the form.*

80. PARKING ISSUE AT CHERWELL ROAD

RESOLVED:

- (i) That a letter be sent requesting that initially some 'Private Area for Children to play on - No Parking' signage be installed in the area, to deter residents from parking on the verge and blocking access to the green space.
If this should fail:*
- (ii) That the cost of match funding to install bollards be revisited at a later meeting.*

Planters were suggested as an alternative, but access still needs to be considered.

81. BWS STANDFAST CHANGE TO DIRECT DEBIT

RESOLVED:

- (i) To approve the quote.*

82. SCHEDULE OF INVOICES DUE FOR PAYMENT – JUNE (MONTH 3)

RESOLVED:

That the attached Schedule of Invoices be approved for payment.

83. MINUTES OF COMMITTEE MEETINGS

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Planning Committee	22 nd May 2023	DRAFT
Finance & Policy Committee	18 th May 2023	APPROVED
Environment & Sustainability	30 th 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.*

84. VEHICLE ACTIVATED SIGN (SPEED MONITORING)

RESOLVED:

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To submit an application for a grant for two mobile VAS for the town and, if we are only awarded funding for one VAS, then Town Council consider applying for a second VAS in 2024.

Town Council Grounds Maintenance Team that are Chapter 8 trained will be appointed to move the camera from location to location.

85. CHARLTON ROAD - 30MPH SPEED LIMIT FOR SAFE ACTIVE TRAVEL

RESOLVED:

- (i) That Keynsham Town Council support any application for a TRO to get the speed limit reduced on the Charlton Road.*
- (ii) That Ward Cllrs Hale, Beaumont and Biddleston speak with James Boxall-Clasby (who is working on issue for Safe Active Travel) and Highways.*

86. CPRE- URGE YOUR MP: STOP THE GOVERNMENT'S POWER GRAB

RESOLVED:

That Town Council Officers undertake some research into the Levelling Up and Regeneration Bill that is making its way through Parliament, and according to CPRE have implications to a dangerous new law, and draft a letter to our Local MP to bring back to the next Town Council meeting for approval.

87. ANTI SOCIAL BEHAVIOUR LIBRARY UPDATE

RESOLVED:

To receive and note the information.

88. WESSEX WATER AND RAW SEWAGE

RESOLVED:

- (i) To receive and note the information attached to the Agenda.*
- (ii) That the Town Clerk contact Wessex Water to request a site visit to enable Councillors to ask any questions about the proposed work, and the operation of storm overflows and also invite them to address a meeting.*

89. TEMPLE STREET WIRING AND FLAG HOLDERS REMOVAL

RESOLVED:

To write to B&NES stating the Council is not happy with the flagpole holders and wiring for the Christmas trees to be removed.

90. SAFE ACTIVE TRAVEL FOR SOUTH KEYNSHAM – CIL APPLICATION

RESOLVED:

To receive and note the information.

91. LETTER FROM JACOB REES-MOGG MP – KEYNSHAM HIGH STREET

RESOLVED:

To receive and note the contents of a letter from Jacob Rees-Mogg MP in response to the Town Council's letter.

92. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is Tuesday 25th July 2023 at 7.30pm in The Space, Market Walk, Keynsham.

93. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

In accordance with Standing Order 3(d) 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 business to be transacted. Item 26 – 27 on the agenda to progress sensitive issues.

94. FUNDING OPPORTUNITY

RESOLVED:

- (i) *To receive and note the information.*
- (ii) *That this matter be deferred to a future meeting*

95. OFFICE MOVE

RESOLVED:

- (i) *To receive and note the information provided.*
- (ii) *To approve the recommendations, as per the confidential papers.*

The meeting finished at 9.55 p.m.

Signed:  (Chairman)

Dated: 25/7/23

