

**Minutes of the Town Council meeting held on
Tuesday 25th July 2023 in The Space, Market Walk at 7.30 pm.**

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

IN ATTENDANCE: Dawn Drury – Town Clerk

96. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs S Alenshasy, A Beaumont and A Halliday.

97. DECLARATIONS OF INTEREST

Declarations of Interest were received from:

Cllrs H MacFie and A Wait in respect of item 25 on the agenda – TRO to reduce the speed limit to 20 m.p.h./30 m.p.h. from the national speed limit on the sections of Manor Road and Courtney Road between Saltford and Keynsham, as Keynsham East Councillors.

Cllr A Wait in respect of item 12 FP8 – Replacement Community Notice Board – Chandag Road as Councillor with responsibility for this notice board.

98. DISPENSATIONS

There were none.

99. PUBLIC PARTICIPATION

There were three members of the public present.

100. RECORD OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 20th June 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

101. VEHICLE COLLISION ROCK ROAD

With agreement of full Council item 26a was brought forward to consider a matter relating to a local resident's property.

The Town Clerk read a statement presented by the resident's mother and on behalf of the resident.

JIM

RESOLVED THAT:

- (i) *The Town Clerk write to the B&NES Highways Department raising concerns in respect of their response to the resident's and also requesting financial costings for the installation of protective bollards or a barrier being sited in front of the two cottages on Rock Road.*
- (ii) *The Town Clerk send a request to B&NES Highways Department requesting the possibility of a minor reconfiguration of the road layout at the junction of Ashton Way and Rock Road including re-positioning of the roundabout and re-painting road markings.*
- (iii) *The Town Clerk write to B&NES Council expressing the Town Council's disappointment that B&NES are refusing to halt any Council Tax payments whilst the resident's property is uninhabitable and too dangerous to occupy, as a result of the collision damage.*
- (iv) *The Town Clerk contact Avon and Somerset Police to obtain records of accidents reported on this section of the highway, for use in evidence to obtain road layout and property protection improvements.*
- (v) *Ward Councillor Beaumont arrange a site meeting outside the resident's property with officers from B&NES Highways to consider safety improvements on this section of the highway.*

102. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

The waiting list is now thirty-six. Twelve plots have been let this year. The crop drop cabinet is now opening and being regularly filled with excess plot holders produce. The contents of the crop drop cabinet is shared and distributed to the Community Fridge and Childrens' Centre weekly.

A coffee morning on the plot event was held recently. Unfortunately, the day was very wet, but ten plot holders still attended.

Intruders were caught on wildlife camera footage and clear images showed the adult stealing crops. This footage has been forwarded to Avon and Somerset Police.

An order for a further trough has been placed and the supplier has reported to the Allotment Association that an invoice has been sent to the Town Council. However, the Town Clerk reported that she believed that she had not seen a copy of this invoice and will investigate.

The Allotment Association requested that some additional camouflaged wildlife cameras be purchased for positioning in discreet locations around the allotment site in order to gain evidence of further intruders.

Concerns were raised by a Councillor that such cameras and the gaining of evidence may not be legally compliant. The Town Clerk will research this. The costs, monitoring and regulations for legally compliant CCTV use will also be investigated.

RESOLVED:

That the quarterly update be noted.



103. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that he had attended the South West in Bloom judges' lunch and had thanked the judges for attending our Town. He also informed Councillors that he was impressed at the number of projects and activities that the In Bloom group were involved in and were leading on.

The Chair also reported that he had received letters from pupils at Chandag Junior School calling for action against deforestation. Councillors MacFie and Wait have responded, thanking the young people for their letters and stating that the Town Council will do what they can to assist by planting more trees where possible.

104. QUESTION ON NOTICE BY MEMBERS

Councillor E Cannon raised a question requesting that Town Council take action to improve signage and awareness of the Ashton Way toilets being open for public use.

RESOLVED THAT:

- (i) *The Town Clerk contact B&NES Council requesting an on-site meeting with officers to discuss the installation of some signage on the Ashton Way toilet block to show that the building is public toilets facilities and detailing the opening times. Also, requesting the doors be repaired/refurbished to improve the look of the building.*
- (ii) *The Town Clerk to inform B&NES Officers in advance of the meeting that the Town Council would be happy to share any costs 50/50.*
- (iii) *The Town Council officers produce a map for display in local notice boards in town and for circulation to the public detailing where there are public toilets in the town and their opening times.*
- (iv) *The matter of the purchase of a Town Council community notice board for the wall of Ashton Way toilets be deferred until the September Town Council meeting. In the meantime, the Town Clerk will seek permission for the installation of such a noticeboard. Also, will find options and seek costing of noticeboards.*

105. KEYNSHAMNOW

Cllr Brennan reported on behalf of Amelie the following: -

- The group's Charities Ambassador had stepped down and a decision has been made to re-appoint to this post in September.
- A recruitment of new members will be instigated through a meeting to be held with local scouts.
- Some No Litter signage has been produced by members and installed by the river at Dapps Hill.
- KeynshamNow fundraising at the Music Festival raised £164 for the Macmillan Cancer Support charity.
- A plaque has been purchased with the monies awarded by the Town Council to Matty Jackson as a young Good Citizen and a position for installation in the Civic Centre is being sought.



- The formal debate on whether there should be a Royal Family, or an elected Member of State was held, and the results of the poll seemed to be equal at first, but the final result was that the majority of members wished for the Royal Family to continue to rule.
- A visit to the Parliament building is planned with a tour around the building being led by our local MP.
- An article is being produced for The Week In reporting on a member's feelings of discrimination due to a speech defect as a result of a brain haemorrhage.
- The next KeynshamNow meeting is on 2nd August 2023.

106. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Biddleston reported that he had attended a meeting at Community At 67 and it was agreed at this meeting that there was a lot of work to do to re-imagine how Community At 67 should work in the future, including events outside of this building to encourage the public to attend. Councillor Burton added they need to address the needs in the Keynsham South Area and get funding to deliver the services required and implement them.

Councillor Wait attended the Music Festival wash up meeting and reported that there was good positivity about this year's event, but it was not all good news and they are not sure whether they will break even or make a small profit.

107. MINUTES OF COMMITTEE MEETINGS

RESOLVED:

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

108. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 18TH JULY 2023

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 25TH JULY 2023: -

109. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 20TH JUNE 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 the delegated payments be received and noted.



110. FLAGSTONE INVESTMENTS

RESOLVED:

- (i) That the update on investments be received and noted.*
- (ii) That going forward the Flagstone Investment information be presented quarterly to Town Council.*

111. CHANGE TO INTEREST RATE ON SANTANDER INTERNATIONAL ACCOUNT

RESOLVED:

To note a new interest rate.

112. INTERNAL AUDIT REPORT

RESOLVED:

To receive and note the report.

113. REGULATIONS AND POLICIES (attached)

RESOLVED:

- (i) To note that the Regulations and Policies (with any recommendations) have been approved by the Finance and Policy Committee.*
- (ii) That Council approve the Regulations and Policies and the Chair of Council sign the Policies.*

114. OUTSOURCING PAYROLL

RESOLVED:

That Company C be accepted by the Town Council to outsource payroll.

115. CHRISTMAS LIGHTS ADAPTATION

RESOLVED:

That Town Council approve adapting column 2 at a cost of £294.98 and to hire a further motif to go on it at a cost of £298 a year.

116. REPLACEMENT COMMUNITY NOTICE BOARD – CHANDAG ROAD

RESOLVED:

- (i) To receive a recommendation from the Finance and Policy Committee in respect of the quotes to approve Option B.*
- (ii) That option B be approved.*
- (iii) To note that the Perspex on the Town Council noticeboard on Chandag Road has been replaced. This was not possible for the Community Noticeboard as it was sealed in a way that removing it would damage the noticeboard causing water ingress in the future.*
- (iv) That where possible future noticeboards have toughened glass windows in order to reduce the use of plastics.*

AM

117. GRANT APPLICATION - 2023

RESOLVED:

- (i) That Council do not approve the Grant Application and Officers write to the applicant with an explanation and include a copy of the Grants Policy.*

118. ASSET REGISTER

RESOLVED:

That the quote from Rialtas be approved as recommended by the Finance and Policy Committee.

119. INSURANCE

RESOLVED:

That due to the timing of the renewal and there being no Council meeting in August, the recommendation from Finance Committee be approved and give the Town Clerk delegated powers to appoint a new Insurance Company when all quotes have been received. The decision to be made with the Chair and Deputy Chair of Town Council and the Chair and Deputy Chair of Finance Committee and to report back to Council in September.

120. FINANCIAL QUARTERLY REPORTS MONTHS 1, 2 AND 3

RESOLVED:

That Town Council receive and note the reports.

121. SCHEDULE OF INVOICES DUE FOR PAYMENT – JULY (MONTH 4) (attached)

RESOLVED:

That the attached Schedule of Invoices be approved for payment and copy be signed by the Chair of Council.

122. SCHEDULE OF INVOICES DUE FOR PAYMENT – AUGUST (MONTH 5)

RESOLVED:

That the Schedule of Invoices due for payment be signed off by the Chair of the Finance and Policy Committee at the meeting to be held on 15th August 2023 and the BACS run be undertaken on Monday 21st August 2023. Any additional urgent payments be delegated to the Town Clerk.

123. MANOR ROAD FEES AND CHARGES 2023-2024

RESOLVED:

To approve the Manor Road fees and charges for 2023-2024.



124. TERMS OF REFERENCE 2023-2024 (attached)

RESOLVED:

That the Terms of Reference for 2023 – 2024 be approved.

125. TOWN COUNCIL FOUR YEAR ACTION PLAN FOR 2023 – 2027

RESOLVED:

- (i) That the Town Council Four Year Action Plan for 2023 – 2027 be approved.*
- (ii) That a review of the plan be undertaken in October 2023 to ensure that matters requiring action in the financial year 2024-2025 are accounted for in the budget.*
- (iii) That a further review of the four-year plan be undertaken in May 2024.*

126. ANTI-BULLYING AND HARASSMENT POLICY

RESOLVED:

That Council approve the Policy and the Chair of Council sign the Policy. The Finance and Policy Committee made no recommendations.

127. EMPLOYEE WELLBEING POLICY

RESOLVED:

That Council approve the Policy and the Chair of Council sign the Policy. The Finance and Policy Committee made no recommendations.

128. CO-OPTION ADVERT – AUGUST 2023

RESOLVED:

- (i) That the Town Council approve the Co-Option advert with the additions of the words for the Keynsham North Ward.*
- (ii) That the advert be distributed by social media channels, the Town Council website and in The Week In and Keynsham Voice.*

129. 23-016 - BIKE HANGER MINOR ORDER - INFORMAL CONSULTATION REPORT - TOWN COUNCILS

RESOLVED:

That the Report and supporting documents be received and noted.

130. WESSEX WATER FILL POINT FOR KEYNSHAM

RESOLVED:

- (i) That the Town Clerk write to Wessex Water asking for possible locations for the installation of re-fill points in Keynsham.*
- (ii) That the Town Council officers promote the Re-fill App via social media channels.*

HM

131. GWR CHANGING HOW THEY SELL TICKETS AT STATIONS

RESOLVED TO RESPOND TO THE CONSULTATION STATING THAT:

- (i) The opinion of Council is that the quality of service will be vastly reduced with the closure of a station ticket office. It is not clear that it will be guaranteed that existing staff will not be made redundant or whether they will be guaranteed an on-platform position serving customers. Keynsham Town Council are of the belief that customer service is better served by the provision of ticket offices manned by a station employee that can not only serve the station users with tickets but can answer questions relating to train timetabling, train cancellations/strikes, how to get the best deal when planning a train journey and where to go to seek alternative transportation when trains are not running.*
- (ii) Keynsham has a high proportion of elderly residents most that do not understand the complexity of purchasing a ticket from a machine, how to use Apps and internet pre-purchasing of tickets. The employee in a ticket office is invaluable to these members of our community.*
- (iii) Keynsham Town Council have raised concerns for women passengers travelling alone and other vulnerable adults that would normally seek assistance, in times of need, from a member of staff at a ticket office. Reducing or removing rail staff may put these groups of people at risk.*
- (iv) If GWR do decide to go down the route of closing their ticket offices and reducing rail staff support for its customers, Keynsham Town Council suggest taking a leaf out of some of the European station ticket dispensing facilities which are monitored by a central office that gives remote verbal assistance in the use of ticketing machines, on planning routes and getting best deals on travel.*

132. TRO TO REDUCE THE SPEED LIMIT TO 20 M.P.H./30 M.P.H. FROM NATIONAL SPEED LIMIT ON THE SECTIONS OF MANOR ROAD AND COURTNEY ROAD BETWEEN SALT FORD AND KEYNSHAM

RESOLVED:

- (i) That the Town Clerk submit a TRO request to B&NES Council for the speed to be reduced to 20 m.p.h. in the section of the national speed limit on the sections of Manor Road and Courtenay Road between Saltford and Keynsham.*
- (ii) That the Town Clerk write to the Clerk of Saltford Parish Council confirming that Keynsham Town Council are in agreement that both Councils submit a TRO requesting the same.*

133. CORRESPONDENCE FOR DECISION**AMERICAN CAR SHOW**

RESOLVED:

That the Town Clerk write to the resident stating that they agree with their sentiments and copy the response to the Rugby Club.

134. CORRESPONDENCE FOR INFORMATION

FIRST BUS BRISTOL – EMAIL FROM RESIDENT TO METRO MAYOR REGARDING SERVICES

RESOLVED:

- (i) To receive and note the email.*
- (ii) To note that Ward Councillors will follow up and contact the Metro Mayor.*

135. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is **Tuesday 19th September 2023 at 7.30pm** in The Space, Market Walk, Keynsham.

136. 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. Items 30-31 on the agenda to progress sensitive issues.

137. TRADE UNION AND LABOUR RELATIONS (Consolidation) Act 1992: NOTICE TO EMPLOYER OF BALLOT RESULTS

RESOLVED:

To receive and note a notice from Unison in respect of ballot results on strike action.

138. COMPLAINT IN RESPECT OF GRAVE SPACE 1213

RESOLVED:

- (i) That Council do not undertake works to rectify the grave kerb and headstone.*
- (ii) That the Town Clerk write to the complainant informing them of the Town Council's decision.*

The meeting finished at 9.15 p.m.

Signed:  (Chairman)

Dated: 19/9/23

