

**Minutes of the Town Council meeting held on
Tuesday 16th January 2024 in The Space, Market Walk at 7.30 pm.**

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

IN ATTENDANCE: Dawn Drury – Town Clerk

263. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from S Alenshasy, A Halliday and C Leonard

264. DECLARATIONS OF INTEREST

There were none.

265. DISPENSATIONS

There were none.

266. PUBLIC PARTICIPATION

There were no members of the public present.

267. RECORD OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 12th December 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

268. CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed Council members of the forthcoming Twinning Quiz on Saturday 3rd February 2024 7.00 p.m. for 7.30 p.m. at the British Legion. The Chairman reported that he is fielding a team and encouraged others to do the same.

The Chairman reminded Councillors that volunteers are required to man the two Farmers Market Stalls on Saturday 10th February from 9.00 a.m. – 1.00 p.m. and Saturday 9th March from 9.00 a.m. – 1.00 p.m. when the Town Council will be promoting the forthcoming Spring Show.

269. QUESTION ON NOTICE BY MEMBERS

Cllr Wait asked a question in respect of a public organised meeting to be held by the Police and Crime Commissioner (PCC) to be held at the British Legion on Wednesday 24th January 2024 at 6.30 p.m. He asked whether Councillors would please display posters and spread the word regarding this event.

It was suggested that a senior member of the Town Council staff attend this meeting as it may help if a Town Council response is needed to any questions raised by residents in attendance. Councillors were encouraged to attend, if possible.

RESOLVED:

To receive and note the question.

270. KEYNSHAMNOW

Cllr Wait reported on behalf of KeynshamNow as follows: -

- The plaque that reads 'The Home of KeynshamNow' and was purchased with the donation from Matty Jackson has now been fixed to the outside wall just outside the side entrance door of the Library building.
- The Group had a talk about crime.
- Plans are underway in respect of celebrating KeynshamNow's 10th anniversary.
- The members had a discussion on the conflict between Israel and Gaza.
- Some of the Group's members will be joining the local Wombles on a litter pick of the overflow car park on the 20th January 2024.
- KeynshamNow members will be looking at producing a policy on plastic use together with a pledge (possibly).

271. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Cannon gave a report from the 'No Place For Litter' meeting. He informed the Councillors of a forthcoming Great Urban Litter Pick being arranged for the 16th March 2024. The litter pick will follow a route along the river.

RESOLVED:

That the report from a representative of the 'No Place for Litter' group be received and noted.

272. MINUTES OF COMMITTEE MEETINGS

<u>Committee</u>	<u>Date 2023/2024</u>	<u>Status</u>
Planning & Development Committee	11 th December 2023	APPROVED
Planning & Development Committee	8 th January 2024	DRAFT
Finance & Policy Committee	9 th January 2024	DRAFT
EATH Committee	10 th January 2024	DRAFT

RESOLVED:

That the Minutes of the above meetings are received and noted.

273. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 12th DECEMBER 2023

RESOLVED

(i) To note that there were no delegated actions.

274. FINANCIAL QUARTERLY REPORTS

The Town Clerk reported that the quarterly financial reports will be presented to full Council in a summarized format to reduce the number of documents to be distributed under this item in the future.

Cllr Biddleston raised some questions as follows: -

Q. An explanation of what were miscellaneous items?

A. This was explained as being a holding code that any item of expenditure that was made that did not fall under a particular budget code be recorded here until consultation with the Auditor was made to find out the best code to post the item under.

Q. An explanation of the GWR poster code was requested.

A. It was explained that this related to the poster frames at the Station, and it was hoped that in the future more posters would be produced.

Q. An explanation of the Mosaic code having no budget was requested.

A. It was explained that the majority of the mosaics were not repairable and to undertake any repairs would be extremely expensive.

Q. A question in respect of grants was raised.

A. The income and expenditure relating to these codes was explained.

RESOLVED:

To receive and note the quarterly financial reports.

275. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 9TH JANUARY 2024

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 16 JANUARY 2024

FP1. FLAGSTONE INVESTMENTS

RESOLVED:

To receive and note.

FP2. UPDATES FROM THE RFO

RESOLVED:

To receive and note the updates from the RFO.

FP3. INTERNAL AUDIT REPORT FINAL

RESOLVED:

- (i) That the Internal Audit Report be received and noted.*
- (ii) That the Bank Reconciliation will in future be initialled by the RFO and initialled by a Councillor, as evidence that it has been checked.*
- (iii) That the Aged Debtors' listings will be taken to Finance Committee meetings quarterly (Months 3, 6, 9 and 12) for review and any action to be taken on amounts overdue to the Council. The office staff will meet monthly to monitor the debtors.*

In respect of the resolution (ii) above, Cllr Greenfield offered to be on the rota of Councillors that will be check the Bank Reconciliations and Bank Statements.

FP4. POLICIES

RESOLVED:

To approve the following policies:

- (i) Standing Orders (Amended)*
- (ii) Financial Regulations (Revised)*
- (iii) Confidentiality and Data Protection Policy – Youth Service.*

FP5. HYDRAULIC SHORING

RESOLVED:

- (i) To receive and note the 2 quotes for Hydraulic Shoring for the Cemetery.*
- (ii) To approve quote 1.*

FP6. CIL CHARGING SCHEDULE

RESOLVED:

To receive and note the information regarding the CIL Charging Schedule.

FP7. SYCAMORE TREE – FOX AND HOUNDS LANE KEYNSHAM

RESOLVED:

- (i) To receive the quote for removal of the tree.*
- (ii) That the quote be approved, if the third-party insurers refuse to pay for removal of the tree.*

FP8. AVON PENSION FUND CLIMATE TARGETS

RESOLVED:

To receive and note the Avon Pension Fund Climate Targets information.

FP9. BWS

RESOLVED:

To receive and note the important information on aftercare services from BWS.

FP10. TIMEOUT GENERAL RISK ASSESMENT

Following some amendments to the Risk Assessment requested by Finance and Policy Committee.

RESOLVED:

- (i) To receive the amended Timeout Risk Assessment.*
- (ii) To approve the Risk Assessment.*

276. INFIDELITY INSURANCE

RESOLVED:

To receive and note the information regarding the Infidelity Insurance.

277. SCHEDULE OF INVOICES DUE FOR PAYMENT – JANUARY 2024 (MONTH 10)

RESOLVED:

That the Schedule of Invoices attached to the Agenda be approved for payment.

278. SCHEDULE OF MEETINGS - MUNICIPAL YEAR 2024 – 2025

A request was made that in the next Municipal Year 2024 – 2025 that the Town Council meetings start at 7.00 p.m. instead of 7.30 p.m. If it is agreeable, with B&NES Council in respect of hire of The Space then the schedule will be amended to reflect this.

Cllr Greenfield raised a concern regarding the number of E & S Committee meetings. It was suggested that he discuss the same with the Deputy Town Clerk and if need be, the schedule will be brought back to Council for revision.

RESOLVED:

To approve the attached Schedule of Meetings for the Municipal Year 2024 – 2025 with the amendment above.

279. FORTHCOMING WORKING GROUP MEETINGS

The Town Clerk reported that the first meeting of the Keynsham Nature Action Plan Working Group was to be postponed due to members being unavailable to attend.

RESOLVED:

To receive and note the dates of the scheduled Working Group meetings.

280. AMENDMENT TO THE TERMS OF REFERENCE OF THE COMMUNITY RESILIENCE PARTY

RESOLVED:

To approve the amendment to the Terms of Reference of the Community Resilience Working Party.

281. KEYNSHAM TOWN COUNCIL BIODIVERSITY POLICY AND SINGLE USE PLASTIC POLICY

RESOLVED:

That the amendments to the above Policies be accepted and the Policies approved.

282. PARISH COUNCIL FUNDING FOR PLACES OF WORSHIP

RESOLVED:

To receive and note the report.

283. QUEEN'S ROAD METHODIST COMMUNITY GARDEN UPDATE

RESOLVED:

To receive and note the information.

284. B&NES COUNCIL SEEKS VIEW ON "VERY DIFFICULT CHOICES" AROUND BUDGET PROPOSALS FOR 2024-25

Council discussed submitting a good and meaningful response to the consultation including the points below: -

- Improvement to the town's charging infrastructure is an important and essential requirement to be able to encourage residents to change their habits in respect of their use of their vehicles and the type of vehicles that they own.
- Consideration must be given to low-income households that are more disadvantaged and more likely to own older high emission vehicles.
- The consultation that is to be presented by B&NES Council in the summer must be clear and have better clarity in respect of the meaning of increased emission charges for the residents and visitors of Keynsham.

In respect of the limited funds given to the Local Authority by Central Government, the opinion of Town Council was that on the whole the budget proposed was accepted.

RESOLVED:

(i) To receive and note the B&NES Budget information.

(ii) To approve a response to B&NES as per the above points.

285. VAS SIGNAGE 20 M.P.H.

RESOLVED:

- (i) To record the location of where 20 mph VAS Signage is required and to approve that an application be submitted for this signage together with the already approved 30 mph signage.*
- (ii) To record locations of where other 30 or 40 mph VAS Signage, for example Durley Hill/Bristol Road, may be required in Keynsham for submission in a future application.*

286. POSSIBLE SOLUTIONS TO VEHICULAR ENTRANCE AND EGRESS PROBLEMS AT KEYNSHAM CEMETERY

RESOLVED:

- (i) To receive and note the report.*
- (ii) To approve the proposed solution and for the Town Clerk to instigate the purchases required for the project and instruct the Grounds Maintenance Team to undertake the groundworks.*

287. CORRESPONDENCE

287.1 B&NES EMERGENCY WINTER WEATHER ADVICE FOR BUSINESSES

RESOLVED:

To receive and note.

287.2 STREET VOTES FOR PLANNING DEVELOPMENT

RESOLVED:

To receive and note.

287.3 RURAL MARKET TOWN GROUP SURVEY – THE IMPACT OF CUTS ON LOCAL PUBLIC SERVICES 2024

RESOLVED:

To receive and note.

288. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is **Tuesday 20th February 2024 at 7.30pm** in The Space, Market Walk, Keynsham.

289. 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 - 31 to progress sensitive and financial matters.

290. 2024/2025 BUDGET

RESOLVED:

- (i) To receive the budget and corresponding paperwork considering the changes required as stated at Town Council on Monday 12th December 2023.*
- (ii) To receive a recommendation from Finance and Policy Committee to approve the final budget for 2024/2025 with the budget code 4411- Fox and Hounds Lane Tree Works be reduced from £8,000 to £4,000.*
- (iii) To approve that Keynsham Town Council take on the MakeSpace building for one year from April 2024 with a 12-month rent free period and financial support from B&NES. Also, that a code for income generated and code 4719 for expenditure be used for the MakeSpace finances.*
- (iv) To approve the Earmarked Reserves Drawdown.*
- (v) To approve the General Reserves.*

291. 2024/2025 PRECEPT

RESOLVED:

- (i) To receive the calculations for the 2024/2025 Precept based on the Budget from agenda item 28.*
- (ii) To approve a 6% Precept increase figure for 2024 – 2025.*
- (iii) That the Precept Requirements form for 2024 – 2025 be signed by the Town Clerk and returned to B&NES Council.*

292. OFFICE MOVE UPDATE

RESOLVED:

- (i) To receive and note the update.*
- (ii) That the Town Clerk and Assistant Town Clerk draft a letter in respect of the update and this be checked and approved by the key Councillors in respect of this matter.*

The meeting finished at 9.25 p.m.

Signed: (Chairman)

Dated: