

**Minutes of the Town Council meeting held on
Tuesday 27th February 2024 in The Space, Market Walk at 7.00 pm.**

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

IN ATTENDANCE: Dawn Drury – Town Clerk

293. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs M Burton, A Halliday and C Leonard.

294. DECLARATIONS OF INTEREST

Declarations of interest were received from the following: -

- Cllr D Brassington in respect of items 32.1 Keynsham Rugby Club and 32.2 Keynsham Football Club (as connections with these organisations)
- Cllr E Cannon in respect of item 29 Severance of River Avon Trail (connections to the Avon River Trust) and item 32.5 Cemetery Bier (as a Trustee of Kingswood Museum)
- Cllr D Biddleston in respect of connections with Scouting and his son being a member, Item 19 - guest speaker for the Annual Town Council meeting and also reference to the Scouts and Air Cadets in the report from KeynshamNow.
- Cllrs Alex Beaumont, H MacFie and A Wait as members of FHLAG items 14 and 13 FP17.

295. DISPENSATIONS

There were none.

296. PUBLIC PARTICIPATION

There were three members of the public present.

297. RECORD OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 16th January 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

298. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that he had cut the ribbon at the launch event of the Mural at Keynsham Station. This project was a collaboration between Severnside Community Rail Partnership, GWR, Olas Art (Artist Nick Halahan) and Keynsham In Bloom. He said that

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the mural was a fantastic piece of artwork to have at our station to welcome both visitors and commuters.

The Chairman reported that he had had the opportunity to give comments on the High Street safety improvement scheme for the BBC national news.

The Chairman reminded Councillors that the next meeting of full Council is to be held in the Baptist Church.

299. QUESTION ON NOTICE BY MEMBERS

There were two questions on notice, presented to the Chair prior to the meeting.

Question 1 from Cllr A Wait – “I am leading on an open event to be held in The Space on Thursday 29th February at 6.30 p.m. Wherein members of the public would be able to ask questions of Cllr M McCabe, B&NES Cabinet Member for Built Environment and Sustainable Development, who was behind the B&NES Council Local Plan Options consultation. Will councillors be attending this meeting”? Councillors responded directly to the question.

Question 2 from Cllr C Fricker – “Certain shops on the west side of the High Street have images on their frontage that Keynsham Town Council have worked to oppose through the planning system. However, B&NES do not seem to be doing anything to enforce bridges of planning standards that were jointly agreed between the Town Council and B&NES Council. Can the Town Council work to resolve this issue”? The Town Clerk said that she would send the Enforcement Department of B&NES Council an email to request comments in respect of this matter.

RESOLVED:

- (i) That question one from Cllr. Wait be received and noted.*
- (ii) That question two from Cllr. Fricker be received and noted.*
- (iii) That the Town Clerk write to B&NES Enforcement Team in respect of question two.*

Cllr Biddleston reminded Councillors of Standing Orders in that in accordance with Standing Order 3 (e) (iv) The Chairman must rule out of order any statement that is not a question, and no question should lead to or result in a resolution with financial or staffing considerations. He said that the decision in respect of question 2 would result in a financial and staffing consideration.

300. KEYNSHAMNOW

Ollie reported from the last meeting of KeynshamNow held earlier in February as follows:

- The organisation is currently working on a Litter Picking Risk Assessment to make the activities more formal with set guidance.
- The organisation is currently working on a joint litter pick with the Air Cadets, who have requested a copy of a litter picking Risk Assessment.

- This year is KeynshamNow's 10th Anniversary and to celebrate they are hoping to produce a video. A sub-committee has been set up to produce some ideas for this project.
- The Recent Police Crime Commissioners talk was discussed.
- The organisation is currently working on creating a new hoodie design for KeynshamNow to update the current hoodie design. The new hoodies will be worn in public to promote the organisation.
- There have been further discussions in respect of recruitment of new members. The recent recruitment talk given to members of the Scouting organisation seemed very positive, but it is not sure if any new members will come forward from this.

A question was asked as to what membership numbers looked like and it was reported that there were usually between 6 and 12 members at most meetings of KeynshamNow. Cllr Greenfield asked if the reason was known for the reduction in membership numbers and it was reported that this was probably due to members growing older and moving on due to college, work, or university.

Cllr Biddleston commended the organisation on their litter picking activities and asked if there were plans to join with any other organisations for future litter picks such as sporting organisations.

Cllr Cannon said that they could probably find national guidance in respect of the Litter Picking Risk Assessment.

The Town Clerk suggested contacting Erica from Keynsham Wombles as she would probably have a suitable template Risk Assessment that she used to produce the Junior Section of the Wombles Litter Picking Risk Assessment. Also, ask them to remember that the Town Council could arrange training and permit the usage of the Town Council video equipment for production of the video.

301. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

Annie Stewart gave an update from the Keynsham Allotment Association as follows: -

- Bill and Sue Mansfield gave apologies.
- In January, sadly the Allotment Association lost a valuable member of the Allotment Association Committee who had sadly passed away quite suddenly. So, a plea for new Committee members has been made. Also, for anyone with plumbing skills as the member that they had lost was also their volunteer plumber.
- The Association's AGM was very well attended, and Cllr Greenfield was thanked for attending and for his kind words. The meeting was very positive.
- The subscriptions are paid on the whole on time with only a few needing to be chased. The subs are now all collected for this year, which is good.
- All plots are let and some have been re-let. There is some concern that some of the re-let plots are yet to have attention and an eye is being kept on these.

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- No plots have failed inspection as some leaway has been given to the poor weather recently. Inspections will start properly in March/April. The Association is very fair when it comes to terminations.
- There is a waiting list of 32 at present.
- The hedges have recently been cut back by a contractor and this is proving successful, as the hedges are starting to grow back thicker filling in some of the boundary gaps and in turn keeping out intruders. This has been particularly helpful in the gaps near the main entrance gates.
- The Association is waiting for the installation of new metal vehicular gates and side entrance gate to improve security and to replace the current gate that needs upgrade.

The Town Clerk confirmed that the invoices for payment of the gate works were on the Town Council BACS run for the next day.

There were no questions from Councillors.

302. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Wait reported that KMFA Limited had a new very efficient co-ordinator, James McPhee, that had already organised all the stages and many of the pre-events. The Association is in a good position to be able to start promoting some of the events and even offering early bird discounts. The new structure in respect of appointed KMFA workers was working well.

Cllr Biddleston reported that he had attended Community At 67 and they were launching lots of new initiative including a new Mother and Toddler Group. Supporting the community members from Ukraine is starting again and they are looking for donations of new items, furniture etc. Negotiation with the new Recycling Centre shop was considered as a good idea. Cllr Brennan said that she could probably help with the donation of items especially with her new connection with a local charity shop.

Cllr Wait reported that he was the B&NES Advocate for River Courses and in respect of item 32.1 on the agenda he had been working with the draining and flooding team to ascertain who was responsible for what when it comes to flooding in the region of the Rugby and Football Club with both watercourse belong to B&NES and rivers under the control of the Environment Agency all be within these sites. Owners to clear ditches, brooks and culvert needed to be sorted and Environment Agency to undertake a clearance of debris in the main river. Financial costs and implications in respect of who should be responsible for what is still to be sorted.

RESOLVED:

That the reports as above be received and noted.

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303. MINUTES OF COMMITTEE MEETINGS

<u>Committee</u>	<u>Date 2024</u>	<u>Status</u>
Planning & Development Committee	5 th February 2024	DRAFT
Environment & Sustainability Committee	23 rd January 2024	DRAFT
Finance & Policy Committee	13 th February 2024	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.*

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

- (i) *To receive and note the two delegated actions as listed on the agenda.*

305. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13th FEBRUARY 2024**APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 27th FEBRUARY 2024****FP1. UPDATES FROM THE RFO****RESOLVED:**

That Town Council receive and note the updates from the RFO.

FP2. FLAGSTONE INVESTMENTS**RESOLVED:**

To receive and note the information on the Flagstone investments.

FP3. DRAFT COUNCIL TAX LEAFLET 2024-2025**RESOLVED:**

- (i) *To review the Council Tax leaflet for 2024-2025 prior to publishing on B&NES and Town Council websites.*
- (ii) *To note the Finance and Policy Committee amendments to the Council Tax Leaflet*
- (iii) *That the Clerk's comment that the first financial column on the tax leaflet to remain as a comparison to the current year's figures and follow the same format of the AGAR.*
- (iv) *That the decimal point and two zeros in each column be removed as the figures were rounded up/down.*

- (v) *That with the amendments the Town Council approve the Council Tax leaflet 2024-2025.*

FP4. POLICIES

RESOLVED:

- (i) *To receive and note the Finance and Policy Committee's amendment/addition recommendations to the Adverse Weather Policy and Petty Cash Policy and Procedure*
- (ii) *That the Town Clerk re-visit the Adverse Weather Policy and make it clear that the decision in respect of staff being instructed to not come into work or to go home from work early lies with her alone.*
- (iii) *That the Policy states clearly that all staff will be treated fairly and that no staff will suffer any loss of pay due being sent home from or for having to stay at home even if they can or cannot continue to work from home (e.g. office staff with laptops can continue to work whereas the grounds maintenance team would find it difficult working from home).*
- (iv) *The Adverse Weather Policy be deferred to the Personnel Committee as it contains staffing implications or is considered under Exclusion of Press and Public on a Finance and Policy agenda.*
- (v) *That the Petty Cash Policy be received, noted and with the amendments be approved.*

It was suggested by a Councillor that the Petty Cash Policy should disclose the exact location and the password for confidential items on the Town Council SharePoint and also where in the office confidential paperwork was stored and how Councillors could gain access. The Clerk reported that this would not be in accordance with Town Council confidentiality and office procedures. Council were assured that procedures are in place should the Town Clerk be incapacitated. Firstly, the Deputy Town Clerk as a Senior Officer would step in.

FP5. ANNUAL FINANCIAL RISK MANAGEMENT REVIEW 2024 -2025

RESOLVED:

- (i) *To receive, note and approve the Finance and Policy Committee's amendment/additions recommendation to the Annual financial Risk Management Review 2024 – 2025*

FP6. INTERNAL FINANCE

RESOLVED:

- (i) *To receive and approve the forms for the monthly and quarterly checks to be completed by the Finance and Policy Committee.*
- (ii) *That RFO to sign that the tasks have been completed, the Clerk to confirm and two Councillors to countersign.*
- (iii) *That the Finance and Policy Committee elect two Councillors to meet with the Internal Auditors, following any Internal Audit that has recommendations within the internal Audit Report.*



FP7. DEBTORS LETTERS**RESOLVED:**

- (i) To receive and note the debtor letters.*
- (ii) To receive a recommendation from the Finance and Policy Committee in respect of the amendments to the 60- and 90-day letters.*
- (iii) That with the additions, the usage of the letters in conjunction with the Bad Debt Policy be approved.*
- (iv) That apostrophes within the document be amended to the correct position.*

The Town Clerk confirmed that the Small Claims Court would be used, if appropriate, to recover any outstanding sums after following the introduced debt collection letter process. Each case in this situation would be referred to the F & P Committee as it might not be worth making a claim if it's going to cost almost as much as the claim. A fee to make a claim, is required and this depends on how much is being claimed. If the Debtor is bankrupt or has no funds the Council may lose money by taking them to Court.

FP8. CHANGING BANK ACCOUNTS**RESOLVED:**

- (i) To receive the paper regarding the changing of the bank accounts.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve to change banks.*
- (iii) To approve the change of banks*

FP9. CIL PAYMENT**RESOLVED:**

To receive and note the CIL Payment Notification.

FP10. TRIPOD LADDER**RESOLVED:**

- (i) To receive and consider the three quotes.*
- (ii) To receive a recommendation from the Finance and Policy Committee that quote 1 be accepted.*
- (iii) To approve quote 1.*

FP11. MENTORING FOR YOUTH LEADER**RESOLVED:**

- (i) To receive and note the recommendation from the Finance and Policy Committee.*
- (ii) To note that as this matter involves HR issues it will be reconsidered under Exclusion of Press and Public at the end of the meeting of the next Finance and Policy Committee (with members of the Personnel Committee present) giving the Town*

Clerk time to produce a full report for consideration and producing the requested documents.

FP12. REGISTRATION SOFTWARE FOR YOUTH

RESOLVED:

- (i) To receive the 3 quotes.*
- (ii) That this matter be deferred to the next Finance and Policy Committee meeting, giving the Town Clerk time to ascertain more information from other Town and Parish Councils in respect of their use of any of the registration software packages.*

FP13. PICNIC IN THE PARK

RESOLVED:

- (i) To receive the budget from EATH.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the additional funding of £3,000 from EMR.*
- (iii) To receive a recommendation from the Finance and Policy Committee that there be no future financial commitment for a Picnic in the Park in 2025.*

A request was made and agreed, that in future budget items within agendas be recorded with the budget code for the expenditure/income item including any EMR budget codes.

FP14. STRUCTURAL INSPECTION OF UNIT 11A BURNETT BUSINESS PARK

RESOLVED:

- (i) To receive the one tender for a structural inspection.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept the quote.*
- (iii) To approve the quote*

FP15. PRS LICENCE

RESOLVED:

- (i) To note the information regarding the PRS licence.*
- (ii) To receive a recommendation from the Finance and Policy Committee that the purchase of the PRS license is not approved on the grounds the Committee believe it is unprofessional to have a radio on where the public enter the premises and telephone calls are received regarding the Cemetery.*
- (iii) That the purchase of a PRS Licence is not approved.*

FP16. DOODLE POLL

RESOLVED:

- (i) To receive and note the information regarding the Doodle Poll.*
- (ii) To receive a recommendation from the Finance and Policy Committee that the monthly cost of £7.71p for Doodle Poll be approved and that the Council sign up for a Doodle Poll account.*

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FP17. SYCAMORE TREE FOX AND HOUNDS LANE

Matter considered in conjunction with item 14 on the agenda.

RESOLVED:

- (i) That the FHLAG minutes be received and noted*
- (ii) That item 4.3 on their agenda be noted and taken into consideration.*
- (iii) That the correspondence from the Council's insurers be received and noted*
- (iv) That the Town Council's Insurance Broker's advice be accepted, and the Council proceed with removal of the tree which will be undertaken by B&NES Arboricultural Team.*
- (v) That copies of the insurance report and supporting notes from the B&NES Senior Arboriculturalist be sent to the sent to the FHLAG members with a covering letter.*

306. SECTION 106 ALLOTMENT MONIES EXPENDITURE UPDATE**RESOLVED:**

- (i) To note SEC 106. Expenditure on Allotment items.*
- (ii) To note that the sum of £10,924 is outstanding in respect of the Section 106 allotment funding.*

307. EXPENDITURE BY THE TOWN CLERK IF A CRISIS SHOULD ARISE.

Concerns were raised in respect of the recommendation wording e.g. crisis and unlimited.

RESOLVED:

- (i) To receive a recommendation from the Community Resilience Working Party that the Town Clerk have unlimited spending powers in consultation with one Councillor that is a signatory to the Town Council bank account should the need arise in a crisis.*
- (ii) That this matter be deferred until the Community Resilience Plan is approved by full Council and there is more understanding in respect of the need for expenditure powers in the time of a major incident/crisis.*

Minute Note: Cllr Adrian Beaumont left the meeting at this point.

308. SCHEDULE OF INVOICES DUE FOR PAYMENT – FEBRUARY 2024**RESOLVED:**

That the attached Schedule of Invoices be approved for payment.

309. DRAFT ANNUAL REPORT 2023/2024**RESOLVED:**

To approve the Draft Annual Report for publication and presentation at the Annual Town Meeting on 18 April 2024.

310. GUEST SPEAKER(S) FOR ANNUAL TOWN MEETING

RESOLVED:

- (i) *That the Neighbourhood Policing Team be invited as guest speaker for the 2024 Annual Town meeting to be held on Thursday 18th April at 7.30 p.m. in The Space.*

311. CIL EXPENDITURE APPLICATIONS 2024 – 2025

RESOLVED:

- (i) *To note that no CIL Expenditure applications have been received.*

312. PICNIC IN THE PARK – EVENT- SATURDAY 22ND JUNE 2024

It was decided that there would be no verbal update in respect of this matter.

313. B&NES LOCAL PLAN OPTIONS 12TH FEBRUARY - 25TH MARCH – 8 APRIL 2024 (8 WEEK CONSULTATION)

RESOLVED:

To receive and note the information.

314. REPLACEMENT REPRESENTATIVE ON THE OUTSIDE BODY - KEYNSHAM IN BLOOM COMMUNITY GROUP

RESOLVED:

That Cllr A Greenfield be appointed as a second representative on the Keynsham In Bloom Community Group.

315. VACANCY FOR SUBSTITUTE MEMBER OF THE NDP STEERING GROUP

RESOLVED:

That Cllr Biddleston be appointed as the second substitute to the NDP Steering Group.

316. B&NES COUNCIL RESEARCH ON FOOD INSECURITY INTO ACTION WORKSHOP

RESOLVED:

To approve Cllr Martin Burton as a representative on this Workshop group. Keynsham workshops to take place later in the year July onwards.

That Cllr A Wait be appointed as the second representative to attend these workshops later in the year.

317. TOWN COUNCIL INTERNAL EMAILS

It was suggested that this item was inappropriate for this meeting.

RESOLVED:

That this matter be deferred to a Committee meeting in the future.

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318. NALC NATIONAL NETWORK: CLIMATE EMERGENCY (EMAIL - 08.02.24)**RESOLVED:**

- (i) *That Councillors consider personally signing the open letter in respect of this matter.*
- (ii) *That the Town Council consider showing their support by presenting a motion of support to the Bill.*

319. NI TO LIST - 23-025 PIXASH LANE, ASHMEAD ROAD, AND ELLSBRIDGE CLOSE, KEYNSHAM.**RESOLVED:**

To receive and note Saltford Parish Council's response to the Notice of Intent Consultation.

320. SEVERANCE OF THE RIVER AVON TRAIL**RESOLVED:**

- (i) *To receive and note the email and plan.*
- (ii) *That the Town Clerk contact the B&NES PROW Team to ascertain if the footpath is an actual Right of Way.*
- (iii) *That support be offered to email correspondent should the path be a PROW. If further action is required, the matter will be brought back to a future meeting.*

321. RADIOS FOR LOCAL BUSINESSES – ASB MATTER

Cllr Biddleston reported that the WECA Mayor had already agreed to funding 30 radios.

RESOLVED:

- (i) *That the Town Clerk contact the Police and ascertain information in respect of the best type of radio to purchase and the cost of each.*
- (ii) *That the Town Clerk liaise with shop owners in respect of who would like to sign up to a radio scheme and pay a donation towards the insurance cover of the radios.*
- (iii) *That this matter be deferred to a future meeting once more information is gathered.*

322. MANAGING YOUNG PEOPLE'S BEHAVIOUR & SANCTION POLICY WITH GOOD PRACTICE GUIDELINES**RESOLVED:**

To approve the Managing Young People's Behaviour & Sanction Policy with Good Practice Guidelines with the amendments made by the Personnel Committee.

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323. CORRESPONDENCE ITEMS

323.1 BYPASS DRAIN FAILING TO CLEAR - KNOCK-ON FLOODING TO RUGBY CLUB FIELDS

Work is being undertaken with various stakeholders involved and more information will be reported to Town Council in the future.

RESOLVED:

To receive and note the information in the email.

323.2 KEYNSHAM FOOTBALL CLUB – PARKING ISSUES

RESOLVED:

To receive and note the information in the email.

323.3 RE: 24-003 - KEYNSHAM AND SALT FORD AREA TRO REVIEW - INFORMAL CONSULTATION - WM / POLICE

RESOLVED:

To receive and note the information in the email.

323.4 KEYNSHAM HIGH STREET – LETTER FROM JACOB REES MOGG

RESOLVED:

To receive and note the information in the letter

323.5 CEMETERY BIER

RESOLVED:

- (i) *To receive and note the information.*
- (ii) *That the Town Clerk contact Kingwood Museum in respect of taking on the Bier as a loaned exhibit piece.*
- (iii) *That the Town Clerk write to the B&NES Collections Manager (Zosia Matyjaszkiewicz) asking for her suggestions on a suitable place to display the Bier.*
- (iv) *That the Bier is never sold or loaned to another organisation that will only store and not display it.*

323.6 HIKEYNSHAM WEBSITE

RESOLVED:

That ownership of the Website should be taken on by Keynsham Town Council and that Council approve this action.

323.7 KEYNSHAM BUS PETITION

RESOLVED:



- (i) *To receive and note the correspondence.*
- (ii) *That the Clerk write to Mr Foster thanking him for his letter and reporting that the Town Council will be looking into the issues of buses in Keynsham as a whole to try and improve Services.*
- (iii) *That Mr Foster be told that if he has a Facebook page posting in respect of the petition the Town Council would be happy to share this.*
- (iv) *That the Clerk contact Paulton Town Council to ascertain how they managed to achieve the reinstatement of Services in their area.*
- (v) *That this matter be deferred to a future meeting when more information is available, and the Council is in a position to take this matter forward by appointing members to a Bus Services Working Party.*

323.8 REVOKING THE KEYNSHAM AIR QUALITY MANAGEMENT AREA

Cllr Biddleston reported that he had been in touch with B&NES in respect of the air quality levels during the peak periods of 8.30 a.m. and 3.30 p.m. on Bath Hill, so that he could ascertain the impact on school children using this route to and from school.

RESOLVED:

- (i) *To receive and note the correspondence.*
- (ii) *That Town Council welcome the proposals.*

323.9 WATER HYGIENE MONITORING CONTRACT RENEWAL

RESOLVED:

- (i) *The information be received and noted.*
- (ii) *That the verbal update from the Town Clerk be received.*
- (iii) *That Town Clerk have delegated power to deal with this matter, due to contact ending in March 2024 and there being no time to seek additional quotes.*
- (iv) *That the Town Clerk make a note in her diary to start seeking quotes for Legionella and water testing, in December 2024, ready for the contract end in March 2025*

324. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is **Tuesday 19th March 2024** at 7.30pm in the **Baptist Church, High Street, Keynsham.**

The meeting finished at 9.45 p.m.

Signed:  (Chairman)

Dated: 19/3/24

