

**Minutes of the Town Council meeting held on  
Tuesday 16<sup>th</sup> April 2024 in The Space, Market Walk at 7.30 pm.**

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**PRESENT:** S Alenshazy, Adrian Beaumont, Alex 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

**360. APOLOGIES FOR ABSENCE**

Cllrs A Halliday and C Leonard.

**361. DECLARATIONS OF INTEREST**

There were none.

**362. DISPENSATIONS**

There were none.

**363. PUBLIC PARTICIPATION**

There were none.

**364. QUESTIONS ON NOTICE BY MEMBERS**

Cllr Biddleston reported that he had been contacted by a resident who has concerns regarding the loss of cash machines in the Town. He asked could the Town Council do something to ensure the loss of no more.

It was decided to consider this matter further together with Item 8 on the agenda.

***RESOLVED***

***That a list of available cash machines be posted to Facebook to help residents.***

**365. RECORD OF PREVIOUS MEETING**

***RESOLVED:***

***That the minutes of the Town Council meeting held on Tuesday 19<sup>th</sup> March 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.***

It was agreed to bring forward item 8 on the agenda Keynsham Your New Banking Hub.

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**366. KEYNSHAM - YOUR NEW BANKING HUB**

The Town Clerk reported that unfortunately the presenter on this matter had sent apologies due to the sickness of a family member. She has confirmed that she will attend the May Town Council meeting.

**RESOLVED:**

- (i) That Councillors send in any questions to the Town Clerk which she will forward on to the presenter, so that she may come prepared with the answers to the May meeting.*
- (ii) That a response be obtained to the already submitted question, will the new Banking Hub have a cash point.*

**367. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded Councillors about the Annual Town meeting Thursday 18<sup>th</sup> April 7.30 p.m. in The Space.

The Chairman reminded Councillors about the Dial-A-Ride tour of TC play areas and assets 24<sup>th</sup> April at 9.30a.m.

**368. QUESTION ON NOTICE BY MEMBERS**

There were none.

**369. KEYNSHAMNOW**

Cllr A Wait reported on behalf of KeynshamNow as follows:

- The last meeting was not attended by many, and this may be due to the meeting falling during the Easter period.
- The annual Spring charity cycle fund raising event is taking place this Sunday, starting from the Bird in Hand at 10 a.m., with a cycle ride along the cycle path to Bristol and back. Those that are keen will then cycle in the opposite direction from the Bird in Hand to Bath and back. The funds will be added to monies already raised by Cllr Brennan to purchase a defibrillator for the Somerdale area.
- The KeynshamNow 10<sup>th</sup> Anniversary plans to produce a video are still being worked on.
- In September as part of the 10<sup>th</sup> Anniversary the group will see the introduction of new hoodies.
- Flags and banners are still to be organised.
- Members discussed the Local Plan.
- At future meetings there will be discussions on various campaigns.
- A linked litter pick with the Air Cadets is planned.
- One of the members raised the issue that he had spotted a new speed tracker on the Wellsway.

**370. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Burton reported that the proposed Community Garden behind the Methodist Church on Queens Road was no longer proceeding due to difficulties setting up a Trustees body.

**RESOLVED:**

*That the report above be received and noted.*

**371. MINUTES OF COMMITTEE MEETINGS**

<u>Committee</u>	<u>Date 2024</u>	<u>Status</u>
Planning & Development Committee	25 <sup>th</sup> March 2024	APPROVED
Planning & Development Committee	15 <sup>th</sup> April 2024	DRAFT
Finance & Policy Committee	9 <sup>th</sup> April 2024	DRAFT
Environment & Sustainability Committee	26 <sup>th</sup> March 2024	DRAFT
Personnel Committee	8 <sup>th</sup> April 2024	DRAFT

**RESOLVED:**

- (i) *To note that the NDP Steering Group notes of the 4<sup>th</sup> April 2024 still need to be produced and distributed.*
- (ii) *That the Minutes of the above meetings are received and noted.*
- (iii) *That the recommendations that are not subsequent Town Council Agenda Items are approved.*

**372. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 19<sup>TH</sup> MARCH 2024****RESOLVED**

*To receive and note there were no delegated actions.*

**373. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 9<sup>th</sup> APRIL 2024****APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 16<sup>th</sup> APRIL 2024:****FP1. UPDATES FROM THE RFO****RESOLVED:**

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

**FP2. FINANCIAL QUARTERLY REPORTS**

**RESOLVED:**

*That Town Council receive and note the quarterly financial reports.*

**FP3. BUDGET REVIEW REPORT – MONTH 12****RESOLVED:**

- (i) That the Budget Review Report Month 12 be received and noted.*
- (ii) That last year's budget be presented at the May Finance and Policy Committee meeting.*
- (iii) That Councillor Alenshasy email the RFO with questions regarding the budget and expenditure and for the answers to be brought back to the May Finance and Policy Committee meeting.*
- (iv) That a breakdown of the SoVision invoice be presented at May Finance and Policy Committee meeting.*
- (v) That a column for projected costs be included on the EMR table.*
- (vi) That the RFO to liaise with the Town Clerk to produce a strategy for CIL.*

**FP4. FLAGSTONE INVESTMENTS****RESOLVED:**

- (i) To receive and note the Flagstone investments information.*
- (ii) That the RFO investigate the ethical nature of investments.*

**FP5. LOCAL GOVERNMENT TRANSPARANCY CODE 2014****RESOLVED:**

- (i) That the Local Government Transparency Code be updated to the 2015 code.*
- (ii) To receive a recommendation from the Finance and Policy Committee to defer this matter to the May meeting.*

**FP6. KEYNSHAM EVENT REPORT**

Cllrs discussed continuing the use of this footfall and spending power monitoring systems. However, some had reservations over the purpose in respect of gathering data from events such as the Music Festival as the system was only set up for the length of the High Street and Temple Street (the area of the HSHAZ funding). The Town Clerk gave details of the cost of the report.

**RESOLVED:**

- (i) To receive and note the Keynsham Event Report received from GHD.*
- (ii) That the Town Clerk and RFO will do an investigation into the set-up costs of the system, the length of the period of monitoring and costs associated with analysing data. This information will be reported to Finance and Policy committee and Town Council in May.*

**FP7. FUNDING FROM WECA FOR BUSINESS RADIOS**

**RESOLVED:**

- (i) To receive the verbal update from the Town Clerk in respect of provision of radios for the businesses and shops in Keynsham.*
- (ii) To receive the verbal update on the Disc security system by Cllr Burton.*
- (iii) To note that full details will be presented at the next meeting.*

**FP8. UPDATE ON HEALTH AND SAFETY AUDIT ACTIONS**

**RESOLVED:**

*To receive and note that all the actions are now completed.*

**FP9. PENSION – EMPLOYER CONTRIBUTION RATES 2024.**

**RESOLVED:**

*To receive and note the pension information above for financial year 2024/2025.*

**FP10. SOMERDALE PAVILION PARKRUN GRANT**

**RESOLVED:**

- (i) That the information regarding the grant be received and noted.*
- (ii) That the funds be paid back to the Council and for Somerdale Pavilion Parkrun organisation to be encouraged to reapply for a grant.*
- (iii) That this matter be discussed fully at the next grants meeting.*

**374. SCHEDULE OF INVOICES DUE FOR PAYMENT – April 2024 – MONTH 1**

**RESOLVED:**

*That the Schedule of Invoices for April 2024 be approved for payment.*

**375. WESTLOCAL UPDATE**

**RESOLVED:**

*That this matter be deferred and discussed in conjunction with item 23 on the agenda.*

**376. LOCAL NATURE RECOVERY TOOLKIT (STRATEGY) CONSULTATION**

**RESOLVED:**

- (i) To receive and note the information.*
- (ii) That Councillors look at this consultation and submit individual responses.*

**377. KMFA LIMITED – COUNCILLOR DIRECTOR’S POST****RESOLVED:**

*To note that this post be filled by Councillor Alan Greenfield.*

**378. POPLARS NEAR WELLSWAY**

The Trustees of the land on which the Poplar trees are sited have agreed to undertake immediate inspections to ascertain the tree works required. In due course they will appoint an arboriculture contractor to undertake the works

**RESOLVED:**

*To receive and note the information.*

**379. SUGGESTION SG -15318 PLAY AREA KEYNSHAM MEMORIAL PARK****RESOLVED:**

- (i) To receive and note the above.*
- (ii) To note that a Dial-A-Ride tour has been booked for Councillors to visit all play areas, plus a couple of other Town Council assets, to consider repairs/upgrades where required. The tour will be taking place on Wednesday 24<sup>th</sup> April 2024.*
- (iii) That the Town Clerk write to Paul Pearce requesting an up date on the Memorial Park Four Year Plan.*
- (iv) The matter of Play area repair/upgrades be brought back to the next Town Council meeting.*

**380. RIVER AVON TRAIL****RESOLVED:**

- (i) That the information above and attached be received and noted.*
- (ii) To note that Bitton Village Residents’ Association have received a copy of the attached document.*
- (iii) To note that no further action needs to be taken by Town Council.*

**381. APPOINTMENT OF REPRESENTATIVE TO THE TWINNING ORGANISATION****RESOLVED:**

- (i) That Council receive, note and accept the resignation of Cllr C Leonard as Town Council representative of the town’s Twinning Association.*
- (iii) That Councillor S Alenshasy be appointed to the position of representative on the Twinning Association.*
- (i) That the Town Clerk inform the Twinning Association of this appointment.*

### **382. KEYNSHAM NATURE ACTION PLAN WORKING GROUP – MEMBERSHIP REQUEST**

**RESOLVED:**

- (i) *That Cllr Halliday be appointed to the Keynsham Nature Action Plan Working Group.*
- (ii) *That John Aldridge, of Avon Wildlife Trust, will be joining the group as a community representative.*

### **383. KTCRfm AGREEMENT**

The KTCRfm Agreement required some amendments/additions as follows:

Under the performance section of the Agreement the clause ‘KTCR will provide services for the bandstand area of the Memorial Park for Party in the Park that will take place on 22nd June 2024’ was questioned and the type of services explained.

Also, the clause ‘KTCR have a right to refuse to promote some or all the content sent to it if it considers that it might breach any regulations or guidelines it is subject to on radio broadcasting’. It was suggested that if this should happen KTCRfm must liaise with the Town Council over any content that is to be refused.

In the termination section, ‘Either party can serve on the other notice in accordance with the notice provisions set out below to end this agreement for whatever reason to take effect on the expiry of seven days of receipt of the notice. If KTCR serve notice for any reason, then it agrees it will receive only that proportion of the consideration of £2600 accrued to the date of expiry of the notice. If KTC serve notice to terminate the agreement for any reason it agrees that the balance of the £2600 then due will be paid to KTCR upon expiry of the notice’. It was proposed that the last sentence should read that ‘If KTC serve notice to terminate the agreement for any reason it will not pay the balance of the £2600 that remains due upon expiry of the notice’.

**RESOLVED:**

- (i) *That an additional clause be added to the sentence should KTCRfm refuse to promote some, or all of the content sent to it, if it considers that it might breach any regulations or guidelines it is subject to on radio broadcasting’ then KTCRfm should liaise with the Town Council in respect of the issue.*
- (ii) *That the amended clause be approved ‘If KTC serve notice to terminate the agreement for any reason, it will not pay the balance of the £2600 that remains due upon expiry of the notice’.*
- (iii) *That the impact of the agreement be monitored and that outcomes be reported back in six months’ time.*
- (iv) *That all the Town Council event feedback forms have the radio as a tick box added to the section of ‘How did you hear about the event’.*
- (v) *That with the amendments the KTCRfm agreement be approved.*

**384. BUS SERVICE WORKING PARTY****RESOLVED:**

- (i) *That a Bus Service Working Party be set up and that five Councillors be appointed as members of this Working Party together with two substitutes as follows: - Cllrs Alex Beaumont, D Brassington, D Biddleston, E Cannon and A Greenfield. With Cllrs C Davis and M Burton as substitutes.*
- (ii) *That Terms of Reference to be approved at the first meeting of the Working Party.*
- (iii) *That specific community members be considered to join this Working Party at the first meeting and invited to future meetings.*
- (iv) *That a meeting be set up as soon as possible.*

**385. COST SCHEDULE – MAKESPACE HIRING HOURLY RATES****RESOLVED:**

- (i) *To receive and note the Cost Schedule.*
- (ii) *That the following price structure be approved.*

*£15.00 per hour for free community events.*

*£20.00 per hour for Community events that are ticketed or charged for entry/participation.*

*£25.00 per hour for Business commercial events and meetings.*

- (iii) *Costs to have a review in six months time.*

Councillor Adrian Beaumont left the meeting at this point.

**386. REVIEW OF AMENDED CEMETERY LEAFLET**

Staff were thanked for producing the leaflet.

An amendment needs to be made on the internal, last page of the cover – It is a one-way entrance and exit into the cemetery should read ‘The entrance is a single-track road’.

**RESOLVED:**

- (i) *That the simplified regulation section be included at the back of the leaflet.*
- (ii) *That, with the amendment, the Cemetery leaflet be approved.*

**387. KEYNSHAM TOWN COUNCIL SAFER RECRUITMENT & SELECTION POLICY****RESOLVED:**

- i) *To receive a recommendation from the Town Council Personnel Committee to approve the Policy.*



- ii) *That the Policy be signed by the Chair of Council.*
- iii) *To note that an equalities form will be part of the Town Council employment applications forms, and these will be a separate insert that are removed before interview and used by the Town Clerk to record on the Council's behalf the equality characteristics of applicants (this information will be kept confidential).*

### 388. KEYNSHAM TOWN COUNCIL RECRUITMENT OF EX-OFFENDERS POLICY

**RESOLVED:**

- i) *The Town Council Personnel Committee recommend that with the additional clause that the Recruitment of Ex-Offenders Policy be approved.*
- ii) *That the Policy be signed by the Chair.*

### 389. EQUALITY AND DIVERSITY POLICY

**RESOLVED:**

- i) *The Town Council Personnel Committee recommend, that with the following additional amendment, that the Recruitment of Equality and Diversity Policy be approved: -*  
  
That the 9 protected characteristics be numbered rather than start with bullet points.
- ii) *That the Policy with the above amendment be signed by the Chair (outside the meeting).*

### 390. CORRESPONDENCE

#### a) POTHOLES OLD BRISTOL ROAD

**RESOLVED:**

*That Town Council receive and note the information above.*

*That the Clerk write to B&NES Highways requesting that they take up the matter of poor workmanship with their contractor.*

#### b) SUBMISSION RESPONSE RE TRAFFIC PROPOSAL 24-003

Ward Councillors are working with the correspondent in respect of this matter.

**RESOLVED:**

*That the information be received and noted.*

#### c) IMPORTANT REPORT FROM LOUISE LEEDER - PCAA CHAIR

**RESOLVED:**

- (i) *That the information be received and noted.*
- (ii) *That the Town Clerk write an article to be published in the Voice in respect of Councils concerns of the information in the report.*

**d) WESTLINK FAQS (Attached)**

**RESOLVED:**

*That Town Council receive and note the information.*

**391. DATE OF NEXT MEETING**

**RESOLVED:**

- (1) To note that the date for the Town Council's next meeting is the **ANNUAL meeting of the TOWN COUNCIL to be held on Tuesday 21 May 2024 at 7.00 p.m.** in The Space, Market Walk, Keynsham

The meeting finished at 8.50 p.m.

Signed:  (Chairman)

Dated: 