

**Minutes of the Town Council meeting held on
Tuesday 19th September 2023 in The Space, Market Walk at 7.30 pm.**

PRESENT: S Alenshasy, A Beaumont, D Brassington, M Burton, E Cannon, C Davis, C Fricker, A Greenfield, H MacFie (Chair), C Leonard, A Wait and C Brennan (part of the meeting).

IN ATTENDANCE: Dawn Drury – Town Clerk

139. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs D Biddleston and A Halliday.

140. DECLARATIONS OF INTEREST

Declarations of Interest were received from:

Cllr A Beaumont as a B&NES Councillor and in respect of item 6 on the agenda – Co-option of Councillor as he is related to the applicant.

Cllr D Brassington as a volunteer of KTCRfm – agenda item 26.

Cllr C Fricker as a volunteer of KTCRfm – agenda item 26.

Cllr E Cannon in respect of item 31 on the agenda – APF Scheme Employer Consultation and item 27 relating to Wessex Water as his wife is a member of the Kennet and Avon Trust Board.

Cllrs M Burton and A Beaumont also with an interest in agenda item 31 - APF Scheme Employer Consultation.

141. DISPENSATIONS

There were none.

142. PUBLIC PARTICIPATION

There were four members of the public present.

143. RECORD OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 25^h July 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

Cllr C Brennan arrived at the meeting.

HM

144. CO-OPTION OF TOWN COUNCILLOR – KEYNSHAM NORTH WARD

Mr Adrian Paul Beaumont gave a presentation in support of his application. There were no questions from Councillors.

RESOLVED:

- (i) That Adrian Paul Beaumont be appointed co-opted Councillor to fill the vacancy for Keynsham North Ward.**
- (ii) That a signed Declaration of Acceptance of Office be received from Councillor Adrian Paul Beaumont.**

145. PERMISSION TO CHANGE SHOP FRONT – BUSINESS OWNER’S QUERY

The Town Council heard from Mr Jairaj Dukhi and his wife in respect of planning matters relating to no 18 High Street, Bargain Booze.

RESOLVED:

That the shop owners supply the Town Clerk with details of the Planning Case Officer, so that a request may be made by the Council for the details as to why their pre-applications and applications keep getting refused. The Town Council can then look at these so that they can better understand why the applications are being rejected and if need be, take a further course of action.

146. KEYNSHAM ACTIVE TRAVEL – PRESENTATION BY TWO MEMBERS

Town Council received a verbal and power point presentation from James Boxall-Clasby and Jenny Girdlestone, members of Keynsham Active Travel. This included details from a cycle route heat map, the need for connecting existing cycle and footpaths plus creating new and safer walking and cycling paths together with safer routes for horse riders especially in areas at the top of Charlton Road (Bilbie Green Estate), Parkhouse Lane, Redlynch Lane with connections to the liveable neighbourhood of Queen Charlton and through Whitchurch and on to Bristol. The accident figures for this area of Charlton Road were provided together with details that showed the demand for safety improvement especially at the pinch point at Parkhouse Lane.

RESOLVED:

- (i) To receive and note the presentation by Keynsham Active Travel members.**
- (ii) That Keynsham Town Council support Keynsham Active Travel’s aims and strategy and would be happy to work with this organisation to achieve that their objectives be resolved.**
- (iii) That the Town Clerk provide Keynsham Active Travel with the contact details of Joel Hirst, the Cabinet Project Lead, for Highways for Bath and North East and Nik Bowyer the Strategic Transport Project Manager with Bath and North East Somerset Council.**
- (iv) That Keynsham Active Travel make contact with the relevant Department of WECA.**

- (v) That Keynsham Active Travel should make contact with Compton Dando Parish Council and get their support too.*
- (vi) That Keynsham Active Travel obtain from B&NES the number of school pupils from this area attending Keynsham Schools that have no safe routes to walk to school, as this will give their proposals more weight.*

147. CHAIRMAN'S ANNOUNCEMENTS

The Chairman asked Councillors to assist with distributing fliers for the Downfield Play Area Consultation.

He also highlighted the Town Council Re-loved event coming up on Sunday 22nd October and asked if any Councillors would be interested in taking part as models for the fashion show.

Finally, he congratulated Cllr Caitlin Brennan on her brave act, performing CPR on a member of our community who had collapsed.

148. QUESTION ON NOTICE BY MEMBERS

Councillor M Burton raised a question in respect of Keynsham High Street.

It was reported that the six B&NES Keynsham Ward Councillors will be putting forward a Motion in respect of this matter at the B&NES Council meeting in November.

A resident's email was read out in respect of a safety issue relating to the cycle path even though they acknowledge that it was a good cycle path.

RESOLVED:

- (i) To receive and note the question.*
- (ii) That the Town Clerk write a letter to B&NES Council including information about the cycle path and that the letter to be approved by Cllrs Burton, Wait and Alenshasy.*

149. KEYNSHAMNOW REPORT

Amelie reported from the meeting of the 6th September as follows:

- An election was held and three people remain in office and there are now three newly elected people.
- The organisation members are attending a Mental Health Summit along with other young people in October.
- Sendias are hopefully attending their next meeting to give a talk. Sendias offer support and help to families with children with special needs, disabilities and those excluded from school.
- A new issue discussed was overgrown bushes, especially in lanes near St. Keyna School, which are causing accessibility issues. Also, the gate in the park near the outdoor gym that has been removed (**note:** This will be replaced by an alternative gate or entry system that allows wheel chair access but restricts the access to motorbikes).

Am

- On the 20th November the group are going on a Parliament trip and will have tour guide by Jacob Rees-Mogg (MP)
- The new plaque still needs to be installed.
- The organisation has been looking at things to do during their tenth year and this includes getting closer to other Youth Groups.
- Involvement in the Winter Festival is being considered.
- To improve membership, they are going to do an assembly in Wellsway Sixth Form and contact Butterflies Group.
- The next meeting is on 14th October.

A question was asked if the members of KeynshamNow could review the NOVAFEST and report back as to whether any members attended it and whether they had any feedback.

Cllr Brennan reported that Sendias want to set up a Youth Forum Group in Keynsham so that they can obtain feedback from young people. It is suggested that the organisation also visit TimeOut at some point.

150. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Cannon reported that Jon Parker has had to step down from the Bristol East Fringe Cycling and Walking Group due to family reasons and is being replaced by James Hackett of Siston Parish Council. It is hoped that the good cross boundary work will continue.

151. MINUTES OF COMMITTEE MEETINGS

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Planning Committee	1 st August 2022	APPROVED
Planning Committee	22 nd August 2022	APPROVED
Planning Committee	12 th September 2022	DRAFT
Environment & Sustainability Committee	28 th July 2022	DRAFT
EATH Committee	3 rd August 2022	APPROVED
EATH Committee	7 th September 2022	DRAFT
Finance & Policy Committee	19 th July 2022	APPROVED
Finance & Policy Committee	16 th August 2022	APPROVED
Finance & Policy Committee	13 th September 2022	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.*

152. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 15TH AUGUST 2023

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 19TH SEPTEMBER 2023: -

JMS

153. SHED FOR BURNETT LOCK UP**RESOLVED:**

To note that F & P Committee resolved that the quote from Company 2 be accepted.

154. COMMUNITY NOTICE BOARD ASHTON WAY AND STREET ART ON THE BOARDED DOORWAYS**RESOLVED:**

- (i) To receive and note that the F & P Committee resolved to purchase a community notice board from Company 1 and that permission has been granted to Town Council to install a noticeboard with map of other Keynsham toilets on the side of the building.*
- (ii) To receive and note the recommendation from F & P Committee to appoint N. Halahan to undertake the street art on the redundant toilet door entrances. The cost for undertaking the street art (which includes replacing the ply) is £280.00. It is expected that the artwork will be installed by 15th October 2023.*
- (iii) To note that the artwork to be used is to be approved by B&NES Council.*
- (iv) To note that B&NES Council has replicated the blue toilet sign above each pay & display sign in the Ashton Way car park and installed a new blue sign above the door to the toilet.*
- (v) To note B&NES Council are unable to put toilet signage in the new Ashton Way bus stop shelter as this does not belong to Bath and North East Somerset Council.*
- (vi) To note that the B&NES Officer will arrange weeding around the toilet building.*
- (vii) That a defibrillator and bleed kit in this location be added to the Defibrillator Working Party list of possible locations for installation in the future.*

155. 2 RIVER TERRACE - MAKESPACE LICENCE**RESOLVED:**

- (i) To receive and note the licence between B&NES Council and the Town Council giving them free use of the MakeSpace building for meetings and events when it is not in use by other users.*
- (ii) That the Town Clerk sign the Licence on behalf of the Council and return the same to B&NES.*

156. YOUTH SERVICE BEACH TRIP TO BREAN SANDS - 31ST AUGUST 2023**RESOLVED:**

To note that the F & P Committee resolved at its meeting in July to approve the revised cost of £100 for the trip but the actual sum spent by the Youth Service on this trip, that was attended by 3 members of staff and 7 young people was £155.24. There was no income associated with this event.

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157. PROPOSAL FOR TIMEOUT YOUTH STUDIOS' RECORDING SESSIONS FOR YOUNG MUSICIANS

RESOLVED:

To note that the F & P Committee resolved that the proposal needs more work, and this will be presented at a future F & P Committee and Town Council meeting.

158. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 12th SEPTEMBER 2023:

RESOLVED:

To note the resolutions within the minutes of the Finance and Policy Committee dated 12th September 2023.

159. BUDGET REVIEW REPORT

RESOLVED:

- (i) To receive and note the Budget Review report.*
- (ii) That the RFO will be undertaking a few small adjustments to the latest budget report.*

160. CIL TRACKING UPDATE

RESOLVED:

- (i) To receive and note that the CIL tracking update was reviewed by the Finance and Policy Committee and there was a query in respect of expenditure.*
- (ii) To note that the RFO is to confirm whether the Town Council has any CIL due to expire in the next few months and this information will be reported back at the Finance & Policy Committee and Town Council meetings in October 2023. Going forward spend dates will be made clearer.*

161. VEXACIOUS COMMUNICATIONS AND COMPLAINTS POLICY & TRAINING & DEVELOPMENT POLICY

RESOLVED:

- (i) That the Vexatious Communications and Complaints Policy be considered at the next Finance and Policy meeting together with Town Council Freedom of Information Policy*
- (ii) That the Training and Development Policy be recommended to Council with the following changes:
Paragraph 3.7 remove number of employees.
Paragraph 3.12 change "should" to encourage in the first line.
Paragraph 4.6 Insert a comma between training programme and employees.
Paragraph 5.7 recommend 12 months be 25% and 2 years be 0%*
- (iii) That the Training and Development Policy with the amendments in (ii) be signed by the Chair of Town Council and the Town Clerk.*

- (iv) *To note that a request was made that in future after an Election the first meeting of Council be held as late as possible allowing new Councillors to digest the contents of the induction pack and get an understanding of what it each Committee/Working Party does before signing up to be part of that Committee.*

162. ALLOTMENTS

RESOLVED:

That the information on Allotments be received and noted.

163. BROADBAND/INTERNET AND TELEPHONE QUOTES

RESOLVED:

That following the recommendation from the Finance & Policy committee that Quote 1 be accepted.

164. TREE MANAGEMENT – SLA AGREEMENT

RESOLVED:

- (i) *That confirmation is sought that the trees at Fox and Hounds Lane be included in the SLA before signing.*
- (ii) *That with this inclusion the Clerk sign the SLA and return.*

165. NOVA FEST EVALUATION REPORT

RESOLVED:

- (i) *To note that the Evaluation report has yet to be received by the external Contractor.*
- (ii) *To note that the Evaluation will be presented to the next F & P Committee meeting on 10th October 2023.*

166. SCHEDULE OF INVOICES DUE FOR PAYMENT

RESOLVED:

That the attached Schedule of Invoices for September be approved for payment.

167. REVIEW OF STANDING ORDERS

RESOLVED:

That following review the proposed Standing Orders be approved.

168. ASSET OF COMMUNITY VALUE – KEYNSHAM FIRE STATION

RESOLVED:

- (i) *That the report be received and noted.*
- (ii) *That the resident be informed of the Town Council's findings.*

AM

169. VAS FLASHER APPLICATION UPDATE**RESOLVED:**

- (i) To note that traffic speed data needs to be supplied by B&NES Traffic Management Department. This has been requested.*
- (ii) That the lamp columns/sign posts need certification. This needs to be provided by B&NES Council.*
- (iii) To note that training for Town Council Grounds Maintenance Staff in respect of installation and movement of signage will need to be arranged once we are in receipt of the VAS flashers.*
- (iv) To note that for the future a second VAS flasher application be made for 40 m.p.h. signage for Durley Hill. To bring this matter to a future Town Council meeting once we have our first VAS signage up and running.*

170. SOMERDALE GATES**RESOLVED:**

- (i) To note that a request be made to Taylor Wimpey to paint the gates and fix the lanterns.*
- (ii) That Taylor Wimpey should ask St. Monica's if they are interested in taking on the gates and if not, the Town Council will take them on subject to costs associated with insurance cover.*
- (iii) That the Town Council RFO seek an insurance cost for covering the gates.*
- (iv) That if the insurance costs are reasonable the Town Council at a future meeting resolve to adopt the Gates as a Community Asset.*
- (v) That the Town Clerk inform Taylor Wimpey that Town Council may be interested in taking on the building close to the gates too. Again, this will be subject to insurance costs.*

171. MAKING BIG CHOICES ON TRANSPORT BETWEEN BRISTOL AND BATH**RESOLVED:**

- (i) That individual Councillors complete the survey themselves and encourage their friends, family and neighbours.*
- (ii) To note that a considered response be submitted by Keynsham Town Council once the full proposals are available. Currently, there is no menu of choice and there is only one design package on offer. In the meantime, the Town Council will work closely with B&NES Council and WECA on this matter.*

172. ANTI-SOCIAL BEHAVIOUR INCIDENT IN KEYNSHAM**RESOLVED:**

- (i) To receive and note the contents and action points of the report.*
- (ii) That the Town Clerk produce a press release informing the public of all the action that Council are taking to resolve the issue.*

HMS

173. B&NES CLEAN AND GREEN CAMPAIGN ACTION WEEK 1 - OCTOBER 2023**RESOLVED:**

That details of the following areas are sent to the B&NES Clean and Green for them to undertake during the Keynsham campaign week:

- *Kerb weed growth at the junction of Lytes Cary with Courtney Road*
- *Kerb weed growth near 36 Courtenay Road*
- *Vegetation growth near 7 and 9 Cadbury Road*
- *Vegetation growth near 9 and 11 Silbury Rise*
- *Vegetation near 109 Wellsway*
- *The length of Avon Mill Lane*
- *Keynsham Memorial Park on Bath Hill from the Memorial Gates along the railing length on the roadside.*
- *Bath Hill weeds and vegetation*
- *The alleyway near St. Keyna School*
- *The alleyway from Martock Road to Manor Road*
- *The footpath between the High Street and Back Lane*
- *Chandos Road needs drain clearance and weeding*
- *The Labbott area weeding and cleaning*
- *The footpath between Ashton Way car park and Mayfields*
- *The footpath between Ashton Way car park and Charlton Road*

plus, the additional areas that have already been submitted by Cllr Beaumont.

Cllr Adrian Beaumont left the meeting.

174. POP-UP CLIMATE HUB**RESOLVED:**

- (i) *That the Town Clerk contact B&NES to arrange a series of pop-up climate hub events in Keynsham using a vacant unit on the High Street.*

If this is agreed the matter should be promoted far and wide.

175. KEYNSHAM NEWS – GOING FORWARD**RESOLVED:**

- (i) *To receive and note the quotes.*
- (ii) *To receive a recommendation from the EATH Committee to cease paying for the production of the Keynsham News and paying Royal Mail for delivery.*
- (iii) *That in future the centre page of the Keynsham Voice be used at a cost of £650 plus VAT (for 6 month) to promote Town Council activities and events.*

176. KTCRFM – FUNDING REQUEST**RESOLVED:**

- (i) *That no funding be offered at this stage.*
- (i) *That the Chair and Vice Chair of Council meet with the Directors of KTCRfm and request that they present a full written proposal to Council to consider giving details of the reasons for seeking funding, their financial situation and details of what any funding would be spent on.*
- (ii) *That this matter be brought back to Council and not Finance & Policy Committee for a decision.*

177. WESSEX WATER SITE VISIT & LATEST BBC NEWS REPORTS

RESOLVED:

- (i) *To note that Town Council members found the site visit useful but a bit confusing in respect of the discharge of any sewage.*
- (ii) *That the Town Clerk write to Wessex Water asking for their response to the BBC news reports.*
- (iii) *That Council work with local companies such as BART that are monitoring such sewage releases and quality of local Keynsham rivers.*
- (iv) *That E & S Committee invite Simon Hunter from BART to a future meeting to get an update on the latest river quality.*

178. ITEM OF CORRESPONDENCE

178.1 Bristol Airport Noise Complaint Line

RESOLVED:

To receive and note the information in respect of the Bristol Airport Noise Complaint Line.

178.2 Cycle Hangar Project Update

RESOLVED:

- (i) *To receive and note the information.*
- (ii) *To note a further submission will be made on the next release of hangar funding.*

179. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is **Tuesday 17th October 2023 at 7.30pm** in The Space, Market Walk, Keynsham.

180. 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 31 -32 on the agenda to progress sensitive issues.

181. APF SCHEME EMPLOYER CONSULTATION

RESOLVED:

- (i) *To note the resolution of the Finance and Policy Committee that the consultation be received and noted with no comments or questions being submitted to APF.*
- (ii) *To note that Cllr Edmund is awaiting some responses that he has asked of the APF Scheme and he will report any findings to the Finance and Committee meeting, if he should receive any further information.*

182. AMERICAN CAR SHOW – RUGBY CLUB

RESOLVED:

To receive and note the contents of the email.

The meeting finished at 9.38 p.m.

Signed:  (Chairman)

Dated: 17.10.2023

