

**Minutes of the Town Council meeting held on
Tuesday 23rd July 2024 in The Space, Market Walk, Keynsham at 7.00 pm.**

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

IN ATTENDANCE: Dawn Drury – Town Clerk

69. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Alenshasy.

70. DECLARATIONS OF INTEREST

In respect of item 13 FP13 on the agenda, CIL Community Project Application, Councillor M Burton declared that he is a Church Warden of St. Francis Church, and Councillor MacFie declared an interest in agenda item 23 - Christmas Tree 2024.

71. DISPENSATIONS

There were none.

72. PUBLIC PARTICIPATION

There were two members of the public present.

73. QUESTIONS ON NOTICE BY MEMBERS

There were none.

74. RECORD OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 18th June 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

Agenda item 10 - Allotment Association Quarterly Update was brought forward

75. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

The Chairman of the Allotment Association reported the following:

A plot inspection was undertaken on 31st May 2024 and 9 plot holders were issued with letters for not working on their plots. As a result of the letters 6 plot holders surrendered their plots and the other plot holders have now started working on theirs. The 6 surrendered plots have now been re-let.

There are 39 people on the waiting list for an Allotment. All is well at the Allotments and the new gates are very good with no entry or exit issues. The Crop Drop programme recommences on the 28th July.

A few Councillors asked questions on the reasons for non-work on Allotments and the issue of surrender letters. The Chairman of the Allotment Association explained the reasons that usually lead to the need for a plot holder to surrender their plot.

A question was asked about the unworked Allotments that have been set up on Bilbie Green. The Clerk confirmed to date the Developer had not responded to a request for an update and that she would chase this up.

Agenda Item 8 - Presentation on Keynsham Regeneration Action Plan was brought forward for information.

76. PRESENTATION ON KEYNSHAM REGENERATION ACTION PLAN (Presentation slide circulated)

Members of Bath and North East Somerset Council Sustainable Communities Directorate Team provided a slide and verbal presentation to Council on Keynsham Regeneration Action Plan.

It was explained that B&NES Council had received some West of England Combined Authority Housing and Regeneration Enabling Fund to deliver action plans for Market towns. A Regeneration Plan has already been delivered in Radstock that was successful. This funding can be used on the Regeneration of the High Street and Temple Street areas of Keynsham.

The Keynsham Regeneration Action Plan will fit with current policy and identify linkages between existing projects, gaps in provision & opportunities for action. The following projects that could possibly be included are the Memorial Park improvements, the old Fire Station development, transport, the Chew Valley reconnection. Project areas that could be tested through the Action Plan have been developed through the master planning process and follow on from the HAZ and are included in the slide presentation to be circulated to Councillors.

These projects will be guided by existing policies and provide a strategic approach to future planning in Keynsham. Further engagement with key stakeholders, businesses and the community is needed to inform the Action Plan and get the projects right. It will be ensured that funding is in place for chosen projects that will be agreed through engagement that should take place in October/November this year.

A meeting will be called shortly for Councillors appointed to the Regeneration Action Plan Board to consider the next steps.

Councillors were given the opportunity to ask the B&NES Officers questions about the Regeneration Action Plan.

77. CHAIRMAN'S ANNOUNCEMENTS

The Chairman remarked on the recent Music Festival and asked Councillor members of KMFA Limited to give their views on the events. The lead up to the actual Festival weekend was not particularly good weather. It was reported that due to the weather, and the England football match, numbers visiting the Festival on Saturday appeared to be down on attendees, but Sunday was busy and successful. There was minimal anti-social behaviour and takings from bucket collections were good. Takings were similar to last year. Thanks were expressed to KMFA Limited Committee, Members, and Volunteers.

The Chair reported on the visit from the South West In Bloom Judges on Friday 19th July and thanked members of In Bloom in respect of all their hard work in preparing the town for the Judges' visit.

Members were informed that in respect of the Safer Shops Project that a Bid is soon to be submitted in respect of the DISC scheme that will be available to shops and businesses. Those that sign up to the Scheme will be offered one-to-one training.

78. QUESTION ON NOTICE BY MEMBERS

There were none.

79. KEYNSHAMNOW

Councillor Wait reported on behalf of KeynshamNow as follows:

It is getting close to the Organisation's 10th Anniversary and the Organisation have a lot of activities planned as follows:

In respect of the location of future meetings for the KeynshamNow Youth Council following discussions and coming up with some very valid reasons the organisation had unanimously voted to continue to have their meetings in The Space.

RESOLVED:

That future meetings of KeynshamNow will take place in The Space.

The rest of the meeting was spent discussing the production of a video to mark the organisation's 10th Anniversary.

80. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Fricker gave a report as representative of the PCCA in respect of an issue with a hold flight take off in March of this year. The plane involved in the incident had a throttle problem instead of taking off with 92% of maximum throttle power took off in a lower throttle power mode of 84% of maximum which could have caused an accident taking off at a lower ascent. A full-scale enquiry has been instigated and ramifications will be taken up with all the various airlines.

81. MINUTES OF COMMITTEE MEETINGS

EATH	3 rd July 2024	DRAFT
Planning Committee	8 th July 2024	DRAFT
Environment & Sustainability Committee	28 th May 2024	APPROVED
Environment & Sustainability Committee	9 th July 2024	DRAFT
Finance & Policy Committee	16 th July 2024	DRAFT
Capital Projects Committee	13 th May 2024	APPROVED
Capital Projects Committee	25 th June 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.*

A verbal progress report was given, in addition to the EATH draft minutes, that Town Council officers are still working hard liaising with B&NES Council to resolve the issue in respect of allowable road closures and the need for expensive anti-terrorism barriers. Furthermore, a meeting was held with local businesses wherein they have been informed of possible changes to the set-up of this year's Winter Festival and some have raised objections to the initial proposed plans. These objections will be taken into consideration when planning this year's event.

82. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 16TH JULY 2024

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 23RD JULY 2024: -

FP1 TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18TH JUNE 2024

RESOLVED:

(i) *To note the following payment*

The sum of £7,810.42 to HMRC in respect of TAX and NI payments- delegated power to spend requested to avoid late payment penalty fee.

(ii) *That the delegated payment be approved.*

FP2. UPDATES FROM THE RFO

RESOLVED:

(i) *To receive and note the RFO's updates.*

(ii) *That moving to an ethical bank be publicised to the community, once the moving of accounts has been instigated (which should be by August/September) and that Cllr Leonard work with the Town Council Marketing and Communications Engagement Officer to come up with a press release.*

FP3. BUDGET REVIEW REPORT MONTH 3

RESOLVED:

To receive and note the Budget Review report.

FP4. FLAGSTONE INVESTMENTS

RESOLVED:

(i) *To receive and note the information in respect of the two investment accounts:*

(ii) *To withdraw the funds from the Aldermore account together with the interest and invest the £80,000 in the CCLA Public Sector Deposit Fund.*

FP5. FLAGSTONE SANTANDER RATE DECREASE**RESOLVED:**

- (i) *To receive a recommendation from the Finance and Policy Committee that the Santander investment be cashed in and moved to the CCLA account, giving the required 95 days' notice.*
- (ii) *To approve that the Santander investment be cashed in and moved to the CCLA account, giving the required 95 days' notice.*

FP6. HEALTH AND SAFETY POLICY**RESOLVED:**

- (i) *To receive and note the Health and Safety Policy from WorkNest.*
- (ii) *To approve a recommendation from the Finance and Policy Committee that the Town Clerk contact the Town Council's external Health and Safety advisors asking whether a reference to the relevant Town Council Policy relating to verbal assault can be referenced in the Health & Safety Policy.*
- (iii) *To approve a recommendation from the Finance and Policy Committee that the Town Clerk contact the Town Council external H & S advisors asking whether a reference to the relevant Town Council policy can be added under a title of sexual harassment in the Health and Safety Policy.*

FP7. CIVILITY AND RESPECT PLEDGE**RESOLVED:**

- (i) *To note that the Civility and Respect Pledge was made by full Council on 18th October 2022, Town Council minute number 120.*
- (ii) *To note that an email was received by the Town Clerk from NALC requesting that Councils that are not signed up to pledge do so and suggesting that if a Council has new Councillors elected that the pledge be promoted to them.*
- (iii) *To note that this is a National Parish and Town Council Pledge and hence not a Policy. Keynsham Town Council is shown on the national Civility and Respect map as being a Council that has resolved the pledge.*

FP8. FIXED WIRE LOOPED HEARING SYSTEM**RESOLVED:**

- (i) *To receive and note the three quotes for the fixed wire looped hearing system for MakeSpace.*
- (ii) *To note that the Finance and Policy Committee have approved quote 1.*

FP9. BLINDS FOR MAKESPACE

RESOLVED:

- (i) To receive and note the two quotes for the window blinds for MakeSpace.*
- (ii) To receive and note the information in respect of the window cover for the door to MakeSpace.*
- (iii) To note that the Finance and Policy Committee have approved quote 1 for the window blinds.*

FP10. RE-FIXING 4 HIGH MEMORIALS

RESOLVED:

- (i) To receive and note the quotes.*
- (ii) To note that the Finance and Policy Committee have accepted and approved the quotes from W & W Memorials.*

FP11. INSURANCE 2024-25

RESOLVED:

As there is no Town Council meeting in August, to approve a recommendation from Finance and Policy is to give the Clerk delegated Authority with the Chair and Deputy Chair to approve the quote for the insurance.

FP12. YOUTH SERVICE EVALUATION OF KALEIDOSCOPE FESTIVAL AGREEMENT

RESOLVED:

- (i) To receive and note the Agreement.*
- (ii) To note that costs associated with this Agreement are being funded through the Arts Council award funding.*

FP13. CIL COMMUNITY PROJECT APPLICATION

RESOLVED:

- (i) To receive and note the CIL application from St Francis Church.*
- (ii) To receive a recommendation from the Finance and Policy Committee that the matter be deferred for work on the CIL and Section 106 Policy, CIL application form and the procedures for the application process.*

FP14. PURCHASES REQUIRED FROM E&S COMMITTEE

RESOLVED:

To note that the Finance and Policy Committee have approved the expenditure on 2 bird tables and 2 water butts.

83. FINANCIAL QUARTERLY REPORTS MONTHS 1, 2 AND 3 – APRIL, MAY & JUNE 2024**RESOLVED:**

That Town Council receives and note the reports.

To note that Cllr Adrian Beaumont left the meeting at this point.

84. SCHEDULE OF INVOICES DUE FOR PAYMENT – JULY (MONTH 4)**RESOLVED:**

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

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

As there is no Town Council meeting in the month of August it was:

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 13th August 2024 and the BACS run be undertaken on Monday 19th August 2024. Any additional urgent payments be delegated to the Town Clerk.

86. TERMS OF REFERENCE**RESOLVED:**

- (i) *To note that a decision has been made by the E & S Committee that their Terms of Reference highlighted in blue should be re-written. This will be presented again to full Council once this has been completed.*
- (ii) *To note that no amendments to the Terms of Reference were required by the EATH Committee.*

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

The Town Council Four Year Action Plan for 2023 – 2027 updated had been reviewed.

RESOLVED:

- (i) *That the Town Council review the updates to the Four-Year Action Plan for 2023 – 2027.*
- (ii) *That the Town Council approve the updated Four-Year Action Plan.*
- (iii) *That reference to the Safer Shop and DISC scheme be added to the Four-Year Action Plan.*
- (iv) *That the Town Council CIL and Sec. 106 updates are presented to the F & P Committee every 3 months for review and anything contentious from those reviews be brought to full Council's attention (to be added to objective 6).*

88. TRIPS AND FALLS ON KEYNSHAM HIGH STREET

RESOLVED:

- (i) *That the Chair of Council write on behalf of Keynsham Town Council to the Leader of B&NES Council.*
- (ii) *That this matter be brought back to the September meeting giving the Chair and Town Council Marketing and Communications Engagement Officer time to review previous communications with B&NES in respect of this matter and produce a Communications Statement so that all Councillors are giving the same information in respect of this matter.*

89. CAPTIAL PROJECTS COMMITTEE – ADDITIONAL MEMBERS

RESOLVED:

- (i) *To appoint Cllr Alex Beaumont as an additional member of the Capital Projects Committee.*
- (ii) *That the meetings be scheduled to alternate between a daytime meeting and an evening meeting to give equal possibility for members to attend if they should find an evening or daytime meeting difficult to attend.*

90. CIL AND SECTION 106 UPDATED DATA

RESOLVED:

That the latest B&NES Council CIL and Section 106 data from B&NES was expected to arrive for this meeting but has yet to be received.

That the Clerk will chase the information again, in the hope that that it will be available for the next Finance and Policy Committee meeting in August.

91. FINGER POSTS MANOR ROAD TRIANGLE & ST. LADOC ROAD

RESOLVED:

- (i) That the Town Clerk contact B&NES Council to request that all three fingerposts either be passed to the Town Council as assets, or that they have permissions to undertake repairs and refurbishment to the same.*
- (ii) If the fingerposts should be passed to the Town Council as assets that the Clerk contact the Council's insurance company to assure that they are insured going forward.*
- (iii) To approve that any expenditure to achieve the repairs/refurbishment is allocated to this project from CIL funding.*

At this point a verbal request was made that the Town Clerk chase St. Monica's Trust in respect of news on the repair/refurbishment of the Somerdale gates.

92. CHRISTMAS TREE 2024

RESOLVED:

- (i) That Town Council approve the expenditure and provision of a Christmas tree for Keynsham for 2024.*
- (ii) That the funding for the tree comes from the excess funds in the Christmas lights budget.*

93. CREATING SUSTAINABLE COMMUNITIES FOR NORTH EAST SOMERSET – CONSULTATION

RESOLVED:

That the Town Council's responses to this Consultation be considered at the Planning and Development Committee meetings on 5th August and 2nd September 2024 with non-Planning and Development Committee Councillors giving their input to the consultation (via email to the Town Clerk or by joining these meetings).

94. CONSULTATION ON PARKING CHARGES TO HELP IMPROVE AIR QUALITY IN BATH AND NORTH EAST SOMERSET

RESOLVED:

To note that Keynsham Town Council will consider this consultation at their Planning and Development Committee meeting on 5th August 2024 with non-Planning and Development Committee Councillors giving their input to the consultation (via email to the Town Clerk or by joining these meetings).

To note that Councillor Alex Beaumont left the meeting at this point.

95. CORRESPONDENCE FOR INFORMATION

95.1 REQUEST FOR DOG WASTE BIN.

RESOLVED:

- (i) To receive and note the information.*
- (ii) To approve that Ward Cllrs Dave Biddleston and Alex Beaumont speak with Erica of Keynsham Wombles and then Cllr Beaumont contact B&NES asking them to provide a bin that will be emptied regularly.*

95.2 PUBLIC SAFETY AND HEALTH RISKS WITH FLOODING IN KEYNSHAM BROADLANDS PLAYING FIELDS – SILTED AND OVERGROWN DITCHES

RESOLVED:

To receive and note the information.

To note that Councillor Leonard left the meeting at this point.

95.3 CAMPAIGN ON SAFETY OF LITHIUM-ION BATTERIES AND THEIR DISPOSAL

RESOLVED:

- (i) That the Chair of E & S Committee write on the subject in support of this campaign.*
- (ii) That Council support the campaign.*

95.4 PUBLIC ART

RESOLVED:

- (i) To receive and note the information.*

- (ii) *That the resident's letter be forwarded to B&NES Council Planning Department for consideration in future developments.*
- (iii) *To write to the resident stating that this matter will be taken forward by Town Councillors through the Regeneration Action Plan projects.*
- (iv) *That the inclusion of Public Art be considered as part of the Town Council Neighbourhood plan.*

At this point in the meeting, Council had to evacuate the building due to a Fire Alarm. The meeting continued in the Town Council meeting room.

To note that Cllr C Fricker left the meeting at this point.

95.5 CHEWING GUM REMOVAL

RESOLVED

To receive and note the information.

96 DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is **TUESDAY 17th SEPTEMBER 2024 at 7.00pm** in The Space, Market Walk, Keynsham.

PLEASE NOTE THERE IS NO TOWN COUNCIL MEETING IN AUGUST.

97 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 29-32 to progress sensitive issues.

98 INVESTIGATION AT KEYNSHAM CEMETERY

RESOLVED:

- (i) *To receive and note the report.*
- (ii) *That the investigation is not approved.*

99 SILVANUS PROJECT

RESOLVED:

To receive, note and approve the recommendation as per the confidential report.

100 OFFICE LEASE UPDATE

RESOLVED:

To receive and note the verbal update from the Assistant Town Clerk.

101 DISTRIBUTION OF CONFIDENTIAL TOWN COUNCIL PAPERWORK TO COUNCILLORS

RESOLVED:

- (i) That confidential items be placed in the Town Councillors' SharePoint for access of such papers.*
- (ii) That hard copy confidential papers be available prior to the meeting for Councillors to peruse in the Town Council office in advance of the meeting.*
- (iii) That hard copy confidential papers be made available at the meeting on which they appear as an agenda item and time is given for Councillors to read each before considering.*

The meeting finished at 9.50 p.m.

Signed: (Chairman)

Dated: