

**Minutes of the Town Council meeting held on
Tuesday 17th September 2024 in The Space, Market Walk, Keynsham at 7.30 pm.**

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

IN ATTENDANCE: Dawn Drury – Town Clerk
Alan Jenner – Assistant Clerk

113. FORMER TOWN COUNCILLOR – IRIS LERPINIÈRE

Councillors shared memories and a minute's silence was held to remember former Town Councillor Iris Lerpiniere.

114. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Alex Beaumont, C Leonard and A Halliday.

115. NOT PRESENT

Councillor Adrian Beaumont.

116. DECLARATIONS OF INTEREST

Councillor E Cannon declared an interest as a member of the Church of England, Cllr M Burton declared an interest as a Trustee on the PCC of St. John's and Councillors D Biddleston and A Wait as members of St. John's Church all associated with item 17 on the agenda.

117. DISPENSATIONS

There were none.

118. PUBLIC PARTICIPATION

There was one member of the public present.

119. RECORD OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 23rd July 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

120. CHAIRMAN'S ANNOUNCEMENTS

To note there were none.

121. QUESTIONS ON NOTICE BY MEMBERS

To note there were none.

PRESENTATIONS:

122. PRESENTATION BY B&NES ENVIRONMENTAL MONITORING (AIR QUALITY TEAM)

The Council received a presentation from B&NES Council Environmental Monitoring and Air Quality Team in respect of the following items.

- **The results of a monitoring survey carried out on Bath Hill**
Here they touched on the historic monitoring of Keynsham (including mapping of monitoring locations), what has been happening over the last few years, where we are and what is happening currently and the future of monitoring in Keynsham. This part of the presentation gave details in respect of the High Street pre and after the introduction of the one-way system through the High Street. High levels above the objectives that were set nationally when the street was two-way resulted in the declaration of an air quality monitoring area back in 2010. In 2017, the one-way trial came into force, so monitoring continued in specific areas with additional areas being added after concerns were raised in respect of air pollution by the Town Council and members of the public. Data from diffusion tubes providing monthly average concentrations of nitrogen oxide were used for monitoring purposes.

2013 – 2022 statistical charts that were presented showed that generally the picture is that concentrations had been decreasing rapidly. At its peak on the High Street levels near the Cinnamon Restaurant were being record at 55. As a comparison levels in Bath are currently at 160. Monitoring continued in Keynsham throughout the period (2013 – 2022) aiming for levels below 40 when the declaration of an air quality monitoring area could be revoked.
- **An update of the revocation of Keynsham Air Quality Management Area**
Once reaching acceptable levels 36 micro grammes at all monitoring sites, 10% below the national permitted levels for a least three years, for revocation of an Air Quality Management Area, B&NES Council undertook an air quality consultation with members of the public. The revocation of the Air Quality Management Area Order for Keynsham happened this year.

- **General Air Quality monitoring within Keynsham.**

Data showed the air quality was improving, and pollution levels were still on a decline. Monitoring continues at key locations in Keynsham., including on Charlton Road near St. Keyna School, on the A4 and either side of the by-pass near Unity Road. Bath Hill was recently monitored on a request from the Town Council. Both types of monitoring systems used came back with concentrate levels that were well below the objective levels. Any concerns raised in the future will be monitored.

It was confirmed that there had been monitoring on the Wellsway in the past.

Below is a link to data.

<https://beta.bathnes.gov.uk/air-quality-monitoring-network>

The presenters were thanked for working on the Air Quality for Keynsham.

The details of an up-to-date report for Keynsham will be circulated to the public on receipt from B&NES Council.

RESOLVED:

To receive and note a presentation on the following aspects relating to air quality in Keynsham.

123. KEYNSHAMNOW

Councillor Wait reported on behalf of KeynshamNow as follows:

The September meeting involved a celebration of the 10th Anniversary of KeynshamNow.

The new KeynshamNow hoodie designed by the young people was distributed. Former members returned to join in the celebrations including Dani a former Chair of KeynshamNow who went off to University to train to become a speech therapist.

A small party was held in celebration and Zac a member made a gluten free cake.

Issues raised by young people were still raised at this meeting.

A statement will be made at the end of the next B&NES Council meeting promoting KeynshamNow as a unique Youth Council and to encourage other areas of B&NES to start up their own similar Councils for young people and getting them to understand and become interested in our local politics, including the roles of various organisations (B&NES Council, local Town and Parish Councils, WECA, the PCC's role, etc). Also giving understanding of what is an Election and how they are organised, and how you can become a Councillor representing any political party.

Finally, Cllr Brennan, Wait and Darcy the current Chair will be speaking on KTCRfm.

124. KTCRfm QUARTERLY REPORT

Ric congratulated the Town Council on how in recent years it had upped its profile and perception in the eyes of the public. The Town Council are doing far more in the community, which is aided by the quality of staff. He thanked the Council for all that they are doing for the town of Keynsham. He also remarked on receiving comments from the public to support this.

After almost five years the station is reported as being here to stay following being granted a new permanent license from Ofcom. Such a license is awarded for the presentation of a sound business plan. The Town Council's support and input has strengthened this business plan for which KTCRfm are very grateful. Town Councillors making involvement in the broadcasts whether it be on the production side or just sitting behind a mic for one of the broadcasts together with the staff making regular visits to promote events and activities is invaluable.

There are now over 40 people producing regular shows for the station. Most of these are at a stage where they are producing their 200th broadcast of their show.

It is hoped that Keynsham Town Council are happy with what the station are doing to raise the Town Council's profile. Ric, himself works hard getting the listeners and those that he meets in the street to understand what Keynsham Town Council do and what B&NES Council do.

Ric provided a few stats as follows:-

In the last seventeen days there have been 606 mentions of Keynsham Town Council on the air, 175 of these were about the Bandstand music in the Park.

The Picnic in the Park was mentioned over 100 times during the promotional period and after.

The recent Heritage Open Days events were promoted extensively.

There has been some good news in respect of additional fundings support and additional match funding, which all helps with keeping the station running and everything is looking quite comfortable at the moment.

Cllr S Alenshasy left the meeting at this point.

125. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were none.

126. MINUTES OF COMMITTEE MEETINGS AND NOTES OF CONSULTATIONS

<u>Committee</u>	<u>Date 2024</u>	<u>Status</u>
Neighbourhood Devt. Plan Steering Group	29 th July 2024	DRAFT
Personnel Committee	22 nd July 2024	DRAFT
Planning Committee	5 th August 2024	APPROVED
Bus Services W.P.	13 th August 2024	DRAFT
Community Resilience W.P	15 th August 2024	DRAFT
Planning Committee	2 nd September 2024	DRAFT
EATH	4 th September 2024	DRAFT
Finance & Policy Committee	13 th August 2024	APPROVED
KNAP Working Party	9 th September 2024	DRAFT
Finance & Policy Committee	10 th September 2024	DRAFT
Youth Strategy W.P.	12 th September 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.*

ITEMS FOR DISCUSSION REQUIRING A DECISION:

127. SCHEDULE OF MEMBERSHIP OF COMMITTEES WORKING PARTIES, RESPONSE AND REVIEW GROUPS 2024 – 2025

RESOLVED:

- (i) To receive and note the resignation of Cllr Alenshasy from all Committees, Working Parties, Response and Review Groups 2024 – 2025.*
- (ii) To note that Cllr Alenshasy will remain as the representative of the Town Council on the Twinning Association.*
- (iii) That the following Councillors were elected to replace Councillor Alenshasy on the Committees and Working Parties that she had resigned from as follows:*

COMMITTEES

Environment and Sustainability Committee – no replacement but Councillor Biddleston will attend if required.

Finance and Policy Committee – replacement Councillor Greenfield and Councillor Biddleston will replace him as a substitute.

Grants Committee – replacement Councillor H MacFie

Capital Projects Committee – no replacement

WORKING PARTIES AND REVIEW GROUPS

Consultation Response Group – replacement Councillor Biddleston

Business Forum – replacement Councillor Brennan

- (iv) That Councillor M Burton was elected representative on the Keynsham Regeneration Plan Working Group.*

128. HIGH STREET KERBS MESSAGING STATEMENT

RESOLVED:

- (i) To receive and note the High Street Kerbs Messaging Statement.*
- (ii) To approve the Statement with the removal of the words 'and removing the cycle path' from the last sentence in the paragraph entitled ACTION. Also, the removal of the words 'and removing the cycle path' from the last sentence in the paragraph entitled STATEMENT.*
- (iii) That the Town Clerk and Chair of Council arrange a meeting with Manda Rigby, Cabinet member for Highways.*

129. SAFETY OF LITHIUM-ION BATTERIES OR THEIR DISPOSAL**RESOLVED:**

- (i) To receive and note the requests within the attached document.*
- (ii) That Council write to their MP requesting that they support the Bill.*
- (iii) To note the information in respect of grants being available to run safety campaigns.*

130. VE COMMEMORATION BANDSTAND PERFORMANCE/EVENT**RESOLVED:**

- (i) That members of St. John's Church work out costs associated with a local Peace Dove Project and bring this back to full Council for consideration. Also, that members of the Church check that this project would not break any copyright rules held by the artist of the original Peace Dove Project, elsewhere in the county.*
- (ii) That the Town Clerk enquire to Bath and North East Somerset Council whether a fee to use the Park would be waived for such a Commemoration event, as it is not too dissimilar to the Jubilee and Coronation events when the park hire was waived.*
- (iii) That Keynsham Town Council hold a VE Day Commemoration Bandstand performance, as part of next year's Bandstand programme on Saturday 10th May 2025. The budget requirements to be considered at EATH and presented under a new budget code to full Council as part of the budget setting process.*

131. ADDITIONAL FUNDS REQUIRED FOR SPECIALIST BARRIERS FOR REMEMBRANCE DAY PARADE AND WINTER FESTIVAL**RESOLVED:**

- (i) That Officers investigate what other Parishes such as Midsomer Norton, Radstock, Paulton and Westfield do in respect of road closures and barriers for their events.*
- (ii) That once the above information has been sought and circulated to Councillors, approval of the additional cost for specialist barrier hire for Remembrance Parade and Winter Festival 2024 in the sum of £5,000 funds to be taken from Events EMR.*
- (iii) That B&NES Council are notified that we have followed advice and hired in the necessary barriers to keep our community safe at our event and have incurred this at an extortionate cost, which is made worse by B&NES Council's increased event fees and additional costs for parking suspensions, etc. that have never been charged before.*

FINANCIAL MATTERS INCLUDING ITEMS ARISING FROM FINANCE AND POLICY COMMITTEE.

132. SCHEDULE OF PAYMENTS – MONTH 6 - SEPTEMBER 2024

RESOLVED:

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

133. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 23rd JULY 2024

RESOLVED:

To note that the order to remove the broken roundabout in the Lower Memorial Park costing £1,104 be approved.

134. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETINGS ON 13th AUGUST & 10th SEPTEMBER 2024 - details of APPROVED items to be received and noted from Agenda 13th August 2024 - A – C; and details of APPROVED items to be received and noted from agenda 10th September 2024 D – L)

RESOLVED:

To receive and note the resolutions within the minutes of the meetings of Finance and Policy Committee dated 13th August & 10th September 2024.

135.

Aug FP1. KTC SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY

RESOLVED:

- (i) To receive and consider the Social Media and Electronic Communications Policy.*
- (ii) To approve the Policy with the following changes:
 - a) Add Instagram to the list of Social Media.*
 - b) Change Twitter to X (formally known as Twitter).*
 - c) Investigate whether we can ban people from commenting on posts.**

Aug FP2. YOUTH FINANCIAL REGULATIONS

Due to the fact the Youth Club differs from normal Council business, the RFO has devised Financial Regulations for the Youth Club (attached). Along with the Regulations a planning sheet has been created to ensure all expenditure is approved at the Finance and Policy Committee meetings.

RESOLVED:

- (i) To receive and note the new Youth Financial Regulations and the use of the planning sheet.*
- (ii) That the Regulations and planning sheet be approved by Council.*

Aug FP3. LIST OF POLICIES**RESOLVED:**

- (i) That the list of Policies be received and noted.*
- (ii) That the list to be updated.*
- (iii) That the review dates to be extended to 2 or 3 years, if possible.*
- (iv) That the Town Clerk to decide on the priority of the policies.*
- (v) That the Policy spreadsheet be presented once amended to the Finance and Policy Committee.*

Aug FP4. ANNUAL CIL STATEMENT 2023-2024**RESOLVED:**

- (i) That the Annual CIL Statement be received and noted.*
- (ii) To approve the Statement.*

Aug FP5. S106 FOR KEYNSHAM**RESOLVED:**

- (i) That the S106 spreadsheet for Keynsham be received and noted.*
- (ii) For the Assistant Town Clerk to identify the departments for the allocated funds for the B&NES Councillors to write to Cabinet Ministers for information on how the funding is to be spent.*
- (iii) That the Assistant Town Clerk enquire what is happening with the Persimmon S106 monies allocated to bus services in Keynsham.*
- (iv) That Cllr Biddleston be granted permission to approach Bloor in respect of bus funds requesting whether any could be used by Keynsham Town Council.*

136. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10TH SEPTEMBER 2024:

RESOLVED:

To note the resolutions within the minutes of the Finance and Policy Committee dated 10th September 2024.

SEPT FP6. BAD DEBT

RESOLVED:

- (i) To receive a recommendation from the Finance and Policy Committee to Council to write off the debt of £29.17 plus VAT and not use the company for any event in the future.*
- (ii) To approve that the debt be written off.*

Councillor C Fricker left the meeting at this point.

SEPT FP7. HEALTH AND SAFETY POLICY MANUAL

RESOLVED:

- (i) To receive and note the Health and Safety Policy Manual.*
- (ii) To receive and consider the amendments/queries made by the Finance and Policy Committee.*
- (iii) That the Policy with amendments as above be approved.*

SEPT FP8 INSURANCE RENEWAL

RESOLVED:

- (i) To note that the Town Council are still waiting for the insurance renewal quote.*
- (ii) That the insurance renewal quote be reviewed by the Chair and Vice Chair of Town Council and the Chair of the Finance and Policy Committee. Once satisfied instruction should be given.*

SEPT FP9 CIL TRACKING**RESOLVED:**

- (i) The Town Council CIL Tracking statement be received and noted.*
- (ii) To note that the Finance and Policy Committee have requested the following information in respect of the CIL Tracking be produced by the RFO for the next meeting:
 - a) A simplified spreadsheet with more meaningful headings.*
 - b) A document to clarify the position for the next 3 months.*
 - c) Investigate whether the out of time CIL can be allocated.*
 - d) That Capital Projects Committee produce a CIL Expenditure Strategy to bring to full Council.**

SEPT FP10 DEFIBRILLATOR**RESOLVED:**

- (i) To receive and note the 3 quotes for the Defibrillator.*
- (ii) To note that the Finance and Policy Committee wish to receive three official quotes.*
- (iii) That the recommendation on the quotes be brought back to the October Town Council meeting.*

SEPT FP11 YOUTH PLANNING**RESOLVED:**

- (i) To receive and consider the financial plan and additional expenditure for October 2024.*
- (ii) To note that the Finance and Policy Committee have requested a more detailed breakdown of the costs.*
- (iii) To receive a recommendation from Finance and Policy Committee to approve the plan.*

SEPT FP12 MUSIC STUDIO PRICES**RESOLVED:**

- (i) To receive and note the prices for hiring the studio.*
- (ii) To receive a recommendation from Finance and Policy Committee to approve the studio hire prices.*

SEPT ITEM J SWING HOLMOAK PLAY AREA

The double swing on Holmoak play area has been out of action due to the wood rotting and was deemed unsafe. Attached are 2 quotes for a replacement swing (at the time of the Finance and Policy Committee meeting Council were waiting for a third quote to be received). The swing can be funded from the CIL EMR which has a balance of £340,759.71.

RESOLVED:

- (i) To receive and consider the quotes for the replacement swing.*
- (ii) That quote 2 be approved.*

ITEMS TO RECEIVE AND NOTE:**137. PROPOSED COMMUNITY ORCHARD****RESOLVED:**

- (i) To receive a verbal update from Councillor Alan Greenfield who attended a recent site visit.*
- (ii) To note that this matter will be discussed further at the next Environment and Sustainability Committee meeting and the member of the community who came forward with the idea will be presenting to the Committee.*

Note is essential that the community are consulted fully in respect of the project.

138. KEYNSHAM CEMETERY WORKS**RESOLVED:**

- (i) To note that the Assistant Town Clerk has now completed all the historic investigations which is relevant to the Statement of Significance that Town Council need to file in support of works that we propose in undertaking. The Statement of Significance will be presented with a full report to Capital Projects Committee. This will then feed into the Cemetery Plan for 2025 – 2026, also considering what, if any, archaeological works should be undertaken.*

Further questions need to be posed to the architect in respect of possible archaeological findings being beneath the East Chapel and the wall that needs some structural works.

139. MANOR ROAD PAVILION CAR PARK

RESOLVED:

To receive a verbal update from the Assistant Town Clerk in respect of this matter.

A site visit was held, and it all looks possible for the extension of the car park. Costings just need to be sought, and a basic plan produced with details of materials that can be presented to B&NES Council. It is suggested that this is in conjunction with the Heads of Terms of the lease being reviewed for renewal of the lease which is up in 2028.

140. UPDATE ON BURNETT LOCK UP REPAIRS

RESOLVED:

To receive and note that the Town Council Grounds Maintenance Supervisor met with the representative of the Burnett Lock Up Landlord and he has indicated that the repairs to the Burnett Lock up will be instigated during the last of week of September.

The works can be inspected once they are completed.

141. VAS SIGNAGE

RESOLVED:

To note that the VAS signage delivery is imminent then the Grounds Maintenance Team can have training on the installation of the same.

142. FOX AND HOUNDS LANE CONSERVATION AREA.

RESOLVED:

To note the external wall where the proposed entrance is planned has been assessed and a survey produced and the Assistant Town Clerk is putting together a specification and tender documentation ready to be sent out.

The removal of the Sycamore is proposed for the Autumn, and this will involve a single lane closure of Bath Hill. The Arboricultural team will supply FFLAG with some chippings and leave a good section of the stump which could possibly be turned into a seat/bench.

143. A4 BATH TO BRISTOL ENGAGEMENT SUMMARY REPORT – JULY 2024

RESOLVED

- (i) *To receive and note the report.*
- (ii) *That the Town Clerk and Assistant Town Clerk draft a letter expressing that the Council are not happy with the report and that it has taken in account no consideration of the results being more against the project than for. Also pointing out that they have not mentioned the Keynsham Travel Hub proposed for Keynsham Memorial Park.*

144. WOODLAND VIEW COMMUNITY TRAVEL WEBSITE

RESOLVED:

To receive and note the information.

145. FOOD INSECURITY WORKSHOPS

RESOLVED:

To receive and note the information.

146. SOMERDALE GATES REFURBISHMENT

RESOLVED:


- (iii) *To receive and note a verbal update on the refurbishment of the Somerdale Gates.*
- (iv) *To note that an investigation was undertaken in respect of the obsolete buildings close to the Somerdale Gates and it has been confirmed that although the buildings are closed up and one is behind Heras fencing, they are actually in use by St. Monica's.*

147. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is **Tuesday 15th October 2024 at 7.00 p.m. or 7.30 p.m.** in the **Baptist Church, High Street, Keynsham**. Exact time to be confirmed on the next agenda.

The meeting finished at 9.50 p.m.

Signed:  (Chairman)

Dated: 15/10/24

