

Minutes of the Town Council meeting held on
Tuesday 15th October 2024 in the Baptist Church, High Street, Keynsham
at 7.30 pm.

PRESENT: Adrian Beaumont, D Biddleston, D Brassington, C Brennan, M Burton, C Davis, C Fricker, A Greenfield, A Halliday, C Leonard, H MacFie (Chair) and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

157. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Souzan Alenshasy, Alex Beaumont and Edmund Cannon.

158. DECLARATIONS OF INTEREST

Councillor D Brassington in respect of his show production as part of the KTCRfm broadcasts.

Councillors M Burton, D Biddleston, A Greenfield and A Wait as Directors, Members and Trustees of the KMFA Limited.

159. DISPENSATIONS

There were none.

160. PUBLIC PARTICIPATION

There was six members of the public present.

161. RECORD OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 17th September 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

162. CHAIRMAN'S ANNOUNCEMENTS

The Chairman asked Councillors to remember the following dates for the diaries:

- Farmers Market on 9th November 8.30 a.m. – 1.00 p.m. (Councillors required to assist with set up, manning and taking down the stall which will promote Winter Festival etc). The Chairman remarked that it was good to see so many stalls at the Market.
- Remembrance Parade on 10th November 2024 – Muster on the High Street from 9.00 a.m. and not Ashton Way, as in previous years.

- Downfield Play Area – Commencement of the installation of the new play equipment by the supplier from 21st October 2024, plus the installing of the new seesaw at Manor Road Play Area and a roundabout at Teviot Play Area.

The Chairman congratulated Keynsham In Bloom on achieving a Silver Gilt (very good) award in the South West In Bloom competition.

The Chairman reported that the recent event hosting the Twinning visitors from Libourne had been very successful and that there was a planned return visit for next summer.

163. QUESTIONS ON NOTICE BY MEMBERS

Councillor Biddleston raised a question in respect of the planned bridge installation spanning the River Avon from Somerdale (B&NES) side to Hanham (S.Glos). He requested information in respect of the proposed installation date.

The Clerk reported that she will seek an update to bring back to a future Town Council meeting.

164. KEYNSHAMNOW

Amilee reported on behalf of KeynshamNow as follows:

- KeynshamNow have held their recent annual elections. All existing position holders were re-elected apart from one. The post of Media and Communications officer has been filled by a new member. This post will be supported by a mentor.
- Some members had a slot on KTCRfm to talk about the 10th anniversary.
- The 10-year anniversary celebration film is nearly complete.
- KeynshamNow will be holding a stall at the Winter Festival which they have started planning and the funds raised will go to the Air Ambulance Charity.
- Claire Moody, Avon and Somerset Police Crime Commissioner will be attending the next meeting of KeynshamNow, so that the young people can ask her questions and talk about crime and young people.
- KeynshamNow have recently held some school assemblies that have resulted in some new members joining.
- KeynshamNow have contacted the Scouts to arrange a meeting with them
- The next meeting of KeynshamNow is on 6th November 2024.

Councillors asked questions in respect of attendance numbers at KeynshamNow and this was reported as being approximately 16 young people plus 4 mentors at each meeting.

A request was made for more data, including regular attendance numbers, details of the areas in which young people that attend live. This will be reported at future meetings.

It was reported that 6 – 7 new members have signed up recently.

165. REPORTS FROM REPRESENTATIVE ON OUTSIDE BODIES

Councillor Wait reported that KMFA limited have been looking at the membership profile in respect of age profile of the Trustees with the majority being 60 years plus. The Organisation was of the opinion that the Festival cannot be maintained or grow without the creation of more paid positions.

Last week, the Organisation began looking at how they could afford to run the Festival successfully. It has now been running for 27/28 years.

The budget is very tight, and they need to think about how it can grow professionally or whether there will be a need for shrinking back of the event.

People have started seeking sponsorship, submitting funding bids and liaising with the Community.

166. MINUTES OF COMMITTEE MEETINGS AND NOTES OF CONSULTATIONS

<u>Committee</u>	<u>Date 2024</u>	<u>Status</u>
NDP Steering Group	19 th September 2024	DRAFT
Bus Services W.P.	24 th September 2024	DRAFT
Environment & Sustainability Committee	24 th September 2024	DRAFT
Planning & Development Committee	2 nd October 2024	DRAFT
EATH	2 nd October 2024	DRAFT
Finance & Policy Committee	8 th October 2024	DRAFT
NDP Steering Group meeting	19 th September 2024	DRAFT
Extra Ordinary Personnel Committee	26 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.*

167. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 17TH SEPTEMBER 2024

In accordance with the Schedule of Delegation approved under Financial Regulations January 2024, to note the delegated decision made in advance of the October 2024 scheduled payments taken by the Town Clerk in consultation with Members.

RESOLVED:

That the insurance quote for 24/25 be accepted with approval from Cllr MacFie, Cllr Fricker and Cllr Wait for the amount of £12,801.72 which includes a new policy for Cyber Security.

ITEMS FOR DISCUSSION REQUIRING A DECISION:

168. OUTSIDE BODIES - LARGER GRANT APPLICATIONS 2025-2026

RESOLVED:

- (i) *To receive and consider the large grant application form for the following*
1. *Keynsham in Bloom – (awarded £5,000 for 2024 -2025)*
 2. *Music Festival – has requested an extension until the November Finance and Policy meeting - (awarded £29,500 for 2024 - 2025)*
 3. *Dial-a-Ride - has requested an extension until the November Finance and Policy meeting - (awarded £4,500 for 2024 -2025)*
 4. *KTCRfm - (No award in 2024)*
- (ii) *To receive verbal support presentations from members of the public in respect of the applications from Keynsham In Bloom and KTCRfm.*
- (iii) *To receive a recommendation from Finance and Policy Committee to approve the applications from Keynsham In Bloom for £5,000 and KTCRfm for £6,000 in 2025-2026.*
- (iv) *To receive a recommendation from the Finance and Policy Committee to grant an extension of time for submission for the Music Festival and Dial-a-Ride grants requests.*
- (v) *To note that KeynshamNow budget to be set as part of the budget setting process for 2025-2026 (as this is not a grant).*

In respect of the In Bloom application matter of the excessive cost of watering was raised and whether this could be done through sponsorship. It was explained that In Bloom had found the cheapest way of undertaking the watering, feeding and deadheading of the plants in the hanging baskets.

It was also explained that the above organisations received such grants due to originally being a Council initiative or being supported historically for many years. A concern was raised that this was not very open and transparent.

RESOLVED:

- (i) That the recommendation from Finance and Policy Committee to award grants to Keynsham In Bloom and KTCRfm be approved.*
- (ii) That the recommendation from the Finance and Policy Committee to defer to the next meeting the decision on the Dial-A-Ride and the Keynsham Music Festival Limited be approved.*
- (iii) That at the next Grant Committee meeting Councillors look at setting up a larger grant award scheme, open to all other organisations in the Town, to be budgeted for in 2026 - 2027 and to commence in 2027 - 2028.*

169. K1 BUS SERVICE

The Council received a presentation from the member of the community, who read a letter to the Council.

Council members had the opportunity to answer the residents' questions and ask the resident questions regarding the letter.

RESOLVED:

- (i) To receive and note the Resident's letter.*
- (ii) That a copy of the survey results, in respect of the consultation undertaken as part of the submission to WECA for funding, be forwarded to the Resident. Confirming that the K1 route and set up reflects the feedback from the survey.*
- (iii) To note that the service will be reviewed by WECA after six months to check that this setup is working successfully.*
- (iv) To note that the resident and other members of the public present be informed of the plan for the future in respect of the ongoing running of the K1 service and if successful, possibly a second bus covering additional areas of town.*
- (v) That the resident be given an approximate indication of when a bus service may be introduced in Keynsham East, as a result of the Section 106 funding associated with the proposed Minsmere Road development.*



170. BASKETBALL COURT - MANOR ROAD

RESOLVED:

- (i) To receive and note the Resident's email.*
- (ii) That currently there are no funds available for the development of an enlarged basketball area or a full-size court. However, this will be kept in mind as a future Capital project (possibly funded by CIL or external sports funding) should there be a redevelopment of the Pavilion and recreational facilities at Manor Road.*

171. LARGER BIN REQUESTED - SOMERDALE/DRYLEAZE

RESOLVED:

- (i) To receive and note the information above.*
- (ii) That a larger bin be purchased and exchanged for the dog waste bin that will be used elsewhere in the town.*

172. PROPOSED COMMUNITY ORCHARD

RESOLVED:

- (i) To receive a verbal update on this project from Councillor Greenfield of the Environment and Sustainability Committee.*
- (ii) To note that both Cllr Greenfield, Beaumont, a Town Council Officer and a B&NES Officer have met the resident proposing the project on site. The land is owned by B&NES. It is thought that the land is currently used only by dog walkers.*
- (iii) To receive a recommendation from the E & S Committee to support the project in principle.*
- (iv) That the resident set up a community group and then the community group organise a consultation, flyers and poster, in respect of this green project.*
- (v) That once the community group is ready to take this forward with posters, flyers and a consultation a further meeting is arranged at E & S Committee to discuss any financial implications and staff resources so that these can then be taken to Finance and Policy Committee for approval.*

173. BUS SERVICES WORKING PARTY

RESOLVED:

- (i) That at the next Bus Service Working Party the Working Party be dissolved and a Committee, be formed.*

- (ii) That a Bus Service Committee be formulated, and membership be agreed at the next full Council meeting.*
- (iii) External membership be decided by the Committee at a future meeting.*

174. REMEMBRANCE EVENT – SOMERDALE

RESOLVED:

- (i) To receive and note a recommendation from the EATH Committee to nominate a member of Council to attend this event and lay a wreath (no cost to the Council).*
- (ii) That the Councillors in this Ward be asked if they would wish to lay the wreath at this event.*

FINANCIAL MATTERS INCLUDING ITEMS ARISING FROM FINANCE AND POLICY COMMITTEE.

175. SCHEDULE OF PAYMENTS – MONTH 7 - OCTOBER 2024 (to follow)

RESOLVED:

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

176. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 17th SEPTEMBER 2024

RESOLVED:

That the insurance quote for 24/25 be accepted with approval from Cllr MacFie, Cllr Fricker and Cllr Wait for the amount of £12,801.72 which includes a new policy for Cyber Security. (This was needed to be undertaken under delegated powers due to time constraints).

177. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETINGS ON 8th OCTOBER 2024 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from agenda 8th October 2024 A – H)

RESOLVED:



To note the resolution to approve these items by the Finance and Policy Committee, as per the minutes of the meetings of Finance and Policy Committee dated 8th October 2024.

178. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 8th OCTOBER 2024 NEEDING DECISION:

FP1 FINANCIAL QUARTERLY REPORTS

RESOLVED:

That Town Council receive and note the quarterly financial reports.

To note that Councillor Brennan left the meeting at this point (9.09 p.m.)

FP2 POLICIES

RESOLVED:

- (i) That the policies be received.*
- (ii) To receive a recommendation from the Finance and Policy Committee that Council approve the policies with the following changes:*

Financial Risk and Reserves Policy:

- (i) That the dates be corrected to this financial year.*
- (ii) Change Ellis Whittam to Work Nest.*
- (iii) That the reference to 'are £100,000' GDPR reserve be deleted as it is explained on page 4.*
- (iv) That this policy be approved and signed by the Chair of Council.*

Freedom of Information Policy

- (i) That the suggested amendment, to include a line that confidential emails will not be included in Freedom of Information request, be deferred until a further meeting allowing the Clerk to investigate the legality of this.*

FP3. TOWN COUNCIL POLICIES SCHEDULE

RESOLVED:

- (i) That the Town Council Policies information be received and noted.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the changes to review dates and the priority of policies with the following changes:*

- *To include a column for number of pages that each policy contain.*

FP4. PARKING FINE

RESOLVED:

- (i) To receive a recommendation from the Finance and Policy Committee that the request is denied.*
- (ii) The payment of the fine be denied.*

FP5. CIL TRACKING

RESOLVED:

- (i) To receive a recommendation from the Finance and Policy Committee to note the CIL tracking report.*
- (ii) That the CIL tracking sheet be taken to the Capital Projects Committee to assign projects to outstanding balances.*
- (iii) That the CIL Tracking document have an allocation of funds column.*

FP6. YOUTH PLANNING

RESOLVED:

- (i) To receive and note the financial plan for October/November 2024.*
- (ii) To note that the Finance and Policy Committee have approved the expenditure.*
- (iii) That the cost of materials and the workshop to be repaid to the Council from the Etsy shop income.*

Cllr Leonard left the meeting at this point (9.22 p.m.)

FP7. LEI POLICY

RESOLVED:

- (i) To receive and note the information provided.*
- (ii) To note that the Clerk will sign the form.*

ITEMS TO RECEIVE AND NOTE:

179. 24/00010/ADVERT - 41 High Street



RESOLVED:

To receive and note the report.

180. LETTER RE. HOUSING

RECOMMENDED:

To receive and note the letter.

181. ALCINA WAY ALLOTMENTS

RESOLVED:

To note that Officers are liaising with residents and the Developer in respect of the redundant allotments near Alcina Way. When more information is known this will be brought to Council.

182. SAFER SHOPS – DISC APPLICATION

RESOLVED:

- (i) To receive and note the email.*
- (ii) To note on receipt of the Grant Offer letter that a meeting will be called inviting a member of the DISC Team and B&NES (who were at the original discussions), Keynsham Police Sergeant, Cllrs Burton, Biddleston and MacFie to a meeting to revisit the setup of the Disc software and promotion to the shops and businesses.*

183. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is **Tuesday 19th November 2024 at 7.00pm** in The Space, Market Walk, Keynsham.

The meeting finished at 9.27 p.m.

19th November
2024