

**Minutes of the Town Council meeting held on  
Tuesday 15<sup>th</sup> April 2025 in The Space, Market Walk, Keynsham  
at 7.30 pm.**

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**PRESENT:** Cllrs Alex Beaumont, D Biddleston, D Brassington, C Brennan, M Burton,  
E Cannon, C Davis, A Halliday, H MacFie and A Wait.

**IN ATTENDANCE:** Dawn Drury – Town Clerk

**381. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors Adrian Beaumont, C Fricker and C Leonard.

**382. NOT PRESENT**

Cllr S Alenshasy.

**383. DECLARATIONS OF INTEREST**

Cllr M Burton and Cllr D Biddleston in respect of their connection with Keynsham Community Hub.

**384. DISPENSATIONS**

There were none.

**385. PUBLIC PARTICIPATION**

There were two.

**386. RECORD OF PREVIOUS MEETING**

***RESOLVED:***

***That the minutes of the Extra Ordinary and Ordinary Town Council meetings held on Tuesday 18<sup>th</sup> March 2025 (previously circulated), be confirmed as a true record and signed by the Chairman.***

**387. CHAIRMAN'S ANNOUNCEMENTS**

The Chair reported that the Spring Show was a huge success and that there were an extra 150 entries this year. It was very impressive and it was great to see so many awards being presented to members of our Community.

Councillors were advised about the VE Day event at the Bandstand on Saturday 10<sup>th</sup> May 2 – 4 p.m.

Councillors were reminded that the Dial-A-Ride trip to Bristol Memorial Woodland is still being planned and that Councillors wishing to visit should let the Town Clerk know that they are interested.

### **388. QUESTIONS ON NOTICE BY MEMBERS**

There were none.

### **389. KEYNSHAMNOW**

Unfortunately, Amilee could not be at the meeting so Cllr Wait reported on behalf of KeynshamNow as follows:

At the recent meeting on 2<sup>nd</sup> April approximately a dozen young people attended and had a very good session with Rachel Shaw, Custodian of the Library Roman Artefacts who held a 45 minutes workshop with the young people. Each member was given a relic and they had to try and match their item with an identification card. Once this initial activity was concluded the group came together and each person had to tell the rest of the group about their relic. This was a hugely successful part of the evening as even the more shy, quiet members got fully involved.

A decision has been made to appoint a Deputy KeynshamNow liaison member at the next meeting who would be able to attend Town Council meetings when Amilee is not available to report.

A litter pick was recently held in the Ashton Way area, including the rear of the shops, plus in the grounds of the Old Fire Station car park which was littered badly. A lot of bags of litter were collected by the 8 KeynshamNow members and 3 mentors.

On Wednesday 16<sup>th</sup> April, the KeynshamNow sub-committee (6 young people) are having their second meeting on the Teviot Park Project working on designs, consultations, estimated costs, consultation methods and dates and programme timescale for the updates.

In June, KeynshamNow are having a presentation from the Violence Reduction Team on knife crime, the dangers of carrying a knife and getting into situations where knives are present.

**390. PRESENTATIONS BY DAVID SELF (Community Orchard) and FIONA BELL (Keynsham Tree Trail)**

Apologies were received from David Self, who could not attend this meeting and who will be invited to a future Town Council meeting to present.

Fiona Bell and Hugh Williamson gave a very extensive presentation on Tree Trails in and around Bath together with the latest Saltford and Keynsham Tree Trail and Keynsham Memorial Park Tree Trail (the latter two, soon to be launched). All tree trails have been worked on by Treescape members.

The idea of the two new trails (one a family friendly trail and one a standard trail) is to encourage members of our community to learn to appreciate our trees and identify their favourite trees. Information gained from users of the tree trails will be fed back to the Woodland Trust.

Funding has already been sourced for producing the majority of the maps.

Fiona and her team are looking forward to opportunities to present their trails to local community organisations and local schools. The Town Council staff will assist with passing on this message regarding such talks.

Questions were asked by Councillors as follows:

**Q.** Cllr Burton asked about putting QR codes linking to trails and tree identification plaques being put on each tree.

**A.** No QR codes would only be the bookmarks and promotional material but the idea is if possible people use a paper map and do not spend time looking at their phones (which can be the case with younger trail followers). A good number of the trees in Keynsham Memorial Park already have plaques and this would be a costly task to label every tree.

**Q.** Cllr Biddleston asked how the group were going to maintain the cost of producing funding for maps in the future.

**A.** Costs are in place for the draft map and website (set up). It has been costed up that printing of maps will be 10 pence each and this will be printed on a as and when needed basis so there is not a big waste. The production group are confident that on costs can be covered. Fiona took details of the Town Council grant application launch date.

**RESOLVED:**

*To receive and note the presentation from Fiona Bell and Hugh Williamson in respect of the Saltford and Keynsham Tree Trails.*

### 391. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Burton reported that he had attended a recent online Police Liaison Committee meeting. Where the following was discussed:

- The recent Women's Safety event that was held.
- Scamming
- The Safer Shop Scheme (the disc software programme is currently in the process of being set up and it awaiting the Police input on their pages – once complete this will be launched and publicised to the local shops/businesses on the High Street and to retail outlets in shopping areas on the outskirts of Keynsham.
- Publicity around domestic violence support.

In respect of Women's Safety, it was reported that some women in Keynsham have concerns regarding the lack of street lighting in Back Lane. A Councillor that has had previous contact with the street lighting department of B&NES will forward email correspondence on the subject. Solar panelled lighting attached to existing lampposts was suggested. All of these suggestions to be discussed further under an agenda item at a future meeting. Solar panelled lighting attached to existing lampposts was suggested. The Clerk to contact B&NES Council Highways Lighting Department in respect of this matter. The Clerk will report back at a future meeting when this matter can be discussed further under an agenda item of that meeting.

A Councillor reported that he was still regularly clearing up litter, burnt debris and other items left by youths in the play park on Bilbie Green. The Clerk reminded him to continue to send through his reports so as we can direct them straight to the Police.

A Councillor reported on the recent event held at the Frys Bowls Club wherein Councillors that attended has a taster session. She also reported that the Club had extended an invite to the Young People of TimeOut.

**RESOLVED:**

*To receive and note the reports.*

### 392. MINUTES OF MEETINGS

**RESOLVED:**

- (i) *That the Minutes of the meetings taken place are received and noted.*
- (ii) *That the recommendations that are not subsequent Town Council Agenda Items are approved.*

**ITEMS FOR DISCUSSION REQUIRING A DECISION:****393. BATH WELCOMES REFUGEES – CHALLENGING RACISM IN KEYNSHAM**

As a follow on from the resolution below it was suggested that Council identify groups affected by racism or as a refugee, possibly hold a welcome event and produce a press release.

**RESOLVED:**

- (i) *That Council invite members of Bath Welcomes Refugees to a future meeting to hear more about how this organisation supports refugees in their community.*
- (ii) *That after hearing from members of Bath Welcomes Refugees , an agenda item be added for a future meeting to re-visit this matter and decide the way forward.*

**394. KEYNSHAM GOOD CITIZEN NOMINATION FORM****RESOLVED:**

- (i) *That Council consider the amendments made to the Keynsham Good Citizen Nomination Form.*
- (ii) *That Council approve the amendments.*

**395. K1 HIGHLIGHT REPORT QUARTER 4 2024 – 2025**

Concerns were raised from the figures within the report that additional funding will need to be sourced to subsidise the service once the WECA funding ceases.

**RESOLVED:**

*To approve the WECA quarter 4 highlight report 2024 – 2025 that needs to be submitted by the Town Clerk by 28<sup>th</sup> April 2025.*

**396. EMPLOYEE HANDBOOK ADDITION - NEONATAL CARE (LEAVE AND PAY) ACT 2023****RESOLVED:**

- (i) *To receive and note an addition to the Employee Handbook - section 5.3 Neonatal Care and Pay.*
- (ii) *To approve the addition to the Employee Handbook.*

397. FINANCIAL QUARTERLY REPORTS

*RESOLVED:*

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

398. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18<sup>th</sup> MARCH 2025

In accordance with the Schedule of Delegation approved on 19<sup>th</sup> November 2024, to note the delegated decision made in advance of the March 2025 scheduled payments taken by the Town Clerk in consultation with Members.

*RESOLVED:*

*To note that there were none.*

399. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 8<sup>TH</sup> APRIL 2025 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 8<sup>TH</sup> April 2025 Item 18 A – H)

A request was made from a Councillor to consider item 18 (Music Studio Income and Expenditure) to be discussed under item 20 for a decision.

*RESOLVED:*

*To receive and note agenda item 18 A-H.*

400. UPDATES FROM THE RFO

*RESOLVED:*

- (i) *To receive and note the information.*
- (ii) *To note that Councillor E Cannon will sign the March 2025 financial reports referred to in point 18 f above.*

401. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 8<sup>th</sup> APRIL 2025 NEEDING DECISION:

FP1 *RESOLVED:*

- (i) *To receive and review the following Policies:
  - a) Equalities and Diversity Policy
  - b) Investment Strategy Policy*
- (ii) *To note that the Finance and Policy Committee recommend that Council approve the Equalities and Diversity Policy.*
- (iii) *That the Investment Strategy Policy needs a further amendment to include a policy point on ethical investments.*
- (iv) *That the Chair of Council and Clerk sign the Equalities and Diversity Policy.*

FP2 HEALTH AND SAFETY HANDBOOK AND POLICY

*RESOLVED:*

- (i) *To receive and note the Health and Safety Handbook and Policy*
- (ii) *To note that the Finance and Policy Committee recommend that the following be inserted into the Health and Safety Handbook and Policy – That accident reports be provided to the Personnel Committee as and when an accident occurs.*
- (iii) *That if Council should approve the insertion to the Policy, then this be referred back to the Town Council's Health and Safety Advisors for their agreement on the addition of this clause.*
- (iv) *That the Handbook and Policy sign off be deferred to a future meeting for approval.*

FP3 LOCAL GOVERNMENT TRANSPARENCY CODE

*RESOLVED:*

- (i) *To receive and note the Local Government Transparency Code.*
- (ii) *To note that Finance and Policy Committee recommend to Council to approve the Code.*
- (iii) *That Council, with one small amendment, approve the Local Government Transparency Code.*

FP4 PRECEPT/COUNCIL TAX LEAFLET 2025-26

*RESOLVED:*

- (i) *To receive and note the Precept/Council Tax Leaflet 2025-26.*
- (ii) *To note that Finance and Policy Committee recommend that Council approve the leaflet with an amendment to Establishment breakdown to read 92p and not £92.*
- (iii) *That Council approve the Precept/Council Tax Leaflet 2025-26.*

#### FP5 HIRE OF BANDSTAND

**RESOLVED:**

- (i) *That Council receive and note the information regarding a request to hire the Bandstand*
- (ii) *That Council receive a recommendation from the Finance and Policy Committee that the hirer be contacted regarding security provision at the event being provided by the hirer.*
- (iii) *That Council receive a recommendation from the Finance and Policy Committee that a hire fee of £120 for this 5-hour event be requested from the Hirer.*
- (iv) *That Council approve the hire fee of £120 (this fee is conditional on the hirer providing security for the duration of the event).*

#### FP6 CIL STATEMENT

It was discussed and confirmed that all Capital Projects expenditure will come to full Council for approval as this Committee does not have power to spend. The same will happen for any CIL expenditure.

Review of the Council CIL Policy and application form was discussed, and this will be reviewed and brought back to Council for consideration in due course.

**RESOLVED:**

- (i) *To receive and note the attached CIL Statement for 2024-2025.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to Council to approve and sign the CIL Statement 2024-2025.*
- (iii) *That the CIL Statement 2024-2025 be approve and signed.*

#### 402. ITEM 18 F – MUSIC STUDIO INCOME AND EXPENDITURE

Council were informed that a recent report presented to F & P Committee on the income and expenditure relating to the Music Studio contained a lot of gaps. A set of



hire charges were set, and systems were put in place in respect of the use of the studios. It was hoped that following the implementation of these, it would have resulted in a profit for the Music Studio but this did not happen. A request was made that in the future regular reports in respect of income and expenditure are presented to the Finance and Policy Committee and Council, so that everyone is clear on the finances going forward, including a short report at the next Finance Committee meeting on how Income and Expenditure processes for the studios will be managed.

403. SCHEDULE OF PAYMENTS – MONTH 1 – APRIL 2025

*RESOLVED:*

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

ITEMS TO RECEIVE AND NOTE:

404. NOTICE OF POLL, STATEMENT OF PERSONS NOMINATED AND SITUATION OF POLLING STATION

The introduction of an additional polling station at an alternative location in Keynsham South was mentioned. It was confirmed that there would only be the two polling stations for the forthcoming elections and that this matter would have to be taken up with Electoral Services if this causes a problem in May.

The Council was given information regarding the non-issue of Polling Cards and that fliers giving all the information required to vote have been produced and are being delivered to all households in Keynsham South.

*RESOLVED:*

- (i) To receive and note the information*
- (ii) To note that 50% of the cost of this By-Election will be re-charged to Keynsham Town Council.*

405. SABBATICAL OF COUNCILLOR

*RESOLVED:*

*To receive and note that Cllr C Leonard will be absent from Council meetings from May to July due to a Sabbatical. If possible, substitutes should be used to cover Finance and Policy Committee and Environmental and Sustainability Committee meetings.*

**406. MONMOUTH ROAD AND ST KEYNA SCHOOL**

The extension of the 20 mph from Charlton Park junction on the Charlton Road up to the school and pre-school and mini roundabout will be considered in 2025 – 2026. It was suggested that our Ward Councillors push for the change in the speed limit here.

**RESOLVED:**

*To receive and note the information.*

**407. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the date for the Town Council's next meeting is **Tuesday 20<sup>th</sup> May 2025 at 7.00pm** in The Space, Market Walk, Keynsham. This is the Annual Town Council meeting.

**408. 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 business to be transacted. Agenda item 27 to progress sensitive issues.

**409. SILVANUS PROJECT**

**RECOMMENDED:**

- (i) To receive and note the information attached.*
- (ii) To receive a decision from the Finance and Policy Committee in respect of the funding requested.*

The meeting finished at 9.05 p.m.

Signed: (CHAIR) .....

Date: .....

DRAFT

**Minute No. 356****Report from KTCRfm – March 2025**

Ric Davison from KTCRfm Presented a few slides to go along with his verbal report as follows:

- a lot of things are happening at the radio station Ofcom's regulations have changed recently and KTCRfm are happy to report that they are complying with these regulations.
- The radio station has been supporting the Town Council by providing 12 hours of news in their Keynsham broadcasts. As Council are aware there are town Councillors that are part of the radio station team.
- Ric was proud to report that over 11 hours per week are dedicated to local issues raised by local people.
- The weekly backtrack programme has seen the majority of Councillors being part of at some time this popular show together with numerous members from very many community organisations that the Council supports.
- The radio station continues informing the public on the difference between unitary authority and town and parish councils and their roles.
- Listening to other stations, Keynsham can boast in respect of the number of local artists and community organisations (50 plus) that are represented on the radio station each year.
- KTCRfm is also proud of its ethos diversity, Equality and inclusion as is shown by having dedicated broadcasts by members of the local Mencap group.
- There are 3 principles of broadcasting none known to have been set in 1922 that our local radio station can say that they follow. These principles are inform, educate and entertain.
- Over the past six months, there have been over 40 Keynsham Town Council posts promoted on the KTCRfm Facebook page.
- In respect of the number of listeners this statistic is hard to nail down. However, the radio station's Facebook page shows that 25.6 thousand people engaged over 28 days, during the Christmas period. Each 28 days, the numbers are either just below or just above this Christmas period figure.
- KTCRfm broadcasters are now getting recognition on the streets as people become familiarised with the voices of different broadcasters. Ric mentioned in

particular ladies of the Royal British Legion and Keynsham Town Ladies Football Club.

- Unusual conversations were also mentioned including M&S's introduction of a mushroom drink to their line of beverages and the latest book of an expert on spiders.
- Commute taking listeners have reported to the station how their families share conversations in the evening about what they've heard on the radio while stuck in traffic.
- A request has been received from a listener living in Auckland, New Zealand that asking for a copy of a radio broadcast recording that featured their relative who had recently passed away.
- It was reported that an hour's broadcasting costs roughly £11.00 each and the the costs, in total per year, are in the region of £14,000.
- The radio station is pleased to announce that the majority of their 40 original volunteers are still supporting the radio in some way or form.
- KTCRfm's finances are stable, and the contributions of the Town Council are essential to keep the station broadcasting.
- The radio station is in the process of submitting a large lottery grant application that will involve other organisations in order to boost their funds.

Ric was thanked by the members of Town Council for his report.