

**Minutes of the Town Council meeting held on
Tuesday 19th November 2024 in the Space, Market Walk, Keynsham
at 7.30 pm.**

PRESENT: Cllrs S Alenshasy, Alex Beaumont, D Biddleston, D Brassington, C Brennan, M Burton, E Cannon, C Davis, C Fricker, A Greenfield, A Halliday, C Leonard and A Wait.

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

In the absence of Cllr H MacFie this meeting was Chaired by Cllr C Fricker (Vice Chair)

194. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor H MacFie (Chair).

195. NOT PRESENT

Cllr Adrian Beaumont.

196. DECLARATIONS OF INTEREST

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

197. DISPENSATIONS

There were none.

198. PUBLIC PARTICIPATION

There were six members of the public present.

199. RECORD OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Town Council Extra Ordinary meeting held on Tuesday 15th October 2024 (previously circulated) and the full Council meeting on Tuesday 15th October 2024 be confirmed as a true record and signed by the Chairman.

200. CHAIRMAN'S ANNOUNCEMENTS

The Clerk on behalf of the Chair asked Councillors to remember the following dates for the diary:

Winter Festival on Saturday 30th November 12 noon to 7.00 p.m. Assistance with the event activities and set up and pack down would be helpful.
Chairman's reception on 9th December 5.00 p.m. - 6.30 p.m. in the MakeSpace building.
To date only a few Councillors have responded to the invitation and those that have not have been asked to contact Kate and Katherine as this would help with the catering numbers.

201. QUESTIONS ON NOTICE BY MEMBERS

Councillor Biddleston asked the following question "As we are now almost 10 years since the instigation of Keynsham Town Council Neighbourhood Development Plan, having paid for dedicated officers responsible for its completion and many hundreds of hours of officer's expensive time, might that Committee agree to a date for the completion of this mammoth task which they can bring to a meeting of the next full Council?"

RESOLVED:

This question will be considered by the Neighbourhood Development Plan Steering Group meeting at the meeting scheduled for Thursday 16th January 2025 and the decision will be reported to the February Town Council meeting.

A comment was made that advice from B&NES Council Planning Department is that currently it would not be sensible to rush through the Keynsham Neighbourhood Plan due to the influx in numbers of houses that may be allocated to Keynsham.

It was also acknowledged that getting the NDP completed and ratified for financial implications was well noted.

202. KEYNSHAMNOW

The Town Clerk apologised because she did not have the KeynshamNow 10th Anniversary video to hand and confirmed that it would be played at the next meeting.

Amilee reported on behalf of KeynshamNow as follows:

- At the last meeting, the Police Crime Commissioner, Clare Moody attended for a Q & A session where the KeynshamNow members discussed policing and young people, anti-social behaviour and violence against women.
- The video to celebrate the 10th anniversary was completed.

- KeynshamNow are going to be attending the Winter Festival and raising money for the Air Ambulance.
- The members have also decided to attend the Music Festival next year on 6th July 2025.
- A debate is being organised for the next meeting on whether the UK should have National Service.
- We also discussed the recent US elections.
- The statistics on attendance to KeynshamNow over the past 6 months, which was requested at a previous meeting, were presented –

Members: Keynsham South 7.5%. Keynsham North 11.3%, Keynsham East – 24.5%, Saltford 26.4% and South Glos 30.2%

These member statistics were young people that attend either Wellsway, Broadlands or IKB Schools. On average there are 8 – 10 people attending each meeting.

Members and Mentors: Keynsham South 21%. Keynsham North 7.9%, Keynsham East – 31.6%, Saltford 18.4% and South Glos 21%.

A question was asked why there were no young people attending KeynshamNow that came from Bristol and should there not be more promotion to the students of Broadlands that is the catchment school for Bristol. Bristol has its own Youth Council. It was interesting to note that more than half the attendees were from outside Keynsham.

It was reported that the groups do not recall ever having an attendee from Bristol. It was also suggested that the issue for young people attending from the Bristol and Stockwood areas may be due to lack of public transport from these areas in the evenings.

Amilee was thanked for her report.

203. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

A report was received from the Allotment Association members Bill Mansfield and Annie Stewart as follows:

- The site is as popular as ever with a waiting list of 36.
- The waiting list has come down a bit.
- The last inspections are a few weeks away and a few plot holders have already received warning letters.
- Most plots are kept in good condition.

- Six or seven plots were entered into the local In Bloom competition and the majority were awarded Gold. The whole Allotment site was awarded Level 5 Outstanding in the RHS It's Your Neighbourhood awards which is a credit to all members of the Allotment Association.
- Problems with the pedestrian gate slamming and the mortice jamming were reported. This gate was taken out of action and locked requiring members to use the emergency gate as access.
- The pedestrian gate is being repaired by Scotty's gates at a cost of £250 monies coming from the Allotment section 106 funds.
- As a result of the SWIB Judges comment that did the Allotment site have any bee hives, this has been investigated. One plot has always been particularly hard to cultivate and was thought to be a suitable location for siting hives. Past Councillor, D Cooper, has put the Allotment Association Committee in touch with the Keynsham Bee Hive Society (they currently do not have any hives in Keynsham and have actively been looking for a site). The Society have explained to the Allotment Committee the benefits of having pollinators on site and have advised in respect of setting up hives. They are keen also to be part of this project.

The proposal for the bee project will be put to all plot holders at the Allotment Association AGM at the beginning of February. The safeguarding issues will be explained which will include high fencing and the introduction of docile bees. Following approval of the members, the Association will be approaching the Council for setting up the bee hive project.

The Town Clerk will be taking the plans, proposal details and costing to the Finance and Policy Committee to review and make a recommendation to full Council for approval.

A Councillor asked whether this year had been good for food production. It was reported that inclement weather early in the year had seriously affected the quality and quantity of crops due to poor germination, there being lots of slugs, snails and earwigs. This has had a knock-on effect in the amount of surplus produce given to the crop drop. The same Councillor reported that Bee hotels provided the perfect homes for leaf cutter bees that are 20 times more efficient at pollinating. The Allotment representatives confirmed that a good 10% of plot holders already have Bee hotels attached to their sheds.

204. OUTSIDE BODIES - LARGE GRANT APPLICATIONS 2025-2026

RESOLVED:

(i) *To receive and note the large grant applications information.*

1. *Music Festival – (awarded £29,500 for 2024 – 2025)*
2. *Dial-a-Ride - (awarded £4,500 for 2024 – 2025)*

(ii) *To receive and note a verbal presentation in respect of the KMFA Limited applications. Thanks were expressed to volunteers, bucketeers, Town Council staff and especially the Grounds Maintenance Team for their support at last year's Festival. Plans were also outlined in respect of the 2025 Festival including Kaleidoscope projects to be included.*

(iii) *That following a recommendation from Finance and Policy Committee Council to APPROVE the applications from Keynsham Music Festival Association £30,000 and Keynsham Dial-A-Ride £4,500 in 2025-2026.*

205. COMMUNITY ASSET OF VALUE

RESOLVED:

- (i) *To receive and note the presentation from a member of the Public.*
- (ii) *To receive and note a letter from the Keynsham and Saltford History Society that was read out by the Clerk.*
- (iii) *That Council liaise with the Local Authority to serve a 'repairs notice' on the owner of this listed building outlining the work required to rectify defects.*
- (iv) *To approve that the Town Council support and put their name to an application produced by any outside body in respect of an application to register the building as a Community Asset of Value.*
- (v) *That the Clerk contact the Keynsham and Saltford History Society to see if they would lead on the application.*
- (vi) *To note that this project would not involve the Town Council putting funds towards this.*

206. REPORTS FROM REPRESENTATIVE ON OUTSIDE BODIES

Councillor Burton reported that Community At 67 have received confirmation from the Charity Commission that the organisation/facility can change its name to the Keynsham Community Hub. It is hoped that there will be an official launch in January 2025.

207. MINUTES OF COMMITTEE MEETINGS AND NOTES OF CONSULTATIONS

Committee

Date 2024

Status

Bus Services W.P.	11 th November 2024	DRAFT
Community Resilience W.P.	21 st October 2024	DRAFT
Planning & Development Committee	28 th October 2024	DRAFT
EATH	2 nd October 2024	APPROVED
EATH	6 th November 2024	DRAFT
Finance & Policy Committee	12 th November 2024	DRAFT
Youth Strategy Working Party	7 th November 2024	DRAFT
Capital Projects Working Party	11 th November 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.*

208. TWINNING RETURN EXCHANGE VISIT TO LIBOURNE

Councillor S Alenshasy read out an invitation letter from the Mayor of Libourne to visit between 12 – 15th September 2025. Our Chair of Council is unable to attend but Cllr Alenshasy is prepared to represent the Council, and she is happy for other Councillors to join her. Cllr Alenshasy also spoke on the matter of a gift for the Mayor of Libourne.

Cllr Greenfield thanked Cllr Alenshasy, the Twinning Association and the office team on continuing the link with Libourne. He said that he would like to attend this event and that he was happy to attend and would be covering his own travel costs and expenses.

RESOLVED:

- (i) *To approve a budget of £200 for a gift for the town of Libourne (for 2025 – 2026)*
- (ii) *To approve, support and encourage that Cllrs Alenshasy and Greenfield plus any another Councillors accept the invitation to the event at no cost to the Town Council.*
- (iii) *That no expenses be approved, for costs to cover Councillor(s) travel and expenses for the trip to Libourne in 2025.*

ITEMS FOR DISCUSSION REQUIRING A DECISION:**MATTERS RELATING TO THE BUS WORKING PARTY**

209. BUS SERVICES WORKING PARTY MEETING ON 11TH NOVEMBER 2024

RESOLVED:

- (i) *That the Terms of Reference with the addition of the proposed amendments and the following additional amendments be approved.*

Under Membership without voting rights – add **Big Lemon (our Bus Operator to give regular updates)**

Under delegated powers – None – reports and makes recommendations to full Town Council for voting.

- (ii) *That Councillors D Brassington, E Cannon, D Biddleston, M Burton, H MacFie, A Beaumont and S Alenshasy be appointed to this Committee.*
- (iii) *That Councillors A Greenfield and C Davis be appointed as substitutes for this meeting.*
- (iv) *To appoint Councillor E Cannon as interim Chair for the Committee from the original Bus Service Working Party to action some points from the last Bus Services Working Party meeting.*
- (v) *That the official Chair for the Committee be appointed at the first meeting of the Committee in early January 2025.*
- (vi) *To note that minutes from the last meeting of the Bus Services Working Party have been circulated prior to this meeting for full Council to note.*

MATTERS RELATING TO THE CAPITAL PROJECTS COMMITTEE MEETING ON 11TH NOVEMBER 2024

210. FOX AND HOUNDS LANE CONSERVATION AREA

Cllr Wait reported that FAHLAG had also received a Level 5 Outstanding in the RHS It's Your Neighbourhood awards which was due to the hard work of the organisations members and the Grounds Maintenance Team. He also updated Council members on the wall and gate works required for this project.

RESOLVED:

- (i) *To approve the recommendation from the Capital Projects Committee in respect of the budget reserve for survey of boundary wall.*
- (ii) *To approve the recommendation from the Capital Projects Committee that there be a survey of the boundary wall for the area where the gate is proposed to be*

installed and a tender process for a builder to be instructed to undertake wall and gate works in the next financial year.

- (iii) To note that the tender process should assist with the allocation of the budget requirements for this project.*

211. HIRE FRAMEWORK AGREEMENT FOR WORK VANS WITH NORTHGATE VANS

RESOLVED:

- (i) To receive and note the agreement offered by Northgate.*
(ii) To approve the recommendation from the Capital Projects Committee not to sign the agreement.

212. KEYNSHAM CEMETERY AND CHAPEL

Recommendations from the Town Council Cemetery Quinquennial reports has listed the repairs that are required for our Cemetery Chapel.

RESOLVED:

- (i) To approve a recommendation from the Capital Projects Committee that the proposed letter to the Architect and the Statement of Significance and Faculty Application be approved and costs are sought from engineers in respect of the works that are required at the Cemetery. Future decisions will made in respect of what works and monies are to be spent on the repairs that the Quinquennial report has highlighted.*
(ii) That Council authorise the Assistant Town Clerk to provide the Association of Roman Archaeology with the history of the Cemetery and invite them to a meeting to discuss how to take forward a non-invasive search of the Cemetery for archaeological information other than graves including possible funding for that work.

213. PROPOSED CEMETERY SOFTWARE PACKAGES 2025-2026

RESOLVED:

- (i) To receive and note the marketing information available in the report.*

- (ii) To approve a recommendation from the Capital Projects Committee that expenditure on the software package for recording and possibly mapping, estimated at up to £15,000 be included in the budget for 2025/2026.*
- (iii) The Assistant Town Clerk look at which budget the monies come from (CIL or other sources)*

Cllr C Leonard left the meetings at this point (9.20 p.m.)

214. DISBANDING OF THE DEFIBRILLATOR WORKING PARTY

RESOLVED:

- (i) That Council approve the disbanding of the Defibrillator Working Party.*
- (ii) That future purchase of Defibrillators be approved by Finance and Policy Committee.*
- (iii) That the Defibrillator postcard be produced in conjunction with the Grab and Go Postcard and that this matter be dealt with by the Community Resilience Working Party and Finance and Policy Committee to approve printing of the same.*
- (iv) That an Officer continues to monitor all Defibrillators in the town.*

215. COMMUNITY DOMESTIC CAR CHARGING

RESOLVED:

- (i) That a presentation be brought to the February 2025 meeting in respect of this matter.*
- (ii) That the Clerk arrange this presentation with the Officer of B&NES Council leading on the roll out of EV charging across B&NES Council and Keynsham.*

216. NALC WELCOMES GOVERNMENT ANNOUNCEMENT ON REMOTE MEETINGS

RESOLVED:

- (i) That Council approve that a meeting of the Town Council Consultation Response Group be called to consider the consultation in advance of the next Town Council meeting.*
- (ii) That this Group's response be presented to Council on 17th December for approval and the Town Clerk submits the responses to the Consultation before the deadline on 19th December 2024.*
- (iii) That individual Councillors also complete the Consultation.*

217. PROPOSED CHANGE TO THE PUBLIC RIGHTS OF WAY NETWORK IN KEYNSHAM – WITHIES GREEN BA27-27

RESOLVED:

That Council support the footpath proposal, and the Clerk submits a response to this effect by 25th November 2024.

218. COUNCILLORS ACCESS TO THE NALC WEBSITE

RESOLVED:

- (i) That all Councillors should have access to the NALC website.*
- (ii) That the Clerk arrange the registration for each Councillor.*

Cllr Brennan left the meetings at this point (9.25 p.m.)

FINANCIAL MATTERS INCLUDING ITEMS ARISING FROM FINANCE AND POLICY COMMITTEE.

219. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 15th OCTOBER 2024

RESOLVED:

- (i) To receive and note the delegated decisions.*
- (ii) That the Clerk send Cllr Alenshasy the relevant Financial Regulations points relating to delegated powers.*

220. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETINGS ON 12th NOVEMBER 2024 (report items A – G)

RESOLVED:

To received and note all report items 26 A - G.

221. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 12th NOVEMBER 2024 NEEDING DECISION:

FP1. INTERNAL AUDIT

RESOLVED:

To receive and note the final report from the Internal Auditor.

FP2. POLICIES

RESOLVED:

- (i) To receive, note and approve the amendment to the Standing Orders.*
- (ii) To receive, note and approve the amendment to the Financial Regulations.*
- (iii) To receive, note and approve the Youth Safeguarding Policy and Procedures (new policy).*
- (iv) To approve a recommendation from the Finance and Policy that the Councillors and Volunteers for KeynshamNow attend the safeguarding training when a course is available.*

FP3. WELLBEING TRAINING

RESOLVED:

- (i) To receive and note the 3 quotes for the Wellbeing training.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept Quote 1.*
- (iii) To approve Quote 1.*

FP4. HALLOWEEN TRAIL

RECOMMENDED:

- (i) To receive a recommendation from the Finance and Policy Committee not to award the sum of £250.00.*
- (ii) To approve the recommendation of the Finance and Policy Committee.*

FP5. YOUTH PLANNING NOV/DEC 2024

RESOLVED:

- (i) That the planning document be received and noted.*
- (ii) To receive a recommendation from the Finance and Policy Committee that the expenditure be approved with the exception of the workshops.*
- (iii) That the Council approve the expenditure with the exception of the workshops.*

FP6 FREEDOM OF INFORMATION REQUESTS – QUALIFIED PERSON

RESOLVED:

To approve a recommendation from the Finance and Policy Committee that the Town Clerk is the Proper Officer and therefore the qualified person to deal with Freedom of Information Requests.

FP7. BANK SIGNATORIES

RESOLVED:

To note that the Finance and Policy Committee has approved that Councillors Leonard, Cannon and Greenfield become additional signatories on the Unity Trust bank accounts.

FP8. KTCRfm PROMOTION OF KEYNSHAM TOWN COUNCIL

RESOLVED:

- (i) To receive and note the information supplied by KTCRfm.*
- (ii) That in future the stats are checked by officers against the contract.*

222. SCHEDULE OF PAYMENTS – MONTH 8 - NOVEMBER 2024

RESOLVED:

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

ITEMS TO RECEIVE AND NOTE:

223. COMMUNITY PIANO

RESOLVED:

To receive and note the report.

224. AVON VALLEY COUNTRY PARK FRIGHT NIGHT/FIREWORKS

RESOLVED:

To receive and note a Resident's email.

225. OBSOLETE BUILDINGS NEAR THE HISTORIC ENTRANCE GATES TO THE SOMERDALE ESTATE.

RESOLVED:

To receive a verbal update from the Clerk.

226. DATE OF NEXT MEETING

RESOLVED:

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

227. 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 item 33 to progress sensitive issues.

228. BUS SERVICE WORKING PARTY – PENDING ISSUE

RESOLVED:

That this item be deferred to the next Town Council meeting.

The meeting finished at 9.43 p.m.