

**Minutes of the Town Council meeting held on
Tuesday 21st January 2025 in the Space, Market Walk, Keynsham
at 8.00 pm.**

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

IN ATTENDANCE: Dawn Drury – Town Clerk

276. APOLOGIES FOR ABSENCE

There were none.

277. NOT PRESENT

Cllr. S. Alenshasy

278. DECLARATIONS OF INTEREST

There were none.

279. DISPENSATIONS

There were none.

280. PUBLIC PARTICIPATION

There was one member of the public.

281. RECORD OF PREVIOUS MEETING

RESOLVED:

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

282. CHAIRMAN'S ANNOUNCEMENTS

The Chair reminded Councillors of the online GDPR training that is available. All staff and Councillors will be encouraged to undertake this training.

The Chair reported that the planning application consultation in respect of the Somerdale bridge was now live on the B&NES Planning Portal. Councillors, especially those on the Town Council Planning and Development Committee, were reminded not to respond personally until after the Planning and Development Committee meeting on 3rd February when Council would be making its decision.

283. QUESTIONS ON NOTICE BY MEMBERS

RESOLVED:

To note that there were none.

284. KEYNSHAMNOW

Amilee reported on behalf of KeynshamNow as follows:

- At the first KeynshamNow meeting of the New Year the group had feedback on the previous meeting's debate which everyone thought was very positive.
- For the next debate, it is proposed that the format of the seating and questions will be changed.
- The next debate will be on should smartphones be banned for under 16s which is quite topical at the moment, especially on social media and in Australia.
- The group discussed their achievements from 2024 and their aims for the next year, both personal and in the community.
- The group will be planning some trips and discussions for the future.
- The group has agreed to take the 10th Anniversary film out and show this at local school assemblies to assist with recruiting new members.
- In respect of campaign developments, we have found out funds are available from Section 106 funding to improve Teviot Park including providing solar lighting from the basketball area.
- The group will be sending an invite to Dan Norris to attend one of their future meetings.
- The next meeting is on 5th February.

Cllr Wait commended Amilee for pursuing the funding for lights on Teviot Park because B&NES Council have offered the Council £74,000. The Clerk informed the Council that she was seeking the necessary application form and would be working with KeynshamNow Young People and local residents in respect of how they would like to see the Sec 106 funds from the Hygge development spent on the play area and Teviot Green Space. She also reported that she had been informed that the sum could be in the region of £147,000.

Cllrs questioned the numbers attending KeynshamNow and whether they would be arranging another visit to Parliament.

Amilee was thanked for her report.

285. REPORTS FROM REPRESENTATIVE ON OUTSIDE BODIES

There were none.

286. MINUTES OF COMMITTEE MEETINGS AND NOTES OF CONSULTATIONS

<u>Committee</u>	<u>Date 2024/25</u>	<u>Status</u>
Planning & Development Committee	16 th December 2024	APPROVED
Planning & Development Committee	13 th January 2025	DRAFT
Finance & Policy Committee	14 th January 2025	DRAFT
EATH Committee	8 th January 2025	DRAFT
Bus Services Committee	9 th January 2025	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.*

Councillor Adrian Beaumont left the meeting.

287. ITEMS FOR DISCUSSION REQUIRING A DECISION:

288. MOBILE BANKING HUB

RESOLVED:

- (i) To receive and note the information.*
- (ii) That Council approve the long stop date of 3 months taking the term of the agreement to 31st October 2025.*

289. TERMS OF REFERENCE OF THE BUS SERVICES COMMITTEE

RESOLVED:

- (i) That Council note the resolution from the Bus Services Committee on 9th January 2025, that the motion to amend the Terms of Reference failed, together with Standing Order number 7.*
- (ii) That the Terms of Reference approved by full Council on 19th November 2024 stand.*
- (iii) To note that in respect of the K1 bus service, quarterly Highlight Report required by WECA, Cllr M Burton, H Macfie (substituting for Cllr S Alenshasy), Assistant*

Town Clerk and Town Clerk worked on this document together, for submission by 23rd January 2024.

- (iv) *That the Highlight Report be approved and submitted.*

290. EMAIL FROM WEST OF ENGLAND – DATED 31st DECEMBER 2024 – 3.17 P.M.

RESOLVED:

- (i) *To note that the Bus Services Committee were unable to make a recommendation to full Council as to whether the Council does/does not impose financial penalties on the Bus Operator where any journey, or part of a journey, does not operate for reasons within the Bus Operator's control, as more information needs to be sought.*
- (ii) *That the matter of whether or not to impose financial penalties on the Bus Operator where any journey, or part of a journey, does not operate for reasons within the Bus Operator's control, be deferred as more information needs to be sought or alternatively this matter be deferred until the Clerk ascertains more information.*
- (iii) *To note that the single fare cap is rising from £2.00 to £3.00 on 1st January 2025. As the WESTLocal schemes are funded by BSIP the £2.00 fare cap will remain, and the Council and the Bus Operator will not need to make any changes.*

291. WESTERN GATEWAY STRATEGIC TRANSPORT PLAN CONSULTATION

RESOLVED:

- (i) *To receive a recommendation from the Consultation Response Group to approve the responses on behalf of Council that are to be submitted by 2nd February 2025.*
- (ii) *That Council approve the response of the Consultation Response Group.*
- (iii) *That the Clerk submitted the responses.*

292. B&NES CONSULTATION ON B&NES COUNCIL STATEMENT OF LICENSING POLICY UNDER THE LICENSING ACT 2003

RESOLVED:

- (i) *To receive a recommendation from the Consultation Response Group to approve the responses on behalf of Council that are to be submitted by 28th February 2025.*
- (ii) *That Council approve the response of the Consultation Response Group.*
- (iii) *That the Clerk submitted the responses.*

293. FINANCIAL MATTERS INCLUDING ITEMS ARISING FROM FINANCE AND POLICY COMMITTEE.

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

RESOLVED:

To note that there were none.

295. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETINGS ON 14TH JANUARY 2025 (Items 17 A – D)

RESOLVED:

To receive and note item 17 A - D.

296. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14th JANUARY 2025 NEEDING DECISION:

FP1. FINANCIAL QUARTERLY REPORTS

RESOLVED:

That Town Council receive and note the quarterly financial reports.

FP2. UNITY TRUST IMPACT REPORT

RESOLVED:

To receive and note the impact report received from the Unity Trust Bank.

FP3. AMAZON SPENDING SUMMARY

RESOLVED:

To receive and note the spend information received from Amazon.

FP4. GDPR POLICIES & PROCEDURES

RESOLVED:

- (i) To receive and review the new GDPR Policies and Procedures.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the GDPR Policies and Procedures.*
- (iii) To approve the GDPR Policies and Procedures.*

FP5. TIME OFF IN LIEU (TOIL) & OVER TIME POLICY**RESOLVED:**

- (i) To receive and review the new Toil Policy*
- (ii) To receive a recommendation from the Finance and Policy Committee that with the following amendments this Policy be approved.*
- (iii) That the Policy be renamed Time off in Lieu and Overtime Policy.*
- (iv) That the paragraphs be numbered.*
- (v) That the sentence for time and a half and double time be reworded.*
- (vi) That the statement that extra hours during the week are an hour of TOIL.*
- (vii) That the Committee recommend to Council to approve the policy to be sent to the HR company for a legality check.*

FP6. CEMETERY FENCE**RESOLVED:**

- (i) To receive and review the 2 quotes received in respect of the required new Cemetery fence.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve quote 2.*
- (iii) To approve quote 2.*

297. SCHEDULE OF PAYMENTS – MONTH 10 – JANUARY 2025**RESOLVED:**

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

ITEMS TO RECEIVE AND NOTE:**298. THE SHIP INN - ASSET OF COMMUNITY VALUE****RESOLVED:**

To receive and note the information.

299. REVIEW OF THE STRUCTURE OF THE WINTER FESTIVAL 2025

RESOLVED:

To receive and note the report.

300. CHRISTMAS LIGHTS 2025

RESOLVED:

To note that the Christmas lights contract with B&NES Council has now ceased and the Clerk, together with Clerks from other local Councils, are working collectively to seek permissions and put in place an agreement to install Christmas lights on the B&NES Council lamp posts. They are also seeking quotes for Christmas Lights hire and storage from various companies. Agreements, quotes and lighting options (designs) will be brought back to the Town Council, in due course.

301. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is 18th February 2025 at 7.00pm in The Space, Market Walk, Keynsham.

302. 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 25 & 26 to progress sensitive issues.

303. EMPLOYEE HANDBOOK

RESOLVED:

- (i) To receive and review the Employee Handbook (changes in blue).*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the additions to the Employee Handbook.*

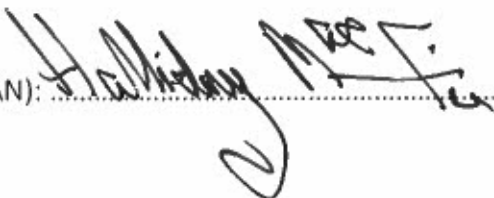
- (iii) *To approve the additions to the Employee Handbook version updated in January 2025.*

304. SOMERDALE BRIDGE OVER THE RIVER AVON - KEYNSHAM – HANHAM

RESOLVED:

To receive and note the report

The meeting finished at 9.25 p.m.

Signed (CHAIRMAN):  Date: 18/2/23