

**Minutes of the Town Council meeting held on
Tuesday 18th March 2025 in The Space, Market Walk, Keynsham
at 7.30 pm.**

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

IN ATTENDANCE: Dawn Drury – Town Clerk

346. RESIGNATION OF COUNCILLOR (NOTICE OF VACANCY IN OFFICE OF COUNCILLOR)

RESOLVED:

To note the resignation of Councillor A Greenfield and that the Notice of Vacancy in Office of Councillor has been published with a conclusion date of Wednesday 26th March 2025.

Thanks were expressed on behalf of full Council to Cllr Alan Greenfield for his generosity, kindness and support that he has given during his period of office.

347. APOLOGIES FOR ABSENCE

There were none.

348. NOT PRESENT

Cllr C Leonard.

349. DECLARATIONS OF INTEREST

Cllr A Wait involved with the Keynsham Community Energy Group, is a member of St. John's Church and Keynsham Music Festival Association.

Cllr M Burton, is involved with St. Francis Church and St. John's Church.

Cllr D Biddleston, St. John's Church, KMFA Limited and has a Curo property.

Cllr E Cannon has connections to St. Francis Church

Cllr C Davis is Chairman of Swan.

Cllr C Brennan is a member of KMFA Limited and has a Curo property.

350. DISPENSATIONS

There were none.

351. PUBLIC PARTICIPATION

There was one member of the public present.

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352. RECORD OF PREVIOUS MEETING**RESOLVED:**

That the minutes of the Town Council meeting held on Tuesday 18th February 2025 (previously circulated), be confirmed as a true record and signed by the Chairman.

353. CHAIRMAN'S ANNOUNCEMENTS

The Chair reminded Councillors of the forthcoming Spring Show on Saturday 29th March 12 noon – 4.30 p.m.

354. QUESTIONS ON NOTICE BY MEMBERS

A question on notice was received from Cllr Alex Beaumont as follows:

Please can Council obtain an update on the proposed Somerdale One Shop in respect of when it is due to open and what the delays are?

RESOLVED:

That the Town Clerk investigate this (by contacting St. Monica's) and report back at the next Town Council meeting.

355. KEYNSHAMNOW

Cllr Wait reported on behalf of KeynshamNow as follows:

- The Town Clerk attended a recent KeynshamNow meeting (which was attended well by young people) to discuss the forthcoming Section 106 funding for Teviot Play area. At the meeting she provided the young people with maps of green space and play area, details of solar power lighting, play equipment catalogues and price lists. The members decided on a project name and formed a sub-committee consisting of 6 members (one who was attending KeynshamNow for the first time) plus 3 mentors.
- The sub-committee then met on site on Sunday 16th March and came up with some good ideas for the play area and green space. These will be discussed further at future meetings. The major expenses will centre around the actual play area although there are plans to perhaps include a wildlife area and a trail around the edge of the green space. Once plans are put together, they will be reviewed by B&NES (as Landlords) and will then go out to public consultation.



- Cllrs Brennan and Wait ran an assembly at Wellsway School recently, at which the 10th Anniversary video was played (there were sound quality issues on this). This resulted in the recruitment of one new member from year 8, who lives close to Teviot play area and is keen to get involved in this project.
- A litter pick was held on 16th March.

356. 6 MONTHLY REPORT FROM KTCRfm

RESOLVED:

- (i) *To receive and note the verbal report from Ric Davison - representative of KTCRfm in respect of funding under the agreement.*
- (ii) *That a six-monthly written report including financial details be provided each year in March with one annual verbal report from a representative of KTCRfm in September of each year (prior to Town Council budgetary discussions in October).*
- (iii) *That the KTCRfm agreement be amended to reflect point (ii).*

Report appended to these minutes.

357. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED:

To note that there were none.

358. MINUTES OF MEETINGS

Planning Committee	3 rd March 2025	DRAFT
EATH Committee	5 th March 2025	DRAFT
Finance & Policy Committee	11 th March 2025	DRAFT
NDP Steering Group	6 th March 2025	DRAFT
Bus Service Committee	11 th March 2025	DRAFT

RESOLVED:

- (i) *That the Minutes of the 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:

359. INVITATION TO JOIN THE COMMUNITY AND CO-OPERATIVE TRANSPORT WORKING GROUP

RESOLVED:

- (i) *To receive and note the email invitation.*
- (ii) *That Council approve that a member of Council joins this Group.*
- (iii) *That Council nominate Cllr C Davis to be the representative to attend the Community and Co-operative Party meeting and investigate more about what their aim and purpose is. Cllr Davis to then report back to Council for a decision as to whether to join or not.*

360. GUEST SPEAKER(S) FOR ANNUAL TOWN MEETING

RESOLVED:

- (i) *To note that Curo have confirmed their attendance.*
- (ii) *That an invitation be sent to David Self (Community Orchard) and Fiona Bell (Tree Trail) to present at the Town Council meeting on 15th April, as they are keen to explain what they have been working on.*

361. KEYNSHAM TOWN COUNCIL'S COMMENT ON THE BATH AND NORTH EAST SOMERSET COUNCIL'S SUSTAINABILITY APPRAISAL (SA) LOCAL PLAN - JANUARY 2025 AND THE RE-SETTING LOCAL PLAN AND THE DISTRICT-WIDE SPATIAL STRATEGY DOCUMENTS

RESOLVED:

- (i) *That the consultation response be received and noted.*
- (ii) *That no additional new settlement locations or areas for development ideas for the Keynsham area are to be put forward to B&NES.*
- (iii) *That the attached additional questions be sent to B&NES via email by 27th March 2025.*

362. LISTENING TO RURAL AND MARKET TOWN VOICES

RESOLVED:

- (i) *To note the response to the survey formulated by the Town Council Consultation Response Group.*



- (ii) *That the response be submitted by the Town Clerk before the deadline on 27th March 2025.*

363. GRANT AWARDED TO KEYNSHAM ROYAL BRITISH LEGION

RESOLVED:

- (i) *To receive and note the request from Keynsham Royal British Legion.*
(ii) *That the separate £250 can be paid to Keynsham Royal British Legion as part of the grant awarded in 2024- 2025.*
(iii) *That the Keynsham Royal British Legion are asked how the formation of their Band is coming along and would they be ready to lead this year's Remembrance Parade.*

364. GRANT AWARD TO KEYNSHAM COMMUNITY ENERGY

RESOLVED:

- (i) *To receive and note the request from Keynsham Community Energy.*
(ii) *That the grant funding in the sum of £1,000 should be carried forward to 2025 – 2026.*

365. KEYNSHAM TOWN COUNCIL CARERS LEAVE POLICY

RESOLVED:

- (i) *To receive and note the Carers Policy.*
(ii) *That the Policy be signed by the Chair of Council and the Town Clerk.*

366. KEYNSHAM TOWN COUNCIL COMPASSIONATE LEAVE POLICY

RESOLVED:

- (i) *To receive and note the Compassionate Leave Policy.*
(ii) *That the Policy be signed by the Chair of Council and the Town Clerk.*

367. PEACE DOVE PROJECT

RESOLVED:

That the £400 surplus from the VE Day budget can support the Church in the Peace Dove Project, plus any surplus from the Bandstand budget, once the full summer programme has been finalised.

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The Town Clerk reported that she had been contacted by Bristol's Ghostlight players (formerly known as "His and Hers Theatre Company") about hire of the Keynsham Memorial Park Bandstand as an event venue as part of their tour of their queer production of 'Twelfth Night' by Shakespeare which is touring the South West this coming summer that debuted at the Tobacco Factory Theatres at the beginning of February.

They are currently seeking available dates and Bandstand hire costs to do performances on a Friday evening, Saturday Matinee, and Saturday evening schedule with no need for set-up and set-down days as their set and equipment can be constructed and deconstructed within a few hours. The Town Clerk will bring this matter back to Council via the Finance and Policy Committee to consider the hire charge, once dates and other information are more firmed up.

368. NDP TIMELINE REPORT AND BUSINESS CONSULTATION

It was requested that the Assistant Town Clerk and Town Clerk prepare a Gant Chart and Project Management Timeline, so that the NDP Steering Group can make sure that the production of the plan keeps on track.

RESOLVED:

- (i) *That a short succinct draft NDP be produced by the Assistant Town Clerk (seeking support from B&NES, where required, and input from an external consultant). The document to be prepared to completion allowing a review of policies before it is reviewed by B&NES, taken through referendum, put before an Inspector and adopted.*
- (ii) *The Council receive a recommendation from the NDP Steering Group that the NDP be produced alongside the B&NES Local Plan reset with adoption of the Town Council's plan being just after the B&NES plan adoption date to avoid having to undertake a review.*
- (iii) *That the proposed Timeline be approved.*
- (iv) *That Cllrs are reminded that the Business Consultation is currently open and packs of QR postcards are ready for distribution.*

Cllr Adrian Beaumont left the meeting at this point.

369. BUS SERVICE COMMITTEE MATTERS

The Town Clerk reported that she had contacted Big Lemon following a complaint from WESTlocal Transport Ops who had conducted some monitoring of the K1 and found that the destination blind on the bus was not displaying the K1 service. Also, requesting that all buses undertaking the route around Keynsham buses need to be displaying the bus

service number and also WESTlocal if possible. Ideally it would read "WESTlocal K1" then followed by the stops.

A response received from Big Lemon was that currently the electric buses that are replacing the diesel buses are on trial and do not belong to them as Bus Operators and as such they are not able to put any signage on the buses. The solution suggested was either to replace the electric buses with the diesel buses that can have signage on or wait until the trial is over when the buses will possibly be purchased.

RESOLVED:

- (i) *That Council explore the production of their own vinyl, window logo signage and ask Big Lemon to display the same somewhere in the bus windows.*
- (ii) *To note that a motion was made to submit a Change Request to WESTlocal by April 2025. The change being that the current K1 route to include a stop at Waitrose. A vote by the Bus Services Committee was taken in respect of this change, results as follows 3 for the motion, 3 against the motion. The Chair had the final vote, and the motion fell.*
- (iii) *To note that the motion in point (ii) above was presented to full Council for consideration.*
- (iv) *That the motion for a change to the K1 service, as per the motion in point (ii) above is not approved.*
- (v) *That the Clerk enquire of WESTlocal and Big Lemon as to whether a two-hour bus route would be feasible.*
- (vi) *That the Chair of Council and Town Clerk look at possibilities undertaking a scoping study for a second route and work on a draft application.*
- (vii) *That the Town Clerk contacts Persimmons (there may need to be consultation with B&NES) requesting that they install signage and markings for the bus gate.*
- (viii) *To note that the Chair of Council and Town Clerk will respond to emails recently received by residents.*
- (ix) *That the matter of funding to Dial-A-Ride be considered along with all other outside larger funding payments, in October 2025, when these come before full Council for consideration.*
- (x) *That Dial-A-Ride be invited to attend future Bus Services Committee meetings, as and when required, so that the two services can work in partnership, amending the Terms of Reference be deferred to the next Town Council meeting.*

370. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18th February 2025

RESOLVED:

To note that there were none.

371. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 11TH MARCH 2025 (Draft minutes previously circulated) (Details of APPROVED items to be received and noted from minutes of 11th MARCH 2025 Item 23 (A – C)

RESOLVED:

To receive and note agenda item 23 A-C.

372. UPDATES FROM THE RFO

RESOLVED:

To receive the updates from the RFO.

373. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 11th MARCH 2025 NEEDING DECISION:

FP1 *RESOLVED:*

(i) That the following policies be received and noted.

- 1. Press Protocols.*
- 2. Social Media Policy.*

(ii) To receive a recommendation from the Finance and Policy Committee that Council approves the policies with the following changes:

Press Protocols – To insert – “If a Councillor is approached by the press they are to direct them to the Town Clerk.”

That with the addition to the Press Protocol the Policies be signed by the Chair of Council and Town Clerk.

(iii) That these policies be deferred until the April Town Council meeting, in order that the Town Clerk can seek legal advice in respect of Councillors having Cllr Facebook Page and in respect of ‘if a Councillor is approached by the press, they are to direct them to the Town Clerk’.

FP2 ANNUAL FINANCIAL RISK MANAGEMENT REVIEW 2025-2026

RESOLVED:

- (i) To receive and review the new Annual Financial Risk Management document 2025-2026.*
- (ii) That Council approve the Annual Financial Risk Management document 2025-2026.*

FP3 S106 AGREEMENT- TEVIOT PARK AND GREEN SPACE

RESOLVED:

- (i) To receive and note the agreement.*
- (ii) That the Town Clerk submit the agreement on behalf of Keynsham Town Council.*

FP4 BUDGET REVIEW

Prior to the consideration of the Budget Review, Labour representatives lodged a statement that was read and a copy of which will be held in the Council's records.

RESOLVED:

- (i) To receive and note the recommendation from the Budget Review Working Party.*
- (ii) That Council approves the recommendations.*

FP5 FEES AND CHARGES 2025-26

RESOLVED:

- (i) To receive a recommendation from the Finance and Policy Committee in respect of the increase in charges:
Cemetery increase of 10%
Manor Road increase of 15%
Photocopying increase of 2 pence per sheet.*
- (ii) That Council approve the increase in charges.*

FP6 CIL SUBMISSION

RESOLVED:

- (i) That the information for the CIL Submission be received and noted.*
- (ii) To note the votes from the Finance and Policy Committee
- in support of the CIL Submission: Cllrs C Leonard and C Davis.
Abstentions: Cllr E Cannon, A Wait and C Fricker.
There were no objections.*

(iii) That the recommendation from the Finance and Policy Committee for the Church to provide evidence of the impact from new developments before the Council carries out a consultation, as directed by the Town Clerk, be approved.

FP7 YOUTH PLANNING MAR/APR 25

RESOLVED:

To receive and approve the financial plan for February/March 2025.

FP8 VE DAY 80th ANNIVERSARY BUDGET

RESOLVED:

- (i) That the budget for the VE DAY 80th Anniversary Budget be received and noted.*
- (ii) That the budget be accepted and approved.*

374. SCHEDULE OF PAYMENTS – MONTH 12 – MARCH 2025

RESOLVED:

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

ITEMS TO RECEIVE AND NOTE:

375. MESSAGE FROM ALCA PARISH AND TOWN COUNCILS EXEMPT COUNCIL TAX REFERENDUM PRINCIPLES

RESOLVED:

To receive and note the information from ALCA.

376. CO-LIVING POSITION STATEMENT – DRAFT CONSULATION

RESOLVED:

To receive and note the responses and that the Town Clerk submitted the Town Council response to the Consultation by the deadline of 4th March 2025.

377. BANKING HUB DETAILS



RESOLVED:

To receive and note that the Banking Hub opened as planned on Wednesday 5th March in its temporary home of MakeSpace. Operating Monday to Friday 9am to 5pm. The following banks are in situ:

*Tuesday: NatWest
Wednesday: Lloyds
Thursday: HSBC
Friday: Barclays*

Halifax will fill the space on Mondays when the branch on the High Street closes in May. There is also a Post Office counter in the Banking Hub providing banking services.

378. INFORMATION IN RESPECT OF ADDITIONAL VAS POSSIBLY AVAILABLE FROM B&NES COUNCIL

RESOLVED:

To receive and note the information.

379. FINANCIAL REGULATIONS

RESOLVED:

- (i) To receive and note the updated Financial Regulations.*
- (ii) That the additions to the Financial Regulations be approved and signed by the Chair of Council and the Clerk*

380. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is Tuesday 15th April 2025 at 7.00pm in The Space, Market Walk, Keynsham.

The meeting finished at 9.57 p.m.

Signed: (CHAIR) Hal Martin

Date: 15/4/25

HM

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.

HM