

Minutes of the Annual Town Council meeting held on
Tuesday 20th May 2025 in The Space, Market Walk, Keynsham at 7.00 pm.

PRESENT: S Alenshasy, Alex Beaumont, Adrian Beaumont, M Burton, D Biddleston, D Brassington, C Brennan (late), D Cooper, C Davis, C Fricker, A Halliday, H MacFie (Chair) and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk and Alan Jenner – Assistant Town Clerk
(for part of the meeting)

1. ELECTION OF CHAIRMAN 2025 -2026

RESOLVED:

- (i) That Cllr Andy Wait be elected as Chairman for the ensuing Municipal Year.*
- (ii) To receive the Chairman's Declaration of Acceptance of Office.*
- (iii) To approve the countersigning of the Acceptance of Office by the Clerk.*

Thanks were expressed to Councillor Hal Macfie for his service as Chair for the past year.

The new Chair expressed thanks to all Councillors for the work that was undertaken last year, and he said that he hoped that all Councillors would work closely together to support and assist each other and be kind to each other, in the coming year.

2. ELECTION OF VICE-CHAIRMAN 2025-2026

RESOLVED:

- (i) That Cllr Alex Beaumont be elected as Vice-Chairman for the ensuing Municipal Year.*
- (ii) To receive the Vice-Chairman's Declaration of Acceptance of Office.*
- (iii) To approve the countersigning of the Acceptance of Office by the Clerk.*

3. ELECTION OF NEW COUNCILLOR

RESOLVED:

- (i) To receive and note that Deb Cooper was duly elected to the position of Town Councillor at the By Election held on 1st May 2025.*
- (ii) To receive Councillor Cooper's Declaration of Office.*
- (iii) To approve the countersigning of the Acceptance of Office by the Clerk.*

4. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors E Cannon and C Leonard.

5. DECLARATIONS OF INTEREST

Cllr Burton declared an interest in item 22 on the agenda.

Cllrs Caitlin Brennan, Alex Beaumont and Martin Burton declared an interest in respect of being members of the Pension Fund.

6. DISPENSATIONS

There were none.

7. PUBLIC PARTICIPATION

There were none

8. DRAFT MINUTES OF ANNUAL TOWN MEETING – 17 APRIL 2025

RESOLVED:

That the draft Minutes of the 2025 Annual Town Meeting held on 17th April 2025 (previously circulated) be received and noted.

9. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 15th April 2025 (previously circulated), be confirmed as a true record and signed by the Chairman.

10. PRESENTATION ON THE EARLY STAGES OF SCOPING OPTIONS FOR A WIDER REGENERATION SCHEME OF KEYNSHAM MEMORIAL PARK AND WEIR

RESOLVED:

To note that due to illness Meg Collin – Green Infrastructure Project Manager (B&NES Council) has had to postpone presenting to Council and will attend the June meeting.

11. REVIEW OF STANDING ORDERS

RESOLVED:

To note that the Standing Orders have no amendments to approve. The same will be presented for review at the next Annual Town meeting in 2027 unless any recommended amendments are provided by NALC.

A request for confidential meeting papers to be available in advance of the meeting was requested.

RESOLVED:

That confidential papers for all meetings, where possible unless there are exceptional circumstances, will be made available on the Councillors SharePoint file at least 24 hours in advance of the meeting.

An amendment to the GDPR Policy will be made to include a clause to cover this.

Caitlin Brennan arrived part way through agenda item 12.

12. APPOINTMENT OF MEMBERS TO COMMITTEES, WORKING PARTIES, RESPONSE AND REVIEW GROUPS 2025 - 2026

RESOLVED:

- (i) *To note the appointment of Members to Committees as per the Schedule of Committee, Working Party/Working Group, Response and Review Group Membership 2025-2026 on pages 12 – 16 of these Minutes.*
- (ii) *To note that the Chair and Vice Chairs will be appointed at the first meeting of the Committee, Working Party or Response Group.*
- (iii) *To note that the appointment of Substitutes for all Committees, Working Parties/Groups and Response Groups will be added to the next Town Council agenda to fill any vacant positions.*

13. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED:

To note that the Appointment of Representatives are as listed on the Representatives to Outside Bodies on pages 17 & 18 of these minutes.

14. CHAIRMAN'S ANNOUNCEMENTS

RESOLVED:

- (i) The Chair gave an up date on the B&NES Local Plan (from the SPAG group).*
- (ii) The Clerk to circulate, once more the details of the up-and-coming Local Plan webinar so that Councillors may register to attend.*
- (iii) The Clerk showed members a ceramic dish that has been produced by one of the Grounds Maintenance Team as a gift for the Libourne visit. Ideas in respect of additional gifts to be sent to Cllr Alenshasy and all ideas to be presented at the next meeting.*

Cllr Cooper suggested products from Heavenly Hedgerows, cheeses and cider were also mentioned.

15. QUESTIONS ON NOTICE BY MEMBERS

There were none.

16. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED:

To note that Cllr Burton attended a training course and has produced some notes. The Clerk to circulate these notes to members.

17. MINUTES OF COMMITTEE MEETINGS

RESOLVED:

- (i) That the Minutes previously circulated are received and noted.*
- (ii) That the recommendations that are not subsequent Town Council Agenda Items are approved.*

18. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 15th APRIL 2025

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the May 2025 scheduled payments taken by the Town Clerk in consultation with Members.

RESOLVED:

To note there were none.

19. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13TH MAY 2025 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 13th May 2025 Item 22 A – D)

RESOLVED:

To receive and note the approved items.

FP1 UPDATES FROM THE RFO

RESOLVED:

To receive and note the updates.

FP2 POLICIES

RESOLVED:

- (i) *To receive and review the following Policies:*
 - a) Filming and Recording Parish Council Meetings Protocol (new policy).*
 - b) CIL Policy (amended policy).*
 - c) KTC Investment Strategy & Policy (amended policy).*
 - d) Health & Safety Policy (amended policy).*
- (ii) *To receive recommendations from the Finance & Policy Committee to approve the a, c, and d above.*

- (iii) *To receive a recommendation from the Finance & Policy Committee that the CIL Policy be approved with the following amendments:
Remove 10% of the previous year's CIL and insert Finance Committee to decide on the amount available for the Community CIL annually at the April Finance Meeting.
Insert CIL funding must be spent in 12 months.
That Cllr Alenshasy forward her queries in respect of this Policy to the Clerk and RFO prior to the next Finance and Policy Committee meeting so that these can be detailed in the agenda.*
- (iv) *The CIL Policy to be brought back to the next meeting of the Finance and Policy Committee for amendments and then on to Council for approval.*
- (v) *That the Chair and Clerk sign the approved Policies a, c and d.*

Notes:

There was a discussion as to which Committee this Policy should be handled e.g. Grants or Finance and Policy.

That the Document needs clarification in respect of the Timeline for submissions and Council consideration.

That the reference to Sec.137 grants is confusing.

That a minimum of £1,000 to be included, currently it states that any submission over £500 should be presented to Council.

That CIL should not be used to improve infrastructure but can be used for new infrastructure.

FP3 SCHEDULE OF DIRECT DEBITS 2025/2026

RESOLVED:

- (i) *To review the Direct Debit payments.*
- (ii) *To receive a recommendation from the Finance & Policy Committee to approve the same.*

Councillors asked for some clarity on what was meant by the title of the PDF Sales Day Book Summary.

FP4 MUSIC STUDIO INCOME AND EXPENDITURE

Cllr Halliday expressed concern and disappointment in the lack of income in respect of this matter.

RESOLVED:

To receive and note the Rialtas reports provided regarding the Music Studio. Please note there is no report for expenditure as no funds have been spent this financial year.

FP5 FINAL INTERNAL AUDIT REPORT***RESOLVED:***

To receive and note the Final Internal Audit Report.

20. SCHEDULE OF INVOICES DUE FOR PAYMENT – MAY 2025 – MONTH 2***RESOLVED:***

That the Schedule of Invoices for May 2025 be approved for payment.

Cllr Adrain Beaumont left the meeting at this point.

21. STRONGER THINGS CONFERENCE

Cllr Burton left the room for this item.

RESOLVED:

- (i) That Cllr Burton should be paid a contribution towards his travel expenses to attend a conference as a member of a Community Group.*
- (ii) That going forward each case similar to this be dealt with on a case-by-case basis.*

22. AVON PENSION FUND: COMMITTEE MEMBERSHIP

RESOLVED:

To receive and note the information.

23. INSUFFICIENT LIGHTING BACK LANE FOOTPATH

RESOLVED:

(i) *To receive and note the information.*

(ii) *That Councillors Biddleston and Burton speak to the owners of Grounded and other businesses along the lane, in respect of temporarily adjusting the angle of their security lights that face Back Lane.*

(iii) *That the Clerk contact B&NES Council in respect of some tree works to the tree by the pathway near the Bowls Club/Back Lane so that more light may be cast by the lamp post.*

24. SOMERDALE KEYNSHAM - RETAIL - ONE STOP SHOP

RESOLVED:

That Cllr Alex Beaumont and the Clerk both write to One Stop Shop Limited.

25. SOCIAL MEDIA AND PRESS PROTOCOL POLICY

RESOLVED:

To note that legal advice has now been sought in respect of Councillor Facebook pages and the amended Policy will be brought to the next Town Council meeting for consideration.

26. PRESENTATION BY LOCAL REPRESENTATIVE OF BATH WELCOMES REFUGEES

RESOLVED:

To note that a local representative of Bath Welcomes Refugees will be attending the June Town Council meeting to give a presentation.

ITEMS FOR DECISION

27. HIRE OF MANOR ROAD PLAYING FIELDS FOR CRICKET MATCHES FROM SUMMER 2026

RESOLVED:

That Council take this matter forward on the proviso that a full feasibility appraisal written be presented to Council covering:

- *Public Health and Safety*
- *Costs associated with maintaining the grounds*
- *Storage of equipment in site screens and score boards and any costs associated*
- *Spectators and use of Pavilion toilet facilities, possible security risk*
- *Cost benefit analysis in respect of the number of cricket users.*

Cllr Biddleston requested that his questions in respect of this matter be taken into consideration as this matter goes forward. He will re-circulate his questions to the Clerk and Chair.

28. COMMUNITY TRANSPORT SERVICES INCLUDING DIAL-A-RIDE

RESOLVED:

- (i) *To receive a recommendation from the Bus Services Committee that the Clerk writes, on behalf of Dial-A-Ride, to WECA and the new WECA Mayor to summarise some of the concerns that have been raised during their meeting on 6th May 2025, affecting this Community Transport Service.*
- (ii) *To approve the recommendation.*

29. K1 BUS SERVICE CHANGE SUBMISSION

RESOLVED:

- (i) *To receive and note that there was an opportunity for a minimal, non-cost affecting, route change to be submitted to WECA for a change in September 2025. This had a very short submission deadline of three weeks.*
- (ii) *To note that the Bus Services Committee discussed options of including a stop at the Tesco Store within some of the 15-minute bus down time on route.*
- (iii) *To note that the Bus Operator confirmed that the two short additions to the route, including using St. Ladoc (with a stop near St. Francis Road) and stop at*

Tesco on the route were feasible. Two possible routes options were planned by the Clerk and Bus Operator for WECA to consider.
(iv) To note that due to the tight deadline the Clerk submitted the route change options to WECA on 13th May 2025.

30. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is **Tuesday 17th June 2025 at 7.00pm** in The Space, Market Walk, Keynsham.

31. 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 under items 32, 33 and 34 of the agenda due to financial matters and personal details.

32. OFFICE

RESOLVED:

To receive and note the report in respect of the Office.

33. SILVANUS

RESOLVED:

- (i) To receive and note the report.*
- (ii) To approve the recommendations set out in the report.*

34. CEMETERY REPAIRS TO THE CHAPEL

RESOLVED:

- (i) To receive and note the report.*

- (ii) *To approve recommendations set out in the report, minus the recommendation for undertaking the Archaeological surveys at this stage but this and any re-purposing of the Chapel be brought back to full Council for consideration in the future.*

The meeting finished at 9.19 p.m.

DRAFT

KEYNSHAM TOWN COUNCIL
SCHEDULE OF MEMBERSHIP TO COMMITTEES, WORKING PARTIES, RESPONSE
AND REVIEW GROUPS 2025-2026

SCHEDULE OF STANDING COMMITTEE MEMBERSHIP	
<p>Environment & Sustainability (7) Plus 2 substitutes</p> <p>Plus, a Representative each from: Keynsham Wombles, Keynsham Plastic Reaction, Keynsham in Bloom, Keynsham Active Travel, the Business Community and the Retail Traders</p>	<p>Clerk – Amanda Hazell Alex Beaumont Dave Biddleston Edmund Cannon Deb Cooper Caroline Leonard Hal MacFie Andy Wait Martin Burton (Substitute) Vacancy (Substitute)</p>
<p>Events, Arts, Tourism & Heritage (EATH) (7) (1 vacancy) Plus 2 substitutes</p>	<p>Clerk – Katherine Sears Alex Beaumont Dave Biddleston Caitlin Brennan Martin Burton Chris Davis Hal MacFie Vacancy Deb Cooper (Substitute) Souzan Alenshasy (Substitute)</p>

Finance & Policy (7) Plus 2 substitutes	Clerk – Amanda Hazell Souzan Alenshasy Martin Burton Deb Cooper Chris Davis Clive Fricker Caroline Leonard Hal MacFie Edmund Cannon (Substitute) Andy Wait (Substitute)
Grants (7) Plus 2 substitutes	Clerk – Katherine Sears Souzan Alenshasy Alex Beaumont Dave Biddleston Caitlin Brennan Chris Davis Clive Fricker Andy Halliday Martin Burton (Substitute) Andy Wait (Substitute)
Personnel Committee (7) Plus 2 Substitutes	Clerk – Dawn Drury Martin Burton Deb Cooper Chris Davis Clive Fricker Andy Halliday Hal MacFie Andy Wait Dave Biddleston (Substitute) David Brassington (Substitute)

Planning & Development Committee (7) Plus 2 Substitutes	Clerk – Dawn Drury Alex Beaumont David Brassington Caitlin Brennan Martin Burton Deb Cooper Chris Davis Clive Fricker Dave Biddleston (Substitute) Vacancy (Substitute)
Capital Projects Committee (7) Plus 2 Substitutes	Clerk – Dawn Drury Martin Burton Deb Cooper Chris Davis Clive Fricker Andy Halliday Hal MacFie Andy Wait Souzan Alenshasy (Substitute) Dave Biddleston (Substitute)
Bus Services Committee (7) Plus 2 Substitutes	Clerk – Dawn Drury Souzan Alenshasy Dave Biddleston David Brassington Martin Burton Edmund Cannon Andy Halliday Hal MacFie Alex Beaumont (Substitute) Chris Davis (Substitute)

KEYNSHAM TOWN COUNCIL
SCHEDULE OF MEMBERSHIP TO WORKING PARTIES, RESPONSE AND REVIEW
GROUPS 2025/2026

WORKING PARTIES, RESPONSE AND REVIEW GROUPS MEMBERSHIP	
Consultation Response Group (5) Including 3 members of Planning & Development Committee Plus 2 Substitutes	Clerk – Dawn Drury Dave Biddleston David Brassington Martin Burton Deb Cooper Clive Fricker Chris Davis (Substitute) Vacancy (Substitute)
Youth Strategy Working Party (5) Plus 2 Substitutes	Clerk – Dawn Drury Alex Beaumont Caitlin Brennan Martin Burton Deb Cooper Andy Wait David Brassington (Substitute)
NDP Steering Group (5) Including Chair and Vice Chair of Planning & Development Committee Plus 2 Substitutes	Clerk – Dawn Drury Martin Burton Deb Cooper Clive Fricker Hal MacFie Vacancy Alex Beaumont (Substitute)
Business Forum (5) Plus 2 Substitutes	Clerk – Katherine Sears and Kate Ward Alex Beaumont Caitlin Brennan Deb Cooper Clive Fricker Hal MacFie

Community Resilience Plan Working Party (5) Plus 2 Substitutes	Clerk – Dawn Drury Dave Biddleston Caitlin Brennan Martin Burton Deb Cooper Hal MacFie Alex Beaumont (Substitute)
Nature Action Plan (3)	Clerk – Dawn Drury Edmund Cannon Andy Halliday Andy Wait
Keynsham Memorial Park Working Group (5) 1 Ward Councillor	Clerk – Dawn Drury Dave Biddleston Caitlin Brennan Martin Burton Hal MacFie Andy Wait
Regeneration Plan (5)	Clerk – Dawn Drury Dave Biddleston Martin Burton Deb Cooper Clive Fricker Hal MacFie

KEYNSHAM TOWN COUNCIL

REPRESENTATIVES TO OUTSIDE BODIES/ ORGANISATIONS 2025/2026

Please note it is the responsibility of Councillors to report back on any meeting to the next
Town Council meeting.

AVON Local Council Association (1)	Cllr Fricker
Keynsham Community Hub (1)	Cllr Biddleston
Dial A Ride (1)	Cllr Biddleston
Friends of Keynsham Train Station Group (3)	Cllr Fricker Cllr Alex Beaumont Cllr Brassington
KMFA Ltd (4-year duration) (4)	Cllr Biddleston Cllr Alex Beaumont Cllr Brennan Cllr Burton
Keynsham In Bloom (2)	Cllr Brennan Cllr Biddleston
Manor Road Community Woodland (2)	Cllr Fricker Cllr Wait
B&NES Local Plan (3)	Cllr Biddleston Cllr Cooper Chair of Planning Committee
Parish Councils Airport Association (1)	Cllr Fricker
Parish Liaison (1)	Cllr Fricker
Twinning Association (1)	Cllr Alenshasy
Walkers Are Welcome (1)	Cllr Wait

West of England – Local Rail (2)

**Cllr Fricker
Cllr Davis**

Rural/Market Town Group (1)

Cllr MacFie

No Place for Litter Steering Group (1)

Cllr Alex Beaumont

Fox and Hounds Lane Action Group (FHLAG) (3)

**Cllr Wait
Cllr Alex Beaumont
Cllr MacFie**

Avon Pension Fund (1)

**Cllr Cannon
Cllr Alenshasy (substitute)**

**Community & Co-operative
Transport Working Group (1)**

Cllr Davis