Minutes of the Town Council meeting held on
Tuesday 21st July 2026 in The Space, Market Walk, Keynsham at 7.00 pm.

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

IN ATTENDANCE: Dawn Drury – Town Clerk

55. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Adrian Beaumont, D Biddleston, D Cooper and C Leonard.

56. NOT PRESENT

Cllrs Souzan Leach (formerly Alenshasy) and C Fricker.

57. DECLARATIONS OF INTEREST

As a member of the Council of St. John's Church Cllr M Burton declared an interest in agenda item 11.7.

58. DISPENSATIONS

There were none.

59. PUBLIC PARTICIPATION

There were two members of public present.

60. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:
That the minutes of the Extra Ordinary and Ordinary Town Council meetings held on Tuesday 16th June 2026 (previously circulated), were confirmed as a true record and signed by the Chairman.

Items 6 and 7 in the agenda were swapped to accommodate the arrival of the Guest Speaker.

61. KEYNSHAMNOW

Amelie gave a report on behalf of KeynshamNow as follows:-

- Ella from TimeOut attended the meeting to build links between KeynshamNow and TimeOut. Ella explained to the members how TimeOut was run and funded. It is hoped that the two organisations may work together in the future on some events. KeynshamNow will be arranging a visit to the TimeOut facility as part of their next meeting.

- Issues that the young people discussed at this meeting included difficulty in communicating conditions to the NHS, traffic issues in Keynsham and Saltford, improving awareness of teenage mental health and a discussion on whether they should visit Parliament during Parliament Week.
- There were further discussions on the youth chat with respect to deciding on a date for a visit to Chippenham Youth Council.
- The installation of the new basketball area at Teviot is now complete.
- The members working on the refurbishment/enhancement of the Teviot Play Area have scheduled some dates for possible further consultation with residents on designs.
- £182.92 was raised for Young Bristol (this year's chosen charity) at the KeynshamNow Music Festival stall and competition (guess how many teddies in the car). All the teddies, that came from either the recycle shop or charity shops, were rehomed by children at the Music Festival. The monies raised will be banked into the Town Council bank account and then sent on to Young Bristol.
- A short discussion was had about renaming the Youth Council, but it was decided to defer this decision, as the organisation has only recently just bought some branded items.
- Those working on the anti-homophobia campaign had a meeting with the Head Teacher of Wellsway (Rob Pearsall).
- The members had a discussion about the issue that we are having with vaping in the town.
- The next meeting is on 5th August 2026.

Amelie was thanked for her report.

Cllr Brassington asked what issues were of concern to the young people. Amelie responded that the issues change from month to month and depend on what was happening in the local area.

RESOLVED:
To receive and note the report from KeynshamNow.

62. GUEST SPEAKER – CHIEF EXECUTIVE OF B&NES COUNCIL

Sophie Broadfield spoke to the Council as follows:

Sophie introduced herself and explained her CEO role, since January 2026, within Bath and North East Somerset Council together with giving a history of her previous roles within the Council in the past five years (Executive Director of Sustainable Communities working on climate change, transport, housing and community, and more recently the direct delivery of Place Services e.g. the Recycling Centre, Highways, Parks etc).

Before B&NES Council, she was a Civil Servant and worked in a number of Government Departments including the Treasury and the Ministry of Housing, Communities and Local

Government on Local Government issues. At the Treasury, she worked on devolution and the setting up of WECA.

In terms of what she hopes to achieve as CEO, there are three main things, and these are covered by how things operate at the Council and not what they do:

- Productivity of B&NES Council and how they can be more human in the way they interact with the public. How they operate in the Council aiming to be less bureaucratic.
- Looking at AI technology and the use of the same in the Council, in order to benefit customers and Councillors for example using Magic Notes where meetings are recorded with the notes then being produced by the use of technology, saving admin time. Together with looking at prevent and early intervention in adult social care areas. B&NES Council have recently won an award for their fostering and family service, wherein the person who fosters, fosters the whole family not just the children.
- Working on place shaping to develop future of places like Keynsham. Working closely with Keynsham on the economy, the transport, the housing, the High Street, the Park to say what needs to happen to benefit Keynsham in the future.

Q & A

Cllr Burton's question. It is understood that both Section 106 funding and CIL from developers have been returned to developers due it going over the spend by date and that Cllr Biddleston and I have been working on this with B&NES to stop this happening in the future. You talked about sustainable communities; however, we have found that developers will not invest in community buildings within their developments or on a nearby site. Some assurance on the CIL and Section 106 funds would be good but also that the Local Authority will take investment in community centres more seriously.

CEO answer. In respect of CIL, she agreed that B&NES did not do a good enough job at spending CIL and they have had to look at the numerous bureaucratic reasons why this happened and worked their way through the records. Looking at other Council's this has not just happened in B&NES. She has worked with the B&NES Audit Committee and Cllr Biddleston and she believes that they are improving and keeps a close eye on this matter. An update paper on this is to be taken to the B&NES Internal Management Team, next week. She acknowledged that they do need to do better, and in terms of the future, Keynsham will see more development and there is potential for there to be more CIL and Section 106 funding. If B&NES Council Local Plan is approved and the development around Keynsham is approved there will be a lot more CIL for the town and that needs to prioritise the communities where the houses are to be built in order that the right infrastructure is put into place. On the Community Centres point, she will take this away as she had not understood that had been the case and such centres should be at the heart of the community. She also mentioned that Keynsham Town Regeneration Plan is really important as well, as it jointly defines what Keynsham needs so that CIL can be spent in the right place.

Cllr Cannon's question. This question is about procedure rather than policy, when you talked about place, regeneration and Keynsham there appears to be a lot of downside risk for example

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past periods of regeneration projects that have caused our local businesses to struggle and collapse, as our High Street was out of action for a long period. He had concerns that a similar thing was happening to Manvers Street in Bath and asked how are you going manage the procedures by which these things happen, to avoid past mistakes in respect of development timings and delays affecting businesses in the future?

CEO answer. B&NES have pulled together all the teams that are responsible for spending capital and doing the actual building, into a centralised capital team to avoid having to start from scratch in a team which results in bringing in consultants to do work for you, and such consultants do not have the ownership or accountability as an employee would have. This new team, which is really good, is fully staffed. Also, B&NES are procuring the capital projects differently, they know what they all are and can bundle them up and go to contractors and ask for their best price, best timing and how they will deliver a project. This system is more interesting to contractors as there is a larger package and then B&NES have a bigger contract that they manage tightly to ensure that it is delivered on time, in budget and of a good quality. They can then compare B&NES Council with neighbouring Councils that have in the past done a better job.

Cllr Burton's question. Concerns in respect of awarding large contracts is that the work will then be sub-contracted to smaller companies. What are you doing to make sure that the smaller companies can win contracts in their own rights? This may be a cheaper option, and more local smaller companies could possibly be contracted.

CEO answer. B&NES do have a procurement strategy that talks about prioritising local businesses. This is something that she does want to look at in more depth and the social value of contracts.

Town Clerk's question. In respect of Sec 106 funding from one development being spent on facilities of another development that causes friction between the residents of the two developments and the handling of the project difficult - how can this be helped?

CEO answer. Something that she is very open to is a conversation about devolution to Town Council's because some of these things are better managed by the Town or Parish Council that has the knowledge of the area. The views of both Council's should match to avoid issues hence the need to work closely on such matters.

Cllr Cannon's question. B&NES is a big organisation so can you tell me is there something that B&NES do badly which your ambition is to continue to do badly because you need to spend your valuable time on improving other things.

CEO answer. She is struck by the energy that B&NES staff put into trying to organise themselves, so I am not keen to do that, so where there are teams that would do better to be organised in a neater way or one function being more aligned with another. There is a real temptation to solve a problem by solving the structures, but she is more interested in culture and prioritising the things that she does. Reorganising people is not a good use of time.

Cllr Wait's question. Who holds the power! How do B&NES know that Developers/Contractors are being efficient, for example the disruption on the A4 as a result of the CURO works.

KeynshamNow young people had reported in June that they were unable to get to their educational establishment due to the traffic congestion and buses not being able to get through.

CEO answer. She understands this issue as she has sat in this traffic herself and she reported that she has also seen the good improvements that are happening as a result of this issue. Her understanding is that B&NES Council have required those works to happen as part of CURO's planning application. The time that they have to complete the works and the mitigation systems that they have to put in place like not having the traffic lights at rush hour have been agreed with the Council. B&NES have negotiated hard to get the best outcome for residents and to avoid even more congestion issues. In respect of timings of a contract, she believes that B&NES have the ability to fine a Developer.

Cllr Brennan reported that the buses are now being diverted off the A4 and are now travelling up the Wellsway to avoid going through the Saltford congestion. This diversion is in place between 9 a.m. and 3.00 p.m.

Councillor Wait thanked Sophie for attending, for all the information and for answering the questions.

RESOLVED:
To receive and note the information from Sophie Broadfield, Chief Executive of B&NES Council.

61. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

Annie Steward of the Allotment Association reported the following:

- The Allotment Association members gave thanks to Cllr Wait for his kind words expressed at the South West In Bloom judging lunch, in respect of the great work that the Allotment Committee and members do.
- The composting toilet, purchased with lottery funding, despite notices and several email warnings has had to be closed due to misuse and being left in a terrible state on several occasions. This will remain closed for this year and be re-opened in the New Year. It was confirmed that is believed that the mess is being created by an allotment holder or family members of an allotment holder and not anyone from outside gaining access to the toilet.
- There are 29 people on the waiting list for a plot.
- There is to be more plot inspections next week.
- The weather has been the biggest issue this year with water consumption being high.
- There were concerns that water had been leaking from underground pipes, but this has been investigated. The Allotment Association have had discussions with the water company and a few minor leaks have been repaired by a plumber.
- Security issues with the new heras fencing seemed to have resolved the issue and the hedge is now growing nicely through the fencing.

- Members need to be reminded to secure the padlock on the main gate properly, close the gate and secure after entry and access and not leave it open and not to pass on the code to the padlocks.
- The Crop Drop initiative has now started and surplus crops will be distributed to the Community Fridge and the Children's Centre in Keynsham.

RESOLVED:
To receive and note the report from Keynsham Allotment Association.

62. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported the following:

Keynsham In Bloom – South West In Bloom judging lunch
As Chair, he attended the South West In Bloom judging lunch last Friday and thanked the Judges for travelling from Cornwall and Dorset to judge our town. He also thanked all the community groups and In Bloom members for all the excellent work that they do for our town.

Good Afternoon Choir
The Chair attended a performance by the Good Afternoon Choir at the Music Festival and reported that this was a lovely event.

Grants Presentation Evening
The Chair presented award certificates to community organisations at the grants presentation evening, on 9th July, where over £40,000 in grant funding was awarded. This was a well organised event and gave a good opportunity to thank the members of the community for all that they do.

Grab and Go Bag Initiative
The Chair and Councillor Burton represented the Council in promoting this initiative in a Points West news slot. This went well however, it took two hours to shoot what amounted to a 3-minute programme. The Chair remarked it was shame that the reverse of the card, about where your nearest defibrillator is, was ignored. People interviewed on the street seemed positive about the postcard.

63. QUESTIONS ON NOTICE BY MEMBERS

There were none.

64. ITEMS FOR DECISION

64.1 GOOD CITIZENS AWARD POLICY & FORM FOR APPROVAL AND SIGNING

RESOLVED:

To receive and note a recommendation from the Grants Committee to approve and sign the Good Citizens Award Policy and Form.

64.2 PLAY AREA REFURBISHMENT/ENHANCEMENTS

RESOLVED:

That this matter be deferred to the Capital Projects Committee giving them the power to make a decision in respect of this matter.

64.3 TOWN COUNCIL OFFICE CCTV

RESOLVED:

(i) That the information and quotes be received and noted.
(ii) To note that the Finance and Policy Committee have recommended that the legality of having CCTV in an office environment be checked with NALC.
(iii) That Officers seek policy information that will cover the use of CCTV and produce a policy for the Town Council.
(iv) That the staff be consulted on having CCTV in the workplace.
(v) To note that the Finance and Policy Committee have recommended that more information on the cameras be included for the next meeting i.e. specification, etc.
(vi) That the item be taken back to Finance and Policy Committee in September with the issues addressed and then brought back to the Town Council meeting in September of a decision.

64.4 TOWN COUNCIL OFFICE RECEPTION AREA

RESOLVED:
(i) That the information and quotes be received and noted.
(ii) To note that the Councillor Members of the Finance and Policy Committee feel a closed off reception area would lose the openness to the public and would feel impersonal.
(iii) To note that the Finance and Policy Committee have recommended that the Clerk contact B&NES to request them to consider whether it is possible to install a fire exit.
(iv) That the Finance and Policy Committee have recommended that the option of a panic room be researched and possible designs and specifications for the reception be bought back to the next meeting.
(v) That the item be taken back to Finance and Policy Committee in September with the issues addressed and then brought back to the Town Council meeting in September for a decision.

64.5 RIVER AVON CHARTER

The Chair reported that he had put a motion to B&NES Council in respect of adopting the Charter and this had been approved unanimously. He then gave some more information in respect of the formation of the Charter and aims.

RESOLVED:
(i) To receive and note the information.
(ii) To adopt the River Avon Charter.

64.6 BRAMM CEMETERY OF THE YEAR AWARDS - CONGRATULATIONS

RESOLVED:
That the Town Clerk decide which members of staff should attend the Award Ceremony.

64.7 LETTER OF SUPPORT – ST. JOHN'S 750 PROJECT

RESOLVED:
(i) To receive and note the report.
(ii) That the Town Council offer through Council's social media channels and on noticeboards etc. to promote any associated projects.
(iii) That the Council do not offer any financial sponsorship.
(iv) That the Clerk informs the St. John's 750 Committee of this decision.

64.8 ROYAL BRITISH LEGION REQUEST

RESOLVED:
(i) To receive and note the contents of the letter.
(ii) That the Council do not make a financial contribution to the Royal British Legion as per the request in their letter.
(iii) That the Clerk write to the Royal British Legion informing them of the decision.

64.9. STREET STRATEGY CONSULTATION

RESOLVED:
(i) To receive and note the responses to the Street Strategy Consultation.
(ii) To receive a recommendation from the Consultation Response Group that Town Council approve the same.
(iii) That the Clerk submits the Town Council's response by the deadline of 4th September 2026.

64.10 AMENITIES ON THE HIGHWAY STRATEGY CONSULTATION

RESOLVED:
(i) To receive and note the responses to Amenities on the Highway Consultation.
(ii) To receive a recommendation from the Consultation Response Group that Town Council approve the same.
(iii) That the Clerk submits the Town Council's response by the deadline of 4th September 2026.

64.11 BUSKING AND STREET PERFORMANCE CONSULTATION

RESOLVED:
(i) To receive and note the responses to the Busking and Street Performance Consultation.
(ii) To receive a recommendation from the Consultation Response Group that Town Council approve the same.
(iii) That the Clerk submits the Town Council's response by the deadline of 4th September 2026.

64.12 SPEED LIMIT – NOTICE OF INTENTION - 26-033) (DURLEY HILL, KEYNSHAM) (30 M.P.H. SPEED LIMIT) ORDER 202*

RESOLVED:
(i) To receive, note and consider the Notice of Intention.
(ii) That the Clerk confirm that they are in support of the speed limit change.

64.13 PARK ROAD PLAY AREA REFURBISHMENT/ENHANCEMENT

RESOLVED:
(i) To receive, note and consider the information.
(ii) To approve one of the designs/quote A.
(iii) To note that this will be funded from CIL funding.

65. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Wait reported that the Music Festival was a success once again, the weather could not have been better and the atmosphere was lovely. There were no significant issues or trouble. Mike May will carry on supporting the 2027 Festival in a modest capacity. The event has made a surplus and the donations over the week came to over £20,000.

Cllr Burton reported that the Community Hub had been awarded a lottery grant of £20,000 for their Breakfast and Babies group and approximately 40 mums and babies turned up for a Celebratory Party.

RESOLVED:
To receive and note any reports.

66. 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.

67. FINANCIAL QUARTERLY REPORTS Months 1, 2 and 3

RESOLVED:
To receive and note the reports.

68. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 14TH JULY 2026

RESOLVED:
To note that there were none.

69. UPDATES FROM THE RFO

RESOLVED:
To receive and note the updates from the RFO.

70. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14th July 2026

RESOLVED:
To receive and note items 17 A – C.

FP1. POLICIES

RESOLVED:
To receive and note the following policies:

(i) Information and Communication Technology Policy. (The Town Clerk attended the SLCC Training Assertion 10 Compliance: Getting It Right, Fixing What Went Wrong training - Aspects of GDPR and Accessibility Compliance. The updates in this policy reflect information received from that training.) and Risk Management Strategy Review.

(ii) That the Finance and Policy Committee recommend the following for the Information and Communication Technology Policy:
- *a) Investigate the rules regarding replying to residents via WhatsApp and Facebook messenger not via email.*
- *b) Check with the Clerk what GDPR course she has completed.*
- *c) That the RFO update the Finance and Policy Committee on the progress of a new website.*
- *d) That the policy to be returned to the next meeting with any changes regarding the questions above.*

(iii) That the Finance and Committee recommend the following for the Risk Management Strategy Review:
- *a) That the regulations stated be checked that we are quoting the latest versions.*

b) Paragraph 6.8 Training. Who has completed the training and is there a course available?
c) Do we have a risk log? How is this managed?
d) For the policy to be returned to the next meeting with any changes regarding the questions above.

FP2. MILEAGE – NEW RATES

We have been informed by HRMC that there are now new rates for mileage expenses. The changes are 55p up from 45p per mile for the first 10,000 miles a year. All other rates remain the same. Attached are the following policies that require this change to be made:

(i) KTC Employee Handbook.
(ii) KTC Pay and Conditions Policy.

RESOLVED:
(i) That information regarding the new mileage rates be received and noted.
(ii) That the following changes be recommended to Council:

Amendments to be made to the KTC Employee Handbook and KTC Pay & Conditions Policy:

a) Paragraph 1.4 change the amount of gift and hospitality from £10 to £25.
b) Add in a paragraph for the wellbeing company stating the name of the company.
c) Discuss with the Clerk whether in paragraph 2.16 under dependency the first line should read "Employees who have a dependency on alcohol or drugs WILL be offered support"

The Clerk recommends that the wording be amended as follows: "Employees who have a dependency on alcohol or drugs are able to obtain support through the Staff Wellbeing Programme.

(iii) That the Finance and Policy Committee recommend to Council to approve the amendments to the Employee Handbook.
(iv) To approve any amendments.

FP3. BREAKTHROUGH COMMUNICATIONS RENEWAL

RESOLVED:
(i) To receive and note the information regarding the renewal with Breakthrough Communications.
(ii) To receive a recommendation from the Finance and Policy Committee that the membership be cancelled for the current year.
(iii) That the membership be cancelled.

FP4. DEFIBRILLATOR AGREEMENT

RESOLVED:
(i) That the Defibrillator Agreement be received and noted.
(ii) To receive and note that the Finance and Policy Committee recommend to Council to approve the Agreement.
(iii) That Council approve the Agreement and the Clerk sign the same.
(iv) That Council write to the resident to give thanks for agreeing to house the Defibrillator.
(v) To note that the Defibrillator is covered by the Town Council insurance.

FP5. FUNDING THE CEMETERY DRIVEWAY

RESOLVED:
(i) To receive and note the funding information received from the RFO.
(ii) To receive a recommendation from the Finance and Policy Committee to approve funding the Cemetery driveway from the CIL reserves.
(iii) To approve the funding.

71. SCHEDULE OF INVOICES DUE FOR PAYMENT – JULY 2026 (MONTH 4)

RESOLVED:
That the attached Schedule of Invoices for July 2026 - Month 4 be approved for payment.

72. ITEMS TO RECEIVE AND NOTE

72.1 FRIENDS OF TEVIOT ROAD PARK

RESOLVED:
(i) That Council acknowledges the formation of the Friends of Teviot Road Park Group.
(ii) That the Group be requested to submit their updated constitution and mission statement for the Town Council records.
(iii) That the Council seek confirmation that the Group have insurance in place.

73. DATE OF NEXT MEETING

RESOLVED:
To note that the date for the Town Council's next meeting is **Tuesday 15th September 2026 at 7.00 pm** in The Space, Market Walk, Keynsham.

74. 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 items 22 - 24 progress sensitive issues.

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75. UPPER MEMORIAL PARK PLAY AREA

RESOLVED:

(i) To receive and note the contents of the email.

(ii) To note that a meeting was arranged for Wednesday 15th July 2026 between Keynsham Town Council's Keynsham Memorial Park Working Group, the Head of Service Community and Compliance B&NES Council, the Programme Manage, Sustainable Communities, Capital Programme & Project Management B&NES Council and the appointed Contractor to discuss the improved designs.

(iii) To note in order, so as not to delay the project further, B&NES Council will be issuing a purchase order to the appointed Contractor. A joint press release will be issued shortly.

76. TRIAL PROPOSAL FOR THE PADDOCK

RESOLVED:

(i) To receive and note the report.

(ii) To approve the recommendations in the report.

77. KEYNSHAM PHOTOGRAPHIC SOCIETY - MAKESPACE BOOKING

RESOLVED:

(i) To receive and note the confidential report.

(ii) That the fee in the report be confirmed.

The meeting concluded at 8.51 p.m.

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SIGNED: ……………………………………………………………… DATE: ……………………………………………….

(Chairman)