

# KEYNSHAM TOWN COUNCIL

Minutes of the Town Council Remote Meeting held on  
Tuesday 21<sup>st</sup> July 2020 at 7.30 pm by Zoom

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PRESENT: Councillors D Biddleston, D Brassington, C Brennan, C Buxton (by phone), D Cooper, T Crouch, C Fricker, A Greenfield, A Halliday, H MacFie, A McGuinness, B Simmons, A Sinclair, A Wait (Chairman), J Wallcroft

IN ATTENDANCE: Cheryl Scott– Town Clerk, Cllr L O'Brien

66. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sinclair.

RESOLVED:  
To receive Apologies for Absence.

67. DECLARATIONS OF INTEREST

Cllr Wait declared an interest as Trustee of the Music Festival.

Cllrs Brennan, Cooper, Fricker and Biddleston also declared an interest as Trustees of KMFA.

Cllr Halliday declared an interest as a recipient of Avon Pension Fund.

Cllr Buxton joined the meeting.

68. DISPENSATIONS

RESOLVED:  
All interests as declared would receive a dispensation to speak and vote on the relevant items.

69. PUBLIC PARTICIPATION

There was none.

70. RECORD OF PREVIOUS MEETINGS

- (a) Cllr Greenfield asked why there was no record of the vote taken in the draft minutes for the High Street proposal under Minute 40.5. The Clerk explained that a vote is only recorded if a request is received to record the vote before it is taken. The Chairman indicated that the issue wasn't a recorded vote but that minutes did not reflect that the Council supported the motion.
- (b) Following further debate, it was proposed that the paragraph under resolved be amended by adding the words "To support the motion" at the front of the paragraph and placing the rest of the paragraph which was the actual text of the motion in inverted commas.

RESOLVED:  
That subject to the amendment proposed, the minutes of the meeting of the Town Council held on 23<sup>rd</sup> June 2020 (previously circulated) be confirmed as a true and accurate record and signed by the Chairman at a later date.

71. CHAIRMAN'S ANNOUNCEMENTS

The Chairman gave a brief update on the temporary closure of the High Street.

72. QUESTIONS ON NOTICE BY MEMBERS

There were none.

73. KEYNSHAMNOW

A report was given by Cllr Brennan. A socially distanced event in the Park was being planned for Sunday and there would be another litter pick. The Chairman explained that socially distanced video meetings were difficult at the moment as it was more difficult for members to engage.

74. REPORTS FROM B&NES COUNCILLOR(S)

- (a) Cllr O'Brien updated the Council on the Climate Emergency and Sustainability Panel yesterday. The Renewal Programme consisting of 3 workstreams (Re-opening of High Streets Resilience and the Renewal Vision). Lynda Dean had reviewed the timescales in respect of the WECA and Heritage England public realm grants for works to commence on Keynsham High Street and revised dates had been agreed. She gave details on the initiative to create liveable Neighbourhoods in areas mainly in Bath with through traffic issues which would be discussed in more detail at the Keynsham Area Forum.
- (b) Cllr MacFie gave details of a scheme in Sevenoaks that migrated from a rural community bus service to a taxi service. He would be preparing a proposal with reference to Keynsham's local bus services just to see if there would be any interest. There were a number of interesting motions at the next B&NES Council meeting including declaration of an ecological emergency, one to encourage residents with the highest valued properties to pay a voluntary extra amount and one for the Council to commit to a 5 year financial plan in view of the COVID-19 pandemic.
- (c) The Chairman added that there was also a petition on 5G for consideration.

75. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were none.

76. MINUTES OF MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date</u>	<u>Status</u>
Finance & Policy Cttee.	14 July	DRAFT
Personnel Committee	14 July	DRAFT
Planning & Development Cttee	6 July	DRAFT

RESOLVED:

- (i) That the Minutes of the above meetings are received and noted.
- (ii) That the recommendations that are not subsequent Agenda Items are approved.

77. COMMITTEE MEETINGS

a) Environment & Sustainability Cttee

The Chairman remarked that the schedule had not been circulated. He requested Cllr Greenfield to comment. There would be an informal meeting in August and the next formal meeting would take place in September. The Clerk screen shared the schedule.

RESOLVED:

To approve the proposed schedule of meetings for the remainder of the municipal year.

b) Grants Cttee

RESOLVED:

To approve the date for the Grants Cttee to meet on Thursday 27<sup>th</sup> August at 7.30 p.m.

c) EATH Cttee

RESOLVED:

To approve the zoom meeting scheduled for 5<sup>th</sup> August at 4pm to discuss Winter Festival

Cllr Buxton indicated her agreement over the telephone in response to an enquiry by the Chairman.

78. KMFA GRANT 2020/2021

- (a) The Chairman expressed concern that as a Director of the Music Festival he was not consulted by the Clerk. The Clerk advised she had approached Mike May.
- (b) The Chairman advised that on talking to Sue Paulley the Music Festival had already incurred considerable expenditure of approx. £6000. Therefore, he felt any proposal to withhold the grant until next year would be detrimental. His preference was for the Town Council to put forward an amount this year to offset the losses of the Music Festival and then the Music Festival apply in the normal way for a grant for 2021/2022. The money was in the budget and the Council would still save the remainder of the £18,000 budgeted for. He also drew attention to the possible issues of sponsorship that the Music Festival were also facing.
- (c) Cllr Crouch proposed that the Council request an invoice for £6000 for this year,
- (d) Cllr Cooper supported in principle the proposal by Cllr Crouch but felt the amount should be half of the grant i.e. £9000 as there had been considerable virtual activity already this year,
- (e) Cllr Fricker was sympathetic as a Trustee of KMFA and believed that the Finance Director should be approached first to provide a quantification of an amount before the Council decided an amount as there may be additional costs that the Finance Director had not yet become aware of.

- (f) The Clerk advised that a motion for £6000 had been proposed by Cllr Crouch and an amendment for £9000 proposed by Cllr Cooper. The Council could not make a decision to award an unquantified amount so if it wished to wait to get a figure from the Music Festival as per Cllr Fricker's proposal then it would need to defer the matter.
- (g) The Chairman felt that £9000 would be a figure the music Festival would be happy to accept so he decided to second Cllr Coopers amendment.
- (h) Cllr Cooper then pointed out that there may be additional expenses from IsoFest so therefore it might be prudent to request a figure from the Finance Director. On reflection she wished to withdraw her amendment.
- (i) Cllr Crouch withdrew his motion.
- (j) The Chairman then proposed that the matter be deferred pending a figure to be received from the Music Festival and after the motion was seconded the Council moved to a vote.

At the request of the Chair, Cllr Buxton indicated her vote over the telephone.

RESOLVED:

To defer the matter pending receipt of a figure from the Finance Director of KMFA.

79. KEYNSHAM FARMERS MARKET GRANT 2020/2021 (attached)

The Chairman said that it was only £700 and he proposed the full grant be given as the Council had the money.

The Clerk asked Cllr Buxton to indicate her vote.

RESOLVED:

To release the full grant of £700.

80. TOWN COUNCIL INSURANCE RENEWAL (attached)

- (a) The Chairman sought clarification from the Clerk as to whether the quote from Company B was per annum and that the Clerk had forgotten to put this in. The Clerk confirmed this was the case and the price was per annum for both Companies.
- (b) Cllr MacFie advised that if the Council were to follow the advice of the Internal Auditor on the level of Fidelity Guarantee required then the Council was restricted to Company B, which was also the most expensive. Nonetheless, Company B had other advantages in terms of having been easier to deal with and the Finance and Policy Cttee had recommended Company B.
- (c) The Chairman asked the clerk to explain the recommendations. In addition to the explanation in respect of the Fidelity Guarantee, the max sum that could be insured was up to £1.75m. As the Council was required to insure all its financial holdings, and was in regular receipt of CIL, then it had the capability under the policy to increase cover in line with any future recommendations from the Internal Auditor. The compressor policy offered only by Company B was a necessity and the same one the Council had for the last 3 years. The cyber insurance was more expensive for Company B but this had wider cover

including fines from the regulator. In view of the concerns about the control of personal data being processed during the COVID pandemic (including by track and trace), the Cttee felt the wider cover was preferred. Lastly, the Cttee wished the Clerk to look into keyman policies to cover the Clerk and Deputy Town Clerk.

RESOLVED:

That the recommendations are taken en bloc.

RESOLVED:

- (i) That the Town Council opt for Company B/Insurer B with increased premium to cover for increased cover on legal expenses insurance of £200,000.
- (ii) That the Town Council take out the policy to cover the compressor at Burnett with Company B.
- (iii) That the Town Council should take out Cyber Insurance provided by Company B with a cover of £500,000 for a premium of £850.
- (iv) To defer a decision on keyman insurance until more information becomes available.

81. CESSATION OF PHONE LINES/CONTRACT

The Finance & Policy Cttee have made recommendations in respect of ceasing all but one (Town Council main phone number) of the current rental of 4 landlines and replacing the one used for remote alarm monitoring by new 4G monitoring.

RESOLVED:

- i) To give notice to the current supplier to terminate the calls package contract on 1<sup>st</sup> October currently costing £125 pcm.
- ii) To initiate the transfer of the alarm monitoring to 4G radio at a cost of £180 installation plus an additional £54 per annum monitoring fee, taking into account the savings of £144 on the existing line rental being paid to the call package supplier.

82. PERSONNEL CTTEE RECOMMENDATIONS – TEMPORARY STAFF FOR LITTER PICKING/ HIGH STREET BARRIERS OPERATION/PLAY AREAS

The Personnel Committee have made recommendations on respect of whether the Town Council should look to financing additional human resource for the above duties.

RESOLVED:

- (i) That it is not cost-effective to provide staff to monitor/steward Upper Memorial Play area and therefore an intensive social media and advertising campaign to encourage safe social distancing and safe play should be undertaken.
- (ii) If there continues to be a complete lack of observance of safe play requirements in Upper Memorial Park then it would need to be closed.
- (iii) That the Town Council consider the creation of a new temporary staff post of 1.5 hours in the morning and 1.5 hours in the evening 7 days per week to operate the barriers and litter pick in Memorial Park at National Living Wage for 6 months with view to extension if required.
- (iv) That a letter be written to B&NES.

- (v) That the content of the letter include the following points: that Keynsham is 1.5<sup>th</sup> size of Bath. Bath is unparished so unlike Keynsham residents they do not have to pay additional precept. The Town Council was seeking some compensation towards the cost of the staff post to carry out B&NES responsibilities.

Cllr Biddleston lost connection.

83. CIL RECEIPTS

17/04503/FUL - 128 Charlton Road Keynsham. £2910.58  
Instalment 1 of 1.

RESOLVED:  
To note above CIL receipt.

**CONSULTATIONS**

84. LOCAL GOVERNMENT ASSOCIATION – MODEL CODE OF CONDUCT

The Chairman advised that the consultation on the draft member code of conduct runs for 10 weeks from Monday 8 June until Monday 17 August. Councillors can submit responses individually and that the Council could also decide to submit a response.

Cllr Crouch lost connection. Cllr Biddleston regained connection.

The Clerk responded that the Code of Conduct was very relevant to all Councillors as they were all required to abide by the Code of Conduct. It was therefore important that they responded to the consultation as they would be required by the Monitoring Officer to abide by what was finally agreed.

The controversial changes were substituting the word “respect” for “civil”. People could be civil, but within the Council arena the matter of respect was also important as it was possible to be civil but without affording respect. The second issue raised was that without sanctions the Code of Conduct was meaningless.

The Clerk encouraged all Councillors to respond individually. The matter today was to decide if the Town Council wished to respond as a Council.

Cllr Crouch regained connection and said he felt the Council should respond as a Council. Having been on the Standards Cttee for many years he couldn't agree more that there were no longer any effective sanctions. If the Code was to be any use it needed teeth and had to have a way of dealing with Councillors that breach the code. He also felt respect was a more commonly used word and better understood compared to civil.

The Chairman proposed that a letter was written concerning the two points rather than fill in the complete questionnaire. He also suggested that all Councillors fill in the questionnaire as individuals.

RESOLVED:  
Clerk to respond on the two points as discussed.

85. CONSIDERATION OF ALCA PROPOSAL TO RAISE SUBSCRIPTIONS

The Clerk advised that answers to the questions posed by the Finance & Policy Cttee had been included in the report. The ALCA proposal was 10% per year for the next 3 years of the current £750 subscription to the region, not the remaining subscription to NALC. However the Council currently had no idea whether NALC also want to raise their subscription and if so by how much so caution was urged. The question was whether the Council was getting value for money in respect of the subscription paid and whether, in taking out the contract with Ellis Whittam, there was not duplication.

It was proposed that a response be sent to ALCA stating that 10% each year for 3 years was excessive at this current time and also asking for estimates on any increase for the NALC portion of the subscription.

The point was raised that training would be much more expensive than with ALCA although it was also pointed out that non-members could also participate for a slightly increased fee.

**RESOLVED:**

To respond to ALCA asking them to reconsider their proposal in view of the fact that 10% per year for 3 years was excessive in these current times and to request further information on the likely increase in NALC fees.

86. AVON PENSION FUND INVESTMENT STRATEGY CONSULTATION

Avon Pension Fund re consulting on their proposed investment strategy to be finalised in September.

**RESOLVED:**

To respond that the Council supported the greener approach to investments.

**MONTHLY FINANCE**

87. SCHEDULE OF INVOICES DUE FOR PAYMENT Month 4 (July)

**RESOLVED:**

That the attached Schedule of Invoices be approved for payment.

88. FINANCE MONTHLY REPORTS

Owing to the issues with working remotely with the accounts software and the delay in year-end processes, transactions for the current financial year are only just starting to be entered onto the accounts system. Therefore, April, May and June finance documents are not available for inspection at this meeting.

- (a) Schedule of Expenditure – JUNE (Month 3)
- (b) Bank Reconciliation – JUNE (Month 3)
- (c) Petty Cash Expenditure – NONE
- (d) Journals - NONE TO REPORT
- (e) Budget Monitoring Reports April, May - DEFERRED
- (f) Youth Finances - DEFERRED

**RESOLVED:**

To approve the presented reports en bloc.

89. UPDATE ON YOUTH SERVICE

RESOLVED:

To approve the attached report.

90. DELEGATED ACTIONS SINCE LAST MEETING

Ratified by Personnel Cttee – to advertise internally for a temporary grounds maintenance worker 21hrs/week until 30<sup>th</sup> September 2020.

RESOLVED:

To note the above.

91. CORRESPONDENCE ITEMS (REDACTED)

- a) Keynsham Fish Bar re High Street temporary closures
- b) Road Markings on Charlton Rd
- c) Cycling

The Clerk reported that Cllr O'Brien had addressed Charlton Rd.

RESOLVED:

To note any attached correspondence.

92. Cllr Biddleston raised the issue of surveying the shops in response to the letter from Keynsham Fish Bar

The Chairman said he was happy to address the matter even though it wasn't on the Agenda. The Clerk advised that the Council could not make a decision on a matter that was not on the Agenda, nor could it be brought up as a matter arising and that therefore it be minuted as a discussion.

The matter of how to survey the High Street shops was discussed and Cllrs Biddleston, Cooper, MacFie and Simmons volunteered to do so.

93. DATE OF NEXT MEETING

RESOLVED:

To note that the scheduled date for the Town Council's next meeting is Tuesday 22 September 2020 at 7.30pm to meet remotely by Zoom.

94. 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. (Item 21 and 22 Commercially sensitive material, Item 23 Staffing matters).



95. MEMORIAL PARK MULTI SPORTS/TENNIS COURTS

RESOLVED:

To agree the offer from B&NES but with the caveat that if the council's legal fees went above a specified amount because of the actions (or inactions) of B&NES solicitors then the Council would look to B&NES to reimburse

96. KELSTON PARK WHEELCHAIR SWING

3 swings and associated costs were provided to the Council.

RESOLVED:

To approve the selection of the third option.

97. The Town Clerk left the meeting.

98. GRIEVANCE AND DISCIPLINARY MATTERS

The Chair of Personnel Cttee provided an update to the Town Council on the progress of two grievance and disciplinary matters and provided recommendations to Town Council on both matters.

RESOLVED:

To approve the actions detailed in the recommendations provided to the Town Council.

The Meeting finished at 9.35pm.

SIGNED:..... (Chairman)

Date:.....