

# KEYNSHAM TOWN COUNCIL

Minutes of the Virtual Town Council meeting held on  
Wednesday 24<sup>th</sup> February 2021 at 7.30 pm

---

PRESENT: Councillors D Brassington, C Brennan, D Cooper, C Fricker, A Greenfield, A Halliday, H MacFie, A McGuinness, B Simmons, A Sinclair, and A Wait (Chairman)

IN ATTENDANCE: Cheryl Scott– Town Clerk, and one member of the public

## 269. APOLOGIES FOR ABSENCE

There were none.

*Clerk's note Cllr Sinclair sent apologies during the meeting owing to his being unable to connect.*

## 270. DECLARATIONS OF INTEREST

There were none.

## 271. DISPENSATIONS

There were none.

## 272. PUBLIC PARTICIPATION

There was none.

## 273. RECORD OF PREVIOUS MEETINGS

### RESOLVED:

That the minutes of the meeting held on 19<sup>th</sup> January 2021 (previously circulated) be confirmed as a true record and signed by the Chairman at a later date.

## 274. CHAIRMAN'S ANNOUNCEMENTS

- (a) The Chairman said it had been brought to his attention that he may have upset people with his behaviour at meetings. He was very grateful to all Councillors for volunteering their time to attend Council meetings and apologised if Councillors had felt uncomfortable. He requested that Councillors let him know in future if they had any issue.
- (b) He asked that Councillors please respond to the Clerk's email notifying her of any COVID vaccinations as it was required for the Risk Assessments.
- (c) The Chairman had attended the Planning and Development Committee on Monday. It was a high profile meeting in view of some of the contentious items discussed and he was very impressed with the quality of the debate. He congratulated Cllr Fricker on his excellent chairing of the meeting.

**275. QUESTIONS ON NOTICE BY MEMBERS**

The Chairman permitted Councillors to ask questions and the Clerk was asked to respond:

- (a) It was not possible to provide advance notice of dates for much of the Councillors training available. Councillors were emailed as and when opportunities arose. Places got filled up very fast hence why timely responses were requested. There was one training session agreed by Council to be organised by the Clerk. This would not take place until April and Councillors would be asked to select suitable dates.
- (b) The Council had agreed to set up an Allotment Strategy Working Party at its January meeting. The Clerk would be bringing the Terms of Reference back to the March Council meeting which would include membership composition and the scope of work.

**276. KEYNSHAMNOW**

- (a) Sadly the marathon did not take place owing to personal circumstances of the KeynshamNow member concerned.
- (b) One member was live on national TV talking about their project working with the elderly.
- (c) The KeynshamNow logo had been re-designed to be compatible with new technology. Existing sweatshirts would be used up before ordering new ones.
- (d) The last meeting was held virtually and covered mental health and panic attacks. This was a very good session and the mental health and wellbeing theme would be continued at the next meeting.

**RESOLVED**

To receive and note the report from KeynshamNow.

**277. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Fricker updated the Council on the work of the Parish Councils Airport Association. The Town Council had submitted a response, via the Clerk, that identified some possible areas in the noise contour lines with reference to Keynsham. The view was also expressed that the expansion of the airport as proposed was unnecessary and unfounded with the business case being based on spurious assumptions. B&NES and now Bristol were also opposed to the expansion with only South Glos and WECA remaining in support of the expansion. The expansion was unwarranted in the face of Climate Emergency and planning permission should continue to be refused.

Cllr Greenfield proposed a vote of thanks to Cllr Fricker for his work on behalf of the Council.

**278. MINUTES OF COMMITTEE MEETINGS**

<u>Committee Meeting</u>	<u>Date</u> <u>2021</u>	<u>Status</u>
Planning Cttee.	1 February	DRAFT
Environment & Sustainability Cttee.	2 February	DRAFT
Personnel Cttee.	9 February	DRAFT
EATH Cttee.	12 February	DRAFT

The recommendations of the Cttees were considered in turn:

- a) **Planning Committee** –there were no recommendations.

RESOLVED

To receive and note the Planning & Development Cttee minutes.

- b) **Environment and Sustainability Cttee**

Clarity was requested on what it actually meant to declare an Ecological Emergency, and the value of a policy statement on the Council's intentions in providing clarity on the Council's aims and objectives for future press and community communications.. Cllr Buxton offered to write the policy.

RESOLVED:

- (i) To receive and note the Environment & Sustainability Cttee minutes.
- (ii) To approve the application to Woodland Trust for two packs of whips.
- (iii) To refer back the four recommendations in respect of declaration of the Ecological Emergency to the Cttee to draft policy to explain the Council's intentions and proposed actions behind the declaration of an Ecological Emergency for discussion at the next Council meeting.

- c) **Personnel Committee**

- (i) Minute 100: In response to a question the Clerk explained that the Monkey Puzzle mediation was the same mediation referred to that was agreed last year. It was in the budget but it had come back to Council because a supplier had now been selected following 3 quotation process.

RESOLVED

To approve £2400 to Monkey Puzzle for mediation expenses.

- (ii) Minute 96.5 In respect of managerial support for the senior officers, it was explained that the senior officers were overworked and had accumulated a backlog of project work that they could not delegate and would require a substantial amount of more TOIL in order to complete. The Clerk explained that someone of Assistant Town Clerk level would be required. £25,000 was the highest amount the Council would pay should it select a CILCA-qualified locum service however, Personnel were considering other less expensive options at their meeting the following evening. As the matter needs to proceed as a matter of urgency, Council's approval to release funds was required so the meeting tomorrow could choose an appropriate option.

RESOLVED

That a maximum sum of £25,000 be approved from General Reserves to source qualified support for the senior officers.

- (iii) RESOLVED

To receive and note the Personnel Cttee minutes.

- (d) **EATH Cttee**

- (i) Minute 63(a) the recommendation that surplus goes back to EMR had already been approved by Council as part of the budgeting process in December.

- (ii) Minute 63(b) Recommendation (i) in respect of research work to be performed by the Clerk, whilst ordinarily was able to be made under the Committee's delegated authority, had on this occasion been referred to Council in view of the moratorium on new work for the senior officers.

The Chair of Personnel reminded Council that it had agreed extra work would not be requested of the senior officers at the moment owing to their current workload, and reminded the Council of its responsibility for the wellbeing of its staff. Research of this nature could be done by Councillors.

A suggestion was made that perhaps the Committee Chairs should be memo'd to direct work to Councillors at meetings rather than the senior officers.

A proposal was made that no more work should be given to the senior officers of the Council until such time as a locum was in place at which point the situation would be reviewed by the Personnel Committee. Against the motion, it was felt that the motion as worded meant that future urgent work would not be done and that a more reasonable approach would be to instruct the Committee Chairs to apportion work to Committee members where possible. The motion fell.

A further motion was proposed and carried.

RESOLVED

Any new work required of the senior officers should come to Chair of Personnel Cttee and Chair of Council to approve.

- (iii) RESOLVED  
To receive and note the EATH Cttee minutes.

*Clerks note: Minute 63(b)(ii) reference item to be put on future EATH Agenda did not need Council approval as this was a decision within the delegated authority of the Cttee.*

## **279. NAMING OF NEW DEVELOPMENT ON BATH HILL**

The developers are proposing to name the road on the new development on the old police station site Courthouse Walk. B&NES have invited the Town Council's comments. [Historical research](#) has revealed there was an Old Courthouse off Bath Hill and an earlier building may have been the Abbey courthouse.

RESOLVED

The Council had no objection to the proposed name.

**280. NOMINATION OF WILDFLOWER AREA IN CEMETERY**

Keynsham in Bloom are progressing with the project to introduce a wildflower area in the cemetery. A plan of the proposed area is attached for Council consideration.

RESOLVED

To grant permission to KIB to proceed with the wildflower area at the location detailed on the accompanying cemetery map.

**281. DRAFT COUNCIL TAX LEAFLET 2021-2022**

The draft Council Tax leaflet has been circulated for consideration prior to publishing on B&NES and Town Council websites. Cllr Buxton asked if in future consideration could be given to using Open Dyslexic font. It was pointed out that there was one section of the leaflet where two lines of type had merged together.

RESOLVED

To approve the 2021-2022 Council Tax Leaflet for publication with the correction to layout.

**282. GUEST SPEAKER (s) FOR ANNUAL TOWN MEETING**

The Town Council is asked to nominate speaker(s) for the Annual Town Meeting to take place remotely by zoom on Thursday April 22<sup>nd</sup> at 7.30pm. Suggestions received already include speaker from Historic England/B&NES on the HS HAZ project and future of Keynsham Town Centre and Jackie Weaver (ref: Handforth Parish Council meetings that went viral).

RESOLVED

To invite speakers from Historic England and B&NES to address the Annual Town Meeting on the Public Realm and HS HAZ works about to commence in the Town Centre/High Street.

**283. RURAL MARKET TOWN GROUP**

The Council has received information from Rural Services Network inviting membership of its new Rural Market Town Group at £150 ex VAT per annum, with a free trial until September 2021.

RESOLVED

To take out the free trial membership until September and then review.

**284. CHANGE OF DATE – MAY ANNUAL TOWN COUNCIL MEETING**

The Coronavirus Regulations (2020) are being repealed on 7<sup>th</sup> May, after which Town and Parish Councils will no longer be permitted to hold meetings virtually. Town and Parish Councils are required in law to hold their annual meeting to elect a Chairman in May and this Town Council's annual meeting is currently scheduled for Tuesday May 18<sup>th</sup>. The risk assessment suggested it would be preferable for the meeting to take place virtually as not all Councillors and staff will have been vaccinated 3 weeks prior to the meeting. Many Councils are therefore bringing forwards the date of their Annual Council meeting to take place before the regulations are repealed on 7<sup>th</sup> May. There are already two Committee meetings on Tuesday 4<sup>th</sup> May owing to the bank holiday on Monday 3<sup>rd</sup> May.

The Clerk apologised to the Council and informed members that owing to new information, the date for a virtual meeting had to take place on or before the 5<sup>th</sup> May not 6<sup>th</sup> May. Although MP's were being petitioned to change the law to permit virtual meetings to continue, there was doubt as to whether this would happen in time for the Council's Annual Meeting that was required to take place in May. Further arrangements in respect of Committee meetings would be brought back to Council in April.

**RESOLVED**

To reschedule the Annual Town Council meeting to Wednesday 5<sup>th</sup> May 2021 to take place virtually at 7.30pm.

**285. TERMINATION OF TENNIS COURT LEASE IN MEMORIAL PARK**

B&NES are planning to refurbish the Tennis Courts in Memorial Park and the Town Council has agreed to contribute £7500 towards this from CIL receipts as part of the lease termination agreement. The Council is being asked to approve the termination agreement and nominate two Councillors to witness the affixing of the Town Council seal. (It is hoped the agreement will have been received in time for this Council meeting otherwise the matter will either need to be deferred to the next Town Council meeting on 23<sup>rd</sup> March or delegated to the Town Clerk).

**RESOLVED**

To defer the item in the absence of the lease termination paperwork from B&NES.

**MONTHLY FINANCE**

**286. SCHEDULE OF INVOICES DUE FOR PAYMENT Month 11 (Feb)**

**RESOLVED**

That the attached Schedule of Invoices be approved for payment.

**287. FINANCE MONTHLY REPORTS**

- |                             |                      |
|-----------------------------|----------------------|
| a. Schedule of Expenditure  | - Month 10 (January) |
| b. Bank Reconciliation      | - Month 10 (January) |
| c. Petty Cash Expenditure   | - Month 10 (January) |
| d. Journals                 | - Month 10 (January) |
| e. Budget Monitoring Report | - Month 10 (January) |
| f. Youth Finances           | - Month 10 (January) |

**RESOLVED**

To approve the above reports.

**288. DELEGATED ACTIONS SINCE LAST MEETING**

There were none.

**289. UPDATE ON YOUTH SERVICE**

None.

**290. CORRESPONDENCE ITEMS (REDACTED)**

There was none.

**291. DATE OF NEXT MEETING**

RESOLVED

To note that the date for the Town Council's next meeting is Tuesday 23 March 2021 at 7.30pm to meet remotely by Zoom

**292. EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:

In accordance with Standing Order 3(d) 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. Items 25 and 26 related to staffing and personnel matters.

**293. QUESTIONS FOR CO-OPTION**

To determine the questions to be asked of all candidates for co-option at the next Town Council meeting. There will be a recommendation made by Personnel Cttee. The Chairman explained it was important from the point of view of fairness that none of the candidates became aware of the questions in advance of the co-option session.

RESOLVED

4 co-option questions were decided upon.

**294. REPORT ON GRIEVANCE FROM PERSONNEL COMMITTEE**

A brief report was circulated updating the Council on progress of an employee grievance. A request was made for release of £2500 from General Reserves for the purposes of mediation, should it be required as an outcome of the grievance.

RESOLVED

To approve expenditure up to £2500 for mediation services if required.

The Clerk advised the meeting that Cllr Sinclair had sent in his apologies during the meeting as he had been unable to connect.

The meeting finished at 21.20.

SIGNED:..... (Chairman)

Dated: .....