

# KEYNSHAM TOWN COUNCIL

Minutes of the Virtual Town Council meeting held on  
Wednesday 22nd April 2021 at 7.30 pm

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

**IN ATTENDANCE:** Cheryl Scott– Town Clerk, Andrew Maliphant (presenter) Philippa Pagett, and Becky Feather (reporter for The Week In)

**NOT PRESENT** Cllr J Wallcroft

## 330. APOLOGIES FOR ABSENCE

Cllr O'Brien (B&NES Ward Councillor)

## 331. DECLARATIONS OF INTEREST

There were none.

## 332. DISPENSATIONS

There were none.

## 333. PUBLIC PARTICIPATION

There was none.

## 334. RECORD OF PREVIOUS MEETINGS

### RESOLVED:

That the minutes of the meeting held on 25<sup>th</sup> March 2021 (previously circulated) be confirmed as a true record and signed by the Chairman at a later date.

## 335. CHAIRMAN'S ANNOUNCEMENTS

- (a) Town and B&NES WA Councillors plus members of the public had met to consider the drafting of a letter about WECA1 to Lynda Deane expressing concern at the lack of consultation. A response was expected when Lynda Deane returned from Annual Leave.
- (b) Historic England were no longer able to attend the rescheduled Annual Town Meeting on 29<sup>th</sup> April to talk about the HS HAZ bid owing to the pre-election period. B&NES Project Officer was still speaking and Historic England had been asked to send slides to the Clerk, who as an impartial officer would give the presentation. During the Open Forum, comments and questions would be noted with a view to publishing responses after the Meeting.

## 336. QUESTIONS ON NOTICE BY MEMBERS

There were none.

**337. KEYNSHAMNOW**

The Chairman gave the report

- (a) KeynshamNow were supporting a group walking from Lands End to Glasgow and would be meeting up with them as they passed through Keynsham.
- (b) KeynshamNow were looking into writing a Youth Charter.
- (c) A presentation was given by members from St Brendan's college on mental health.
- (d) KeynshamNow were getting involved in The Great British Clean Up.

RESOLVED

To receive and note the report from KeynshamNow

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

- (a) KMFA: Cllr Wait advised the Music Festival were trying to organise an event for 5<sup>th</sup> September. Various sites were being looked at for various events for local people including:

- Queens Rd – funfair/music/family entertainment
- Manor Rd – musical event
- Somerdale Chocolate Quarter - green space for ticketed event

No decisions had been made at the moment and as an alternative a ticketed cinema viewing in the park or a circus cited somewhere in Keynsham might be considered. Several events would result in increased costs for the separate security, etc. for each event. There was a risk that Government lockdown restrictions could change and putting on any event would be a considerable risk.

**339. TOWN TEAMS -TOWN CENTRE REGENERATION PARTNERSHIPS**

- (a) Mr Andrew Maliphant gave a presentation on partnership working and Town Teams to support regeneration and recovery of Town Centres. The presentation referred to some of the issues raised in respect of the High Street regeneration in Keynsham Town Centre referencing press reports.
- (b) There were many issues in a town, from roads and parking, to environment and sustainability and it was important that social, economic and environmental factors all tied together to achieve sustainability. This included the involvement and engagement of local people.
- (c) It was important to empower the local community to work together with the stakeholders such as KTC and B&NES to create a future town centre that everyone could enjoy and participate in. Mr Maliphant provided case examples of Cinderford, Caldicott and Tewkesbury to demonstrate different ways a "town team" of partnership working could be achieved involving councils, residents, businesses and other interested parties.
- (d) In response to a question asked about what the Town Council could do if the people "doing things" to the town did not wish to engage and listen to the Council and the community, the Town Council could campaign from a platform of strength providing it had a mandate from the community.
- (e) The current programme board of the HS HAZ group and the Cultural Consortium group were mentioned as an example of how Keynsham was "nearly there" in respect of partnership working, but more members of the public should be involved.
- (f) There was a place for all groups including Dementia and food banks to be involved. The Council should seek to establish a collective agreement on what the issues in the town were, the overall objectives for the town and subsequently identify the

projects that therefore need to take place. Key performance indicators need to be identified to measure how projects were achieving objectives.

The Chairman thanked Mr Maliphant for his presentation.

### 340. MINUTES OF COMMITTEE MEETINGS

<u>Committee Meeting</u>	<u>Date 2021</u>	<u>Status</u>
Environment & Sustainability	6 April	DRAFT
Planning & Development	12 April	DRAFT

Personnel Cttee of 13<sup>th</sup> April had been cancelled owing to the death of the Duke of Edinburgh. A new meeting had been called for 29<sup>th</sup> April.

#### RECOMMENDATION:

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

### 341. RESPONSE TO LETTER FROM POKE

- (a) The Planning & Development Cttee have referred a letter from POKE to Town Council requesting financial support in support of their campaign of objecting to the Anaerobic Biodigestion plant at the top of Charlton Road.
- (b) The Clerk advised the difference between a Facebook pressure group as opposed to a class action with a constituted organisation such as the Parish Councils Airport Association of which the Town Council was a member.
- (c) The Town Council had already made its views known as a statutory consultee and the Council should not create a precedent of awarding public money to an unconstituted pressure group with no governance structure, and where the Town Council had no involvement in the decision-making process and how the money would be spent.
- (d) The possibility of the applicant making changes which the Council would find acceptable, which would mean the Council would be funding a group with views it didn't subsequently support.
- (e) Councillors did stress however, that the Council should continue to engage as had happened at the Planning Cttee when POKE made a presentation.

#### RESOLVED

That it would be inappropriate to financially support a particular point of view however, the Council are more than happy to continue with discussions with POKE at Town Council or Planning Committee and provide any further non-financial support where appropriate.

### 342. CHANGE OF DATE JULY 2021 TOWN COUNCIL MEETING

The Space is not available on Tuesday 20<sup>th</sup> July 2021 for the scheduled Town Council meeting.

#### RESOLVED

To approve the change of date of the Town Council meeting to Thursday 22<sup>nd</sup> July.

**343. HRH PRINCE PHILIP DUKE OF EDINBURGH MEMORIAL DONATION**

The Council discussed whether to make a donation in lieu of flowers to one of the Duke of Edinburgh's charities and which one. It was pointed out that there was a Duke of Edinburgh Award Scheme in Keynsham that had been running for 50 years.

The Clerk advised that it was not necessary to donate to a national organisation if there was a local branch. A figure of £1000 was proposed which would come from the General Power of Competence Budget. Cllr Biddleston offered to contact the person in charge of the Keynsham Scheme.

RESOLVED

To donate £1000 to the Keynsham Duke of Edinburgh Ward Scheme.

**344. THE WEEK IN - COMMUNITY PAGE**

The Town Council has been offered space in The Week In as part of the community page set aside on a weekly basis for news submitted by Town and Parish Councils in the region. There was a rota in place so, dependent upon how many other Town and Parish Councils accept the offer, it would mean Keynsham would be featured two or three times per year with the earliest date probably in September.

The Chair of Personnel reminded Members of the pressure on staff at present. It was suggested that Councillors write articles. The Clerk advised that articles written by Councillors were more applicable to Keynsham News and that the page in The Week In should contain official Council news and notices. The Clerk thanked Councillors for wanting to volunteer or who had previously volunteered to write articles, but did ask that those who volunteered to write did actually adhere to the relevant deadlines as otherwise the Officers ended up having to write the copy.

RESOLVED

To accept the offer of a Keynsham Town Council page in The Week In.

**345. POINT OF ORDER – TOWN TEAMS PRESENTATION**

Cllr Simmons raised the point of order that the recommendation in respect of Item 10 Town Teams had not been considered. The Chair agreed to return to the matter, and following a short discussion on whether the Council wished to engage in a workshop on the matter it was

RESOLVED

To explore the matter further via an informal joint meeting with B&NES Ward Councillors.

**346. RETURN TO FACE TO FACE MEETINGS**

(a) The cessation of the Coronavirus Regulations on May 7<sup>th</sup> means it will no longer be lawful for Town and Parish Councils to hold virtual meetings, A report was discussed on options available to the Council to hold Council and Cttee meetings from 7<sup>th</sup> May until 21<sup>st</sup> June when national lockdown ends, and at which point the Council can resume face to face meetings. The Clerk was asked to explain the report.

(b) The Town Council's current risk assessment, which included the number of Members and staff that would be fully vaccinated before 21<sup>st</sup> June meant that, depending upon Councillors' appetite for risk, it may not be safe to organise meetings at which the public had to be able to attend in a face to face environment in the interim.

- (c) Normally Standing Orders permitted delegation to the Clerk in consultation with the Chair and Vice Chair of Council for emergencies. Before virtual meetings were allowed under COVID legislation, the Council had just before lockdown, expanded the Scheme of Delegation such that the Chair and Vice Chair of the relevant Committee were also consulted for COVID grants, the whole of Council was consulted.
- (d) After 7<sup>th</sup> May the option existed to continue with virtual meetings of Committee members under a further amendment to the Scheme of Delegation, which meant that the decisions were made by the Clerk or Deputy Town Clerk in consultation with the Members of the Cttee, with the Agendas worded accordingly.
- (e) The result of the court case to challenge the Local Government Act requiring face to face meetings was expected within a week, but if this was not successful it would need primary legislative change. Despite lobbying, Parliament had already indicated there was no time in the timetable to consider the matter for several months. The Government were currently recommending Councils could meet face to face from 7<sup>th</sup> May but the public should attend remotely – which was in contravention of the Local Government Act so everyone was now very confused.
- (f) Different options were being pursued by different Town and Parish Councils, but for those who were choosing to continue with virtual meetings then Schemes of Delegation were being put in place.
- (g) The issue of the times of virtual Cttee meetings was raised in respect of those held at 4pm and 6pm which meant younger members with families may not be able to attend. It was important that meetings were accessible to all Members, including those who were unable to meet during the day owing to work or family commitments. The Clerk advised that it was now current practice for the Cttee Members at their first meeting after the Annual Town Meeting to determine what time best suited all Cttee members, so although the schedule of meetings for the year had already been agreed, times were subject to change depending upon the composition of the Cttee concerned.

#### RESOLVED

To continue to meet virtually until 21<sup>st</sup> June as consultation meetings with decisions delegated to the Senior Officers.

### 347. SCHEDULE OF DELEGATION

The Schedule of Delegation, approved at the Town Council of March 2020 in advance of lockdown, was presented in amended form to account for arrangements to permit Cttee business to be discussed and consulted upon remotely during May if legislation was not forthcoming.

The Clerk advised that the Schedule only came into operation if/when the Council was unable to hold lawful meetings by whatever means and decisions needed to be made. Therefore, it functioned as a security blanket and meant that the Council didn't have to keep having meetings to rescind and then reinstate at a time when the Council perhaps wasn't able to meet in the future owing to COVID circumstances suddenly changing.

#### RESOLVED

To approve the amended Scheme of Delegation.

**348. ST JOHN'S SCHOOL ASSOCIATION GRANT AWARD 2020-2021**

The Clerk reported that the Council had not yet received a letter from the Association asking for a reconsideration of the Council's decision not to award the £1000 at its last meeting. The Clerk reminded Council of the 6 month rule in respect of revisiting past decision within a period of 6 months. The Clerk further advised that the real issue appeared to be the £100 spent on spring bulbs but a letter had not been received.

RESOLVED:

That the Council will set aside £100 contingency in the event that a letter is received.

**MONTHLY FINANCE****349. SCHEDULE OF INVOICES DUE FOR PAYMENT Month 1 (April)**

RESOLVED

That the Schedule of Invoices be approved for payment.

**350. FINANCE MONTHLY REPORTS**

- a. Schedule of Expenditure - Month 12 (March)
- b. Bank Reconciliation - Month 12 (March)
- c. Petty Cash Expenditure - Month 12 (March) (no transactions this month)
- d. Journals - Month 12 (March)
- e. DRAFT Budget Monitoring Report - Month 12 (March)
- f. Youth Finances - Month 12 (March)

RESOLVED:

To approve the above reports and that the DRAFT Budget Monitoring Report for Month 12 be received and noted.

**351. DELEGATED ACTIONS SINCE LAST MEETING**

There were none.

**352. UPDATE ON YOUTH SERVICE**

The Youth Workers were meeting with the Clerk to prepare to re-start detached work in the near future, subject to risk assessments.

**353. CORRESPONDENCE ITEMS (REDACTED)**

- a) High Street and Station Rd Junction.

RESOLVED:

To note correspondence.

**354. DATE OF NEXT MEETING**

RESOLVED

To note that the date for the Town Council's next meeting, which is the Annual Meeting of the Town Council, is **Wednesday** 5<sup>th</sup> May 2021 at 7.30pm to meet remotely by Zoom.

The meeting finished at 21.12.

SIGNED:..... (Chairman)      Dated: .....

DRAFT