



Dawn Drury – Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: No: 0117 9868683
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

Dear Councillor

You are summoned to attend a meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE (ABOVE KEYNSHAM LIBRARY, ENTRANCE OPPOSITE ICELAND), MARKET WALK, KEYNSHAM on TUESDAY 21st April 2026 commencing at 7.00 pm.

Signed on 14th April 2026

By Dawn Drury, Town Clerk

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds, you must evacuate the building by one of the signed green running persons exits and proceed to the named assembly point.

Assembly point: Grassed area past St Cadoc House, Temple Street.

DO NOT USE THE LIFTS

COVID 19

Although there are no COVID regulations in place currently, Councillors and members of the public are reminded that COVID has not gone away.

If you are feeling ill or have tested positive for COVID, please do not attend this meeting, thank you.

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014) (Updated May 2025).

TOWN COUNCIL AGENDA 21st April 2026

1. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

RECOMMENDED:

To receive and note any Declarations of Interest.

3. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary or non-pecuniary interests) prior to the item (s) being discussed, and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

RECOMMENDED:

To receive/approve any requests for dispensations.

4. PUBLIC PARTICIPATION

a) In accordance with Standing Order 3(e), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

RECOMMENDED:

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the Agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

b) With the agreement of the Chairman, Members of the Public may also speak on one single item detailed on the Agenda just prior to that item being discussed. Each person may speak for not more than two minutes, with a maximum of two speakers per item in favour and two speakers per item against or at the Chairman's discretion. To facilitate the smooth running of meetings, Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDED:

To note the members of the public who are wishing to speak on a particular Agenda item immediately before that item is to be discussed at the current meeting.

5. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the minutes of the Extra Ordinary and Ordinary Town Council meetings held on Tuesday 17th March 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDED:

The Chair will report back on activities, events and meetings attended or taken part in since the last Council meeting.

7. QUESTIONS ON NOTICE BY MEMBERS

In accordance with Standing Order 3 (e) (iv) a Member may ask the Chairman any question concerning the business of the Council, provided that notice of the question has been given to the Town Clerk at least 4 clear days before the meeting where possible, and in any case to the Chairman before the meeting. The Chairman must rule out of order any statement that is not a question, and no question should lead to or result in a resolution with financial or staffing considerations. The options available to the Chairman in respect of a response include deferring the matter to a future Committee, providing an answer verbally at the meeting or providing an answer in writing.

A Question on Notice has been received as follows:

Can Council consider writing to B&NES Council requesting that they raise the height of the bridge barriers over the dual carriage way on Station Road?

In response to the question, Officers have made some enquiries, also asking for permission to put up relevant signage and the following information has been received from the Principal Engineer, Highways Structures, B&NES Council:

"Unfortunately. nothing can be fixed to the parapet of the bridge.

Part of the structural design of the parapet incorporates wind loading, mesh is used as it minimising the load factor.

Any items (banners, flags, padlocks) need to be removed as they not only affect the wind resistance but could affect the capability of the parapet to resist impact.

Stickers or signage could be positioned on the lamp columns on either end of the bridge; Street lighting would need to be approached. The walls at the North end are private.

I understand there are plans under consideration for bridge usage for cyclists which would require the parapets to be upgraded as they are currently too low".

RECOMMENDED:

That the Clerk write an official letter to B&NES Council requesting that the parapets height be increased in advance of the plans for the cycle route along Station Road.

8. INTRODUCTION OF NEW EMPLOYEES TO COUNCIL

Kate Britton (Assistant Youth Support Worker), Megan Barrow (Assistant Youth Support Worker) and Nick Souch (Grounds Maintenance Worker) to introduce themselves to Council.

9. KEYNSHAMNOW

RECOMMENDED:

To receive and note the report from KeynshamNow.

ITEMS REQUIRING A DECISION

10. CONSULTATIONS – WECA BUS PLAN ENGAGEMENT & GOVERNMENT and GROWING UP IN AN ONLINE WORLD (Attached)

RECOMMENDED:

- i) To receive and note the consultation responses to the Government – Growing up in an Online World Consultation.*
- ii) To receive a recommendation from the Consultation Response Group to approve the Consultation response.*
- iii) That the Clerk submit the responses by 26th May 2026.*
- (iv) That individual Councillors respond to the word version of the WECA Bus Plan Engagement Consultation (to be circulated by the Clerk).*
- (ii) That all Councillor's responses be returned to the Town Clerk, who will forward them with a covering letter to WECA.*
- (iii) The Town Clerk to submit responses by the deadline of 10th May 2026.*

11. ECOLOGICAL EMERGENCY (Report attached)

The RFO has produced some research on Ecological Emergency including the Ecological Emergency called by B&NES, see attached.

RECOMMENDED:

- i) That the information received on calling an Ecological Emergency be received and noted.*
- ii) To receive a recommendation from the Environment & Sustainability Committee to recognise there is an Ecological Emergency and that Council will support B&NES in their Ecological Emergency Action Plan.*

12. CEMETERY WORKS – JCT MINOR WORKS CONTRACT (Report and Contract Attached)

The Cemetery Chapel works are scheduled to commence on 22nd April 2026. A report is attached explaining the Contract.

RECOMMENDED:

That Council approve and sign off the JCT Minor Works Contract.

13. MAINTENANCE OF VEGETATION ON PUBLIC FOOTPATHS (Report and supporting documentation attached)

RECOMMENDED:

- (i) To receive, note and consider the report and the supporting documentation.*
- (ii) That the Clerk write to B&NES requesting a review of the Footpath Agency Agreement and payment for these works.*

14. NEW FASCIAS TOWN COUNCIL OFFICE (Report attached)

RECOMMENDED:

- i) To receive, consider and note the information.*
- ii) To receive a recommendation from Officers in respect of the quotes.*
- iii) To approve a Contractor for the works.*

15. INFORMAL CONSULTATION – SETTLEMENT BOUNDARY REVIEW (Consultation document and email report attached)

Due to timing of the response required for this consultation, the Clerk suggests that this matter is considered by the Planning and Development Committee and they have delegated power to respond on behalf of full Council. All Councillors are welcome to submit their views regarding this matter to the Clerk prior to 27th April, so that they may be considered by the Planning and Development Committee members.

RECOMMENDED:

To delegate the responding to this informal consultation to the Planning and Development Committee meeting (next meeting 27th April 2026).

16. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

17. MINUTES OF MEETINGS (previously circulated)

<u>Committee/Working Party</u>	<u>Date 2025/2026</u>	<u>Status</u>
Planning & Development Committee	2 nd March 2026	APPROVED
Planning & Development Committee	30 th March 2026	DRAFT
Finance & Policy Committee	10 th March 2026	APPROVED
Finance & Policy Committee	10 th 13 th April 2026	DRAFT
Capital Projects Committee	23 rd February 2026	APPROVED
Capital Projects Committee	16 th April 2026	DRAFT
Consultation Response Group	13 th April 2026	DRAFT
Community Resilience	2 nd April 2026	DRAFT

RECOMMENDED:

- (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.*

18. FINANCIAL QUARTERLY REPORTS (Attached) Month 12 Draft

- (i) Budget Monitoring quarterly (Months 11 & 12)
- (ii) Bank Cash and Investment Reconciliation (Months 11 & 12)
- (iii) Balance sheet (Months 11 & 12)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4, 5, 6, 7, 8 & 9 – (Months 11 & 12)
- (v) Bank Statements – Cash Books 6, 7, 8, 9 and Public Sector Deposit Fund. (Months 11 & 12)

19. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 17TH MARCH 2026

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the April 2026 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDED:

To note that the Clerk obtained permission from the Chair, Vice Chair and Chair of Finance and Policy to spend £1,229.00 on a new gazebo with the Council's name and logo on.

20. UPDATES FROM THE RFO

The Year End will be completed on 16th April 2026. The final Internal Audit of the year will be on 5th May 2026. The RFO will then be working on the External Audit to meet the submission deadline of 30th June 2026. The External Audit papers will be signed off at the Town Council meeting on 16th June 2026.

RECOMMENDATION:

To receive and note the information.

21. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14th April 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 14th APRIL 2026 Item 21 (A - E))

RECOMMENDED:

To receive and note agenda item 21 A-E.

22. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14th APRIL 2026 NEEDING A DECISION:

FP1 POLICIES (attached)

RECOMMENDED:

(i) To receive and review the following Policies:

- a) Equality and Diversity Policy*
- b) Investment Strategy & Policy*
- c) Business Continuity Plan*
- d) Councillor Vacancy Policy*
- e) AI Policy*
- f) Sponsorship Protocol*

(ii) To receive a recommendation from the Finance and Policy Committee to Council that the following changes be made as follows:

Policy a - Equality and Diversity Policy

1. Should he/she be they?
2. Do we check equality strategy on suppliers?
3. Are the Council completing EIA's? The suggestion from the Clerk and RFO is this is removed from the policy. Staffing is not at a level to be able to complete EIA's. Decision to be made at Council.
4. Page 2 change Equality Act 2020 to Equality Act 2010.

Policy d - Councillor Vacancy Policy

1. Remove Dorset and replace with B&NES.

2. Does the applicant have to state what political party they are standing for?

Policy e - AI Policy

1. Cllr Cooper stated that the term we should be using is LLM (Long Language Models). Suggest the heading LLM(long Language Models) also known as AI. Throughout the policy instead of using AI use ChatGPT and image enhancers.
2. Add a statement to the website stating that the Council may use LLMs and image enhancers in the creation of press releases and documentation.

Policy f - Equality and Diversity Policy

1. Should event sponsorship be included in the policy? Suggestion is to add the following into the definition paragraph: Excludes advertising in publications where companies have paid for the adverts.

(iii) That with these amendments the Policies be approved. Policies with straight forward amendments be signed at this meeting. Any requiring decisions in respect of changes will be brought back to the May meeting for signature.

FP2 LOCAL GOVERNMENT TRANSPARENCY CODE (attached)

RECOMMENDED:

- (i) To receive and note the Local Government Transparency Code.***
- (ii) To receive a recommendation from the Finance and Policy Committee to Council to approve the Local Government Transparency Code.***

FP3. CIL STATEMENT (attached)

RECOMMENDED:

- (i) To receive and note the attached CIL Statement for 2025-2026.***
- (ii) To receive a recommendation from the Finance and Policy Committee to approve and sign the CIL Statement 2025-2026.***

FP4. COMMUNITY CIL (CIL Policy attached)

The Council is to follow the CIL Policy, attached, (signed on 18th November 2025) and assign funding for Community CIL. As per the policy the Council can assign 10% of the CIL received in the previous year up to £10,000. The amount of CIL received in 25/26

is £115,909. In line with the policy the amount of Community CIL to be advertised to be released for funding for Community Groups to apply for is £10,000.

RECOMMENDED:

- (i) To receive and note the information and calculation supplied regarding Community CIL.*
- (ii) To recommend to Council to release £10,000 for Community CIL.*
- (iii) To recommend to Council to instruct the officers to advertise the Community Funding opportunity in The Voice, on the website and the Council social media pages.*

FP5. INTERNAL AUDIT (attached)

RECOMMENDED:

To receive and note the Internal Audit report carried out on the 6th March 2026.

FP6. BUSINESS RECYCLING AND WASTE COLLECTIONS 2026/27 (attached)

The form to accept the recycling and waste charges had to be signed and returned by the 31st March 2026. As this date is before the April finance meeting the Clerk signed on behalf of the Council.

RECOMMENDED:

- (i) To receive and note the proposed 2026-2027 fees for business recycling and waste collections from B&NES.*
- (ii) That the officers will obtain quotes for 2027/2028.*

FP7. DEFIBRILLATOR AGREEMENT (attached)

RECOMMENDED:

- (i) To receive and note the Defibrillator agreement between Keynsham Town Council and Lift Broadlands Academy.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve and sign the Defibrillator agreement.*

FP8. BASKETBALL TARMAC (attached)

When the Basketball Company carried out a site visit for a basketball hoop and square at Teviot Park, the Council were informed we would need to re-tarmac the square. Attached are 2 quotes. The tarmacking will be funded from the Teviot Park S106 funds.

RECOMMENDED:

- (i) To receive and note the 2 quotes for the Basketball Square at Teviot Park.*

- (ii) *To receive a recommendation from the Finance and Policy Committee to approve quote 1.*

FP9. CEMETERY DRIVEWAY (attached)

The attached quote is to resurface the Cemetery driveway, from the top to the bottom of the slope. This resurface will incorporate the potholes on the left-hand side.

RECOMMENDED:

- (i) *To receive and note the quote for resurfacing the Cemetery driveway.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the quote.*

23. SCHEDULE OF PAYMENTS – MONTH 1 - APRIL 2026 (attached)

RECOMMENDED:

That the attached Schedule of Invoices for Month 1, be approved for payment and a copy be signed by the Chair of Council.

ITEMS TO RECEIVE AND NOTE:

24. K1 BUS SERVICE UPDATE FROM WECA

RECOMMENDED:

To receive a verbal update from the Clerk on the K1 bus service.

25. REQUEST FOR INVESTMENT IN FOOTPATH LIGHTING –BACK LANE, KEYNSHAM (Information below provided by Ward Councillor)

An email has been received, dated 23rd March 2026, from Jackie Clayton, Head of Place Shaping B&NES Council as follows:

"I have followed up the request in relation to lighting on Back Lane with my team.

As you may already be aware, this lighting upgrade was included as one of the opportunities for improvement in project 9 p55 in the Town Centre Regeneration Action Plan: <https://bathnesplaces.co.uk/regen/files/Keynsham%20AP%20250930.pdf>.

The projects in the action plan are identified as priorities; however, they are currently unfunded. We do not currently have detailed costings, but as the footpath is not an adopted highway completion of the works as a standalone project is estimated at around £35-40k, due to the need to cover legal agreements, fees, pre-installation surveys and project management.

There would be major efficiencies if this work was taken forward as part of a wider scheme. We are currently looking at potential for City Region Sustainable Transport Settlement (CRSTS) investment in Keynsham, linked to work being undertaken by the Mayoral Combined Authority on the A4 corridor – to strengthen walking, wheeling and cycling options alongside better bus connectivity. We will explore whether works to improve lighting along Back Lane could be taken forward through this route.

RECOMMENDED:

To receive and note this information.

26. KEYNSHAM RIVERSIDE UNITS' CONSTRUCTION UPDATE (Report attached)

RECOMMENDED:

To receive and note the report.

27. KEYNSHAM MEMORIAL PARK UPDATE

An email has been received from the Project Manager, Capital Programmes and Project Management, B&NES Council date 15th January 2026, as follows:

Thank you for your recent communication regarding the Keynsham Memorial Park Play Area and the points raised within.

Whilst B&NES will make reasonable efforts to complete the play area at the earliest date, the schedule is not entirely within our control and will to a degree be dependent on availability of the contractors' various installation teams and their respective schedules, as well as weather conditions. The intention is to make a contract award in March. There will be further confirmation following award with a firmer delivery schedule. There has been a positive response to the Expression of Interest.

The desire to minimise disruption to activity in the park during the works is understood, however, there is a balance to be found between mitigating disruption and project delivery. The tender documents will reinforce the desire to minimise disruption, but it is unavoidable that there will be some activity outside of the play area boundary during the works. The project is being delivered under the ESPO Framework and its associated contract terms.

The practicality of installation of the play along the way elements will be reviewed with the successful contractor to ensure that they can be safely installed and brought into use in such close proximity to the play area working area.

B&NES will continue to engage with Keynsham Town Council and provide regular updates"

RECOMMENDED:

To receive and note the report.

28. MAKE SPACE - UNIT 2 RIVERSIDE - KEYNSHAM TOWN COUNCIL BID - SUBJECT TO CONTRACT – UPDATE

An email has been received from the Senior Estates Surveyor B&NES Council, dated 19th March 2026, as follows:

“I am putting a brief together for my Manager that includes your offer now that the initiative with Adult Social Care is no longer being pursued. However, balanced against your offer is the need to generate a greater income from the unit. It may be that we test the market formerly for say a period of 6 months to see what happens. If this does not prove fruitful it would make the argument to let to a community base use much easier.

Subject to what comes back to me, it maybe we can agree that Keynsham Town Council can use the space on an ad-hoc basis.

I will have to come back to you with an update shortly”

RECOMMENDED:

To receive and note the information.

29. TIMEOUT SUB-LETTING OF STUDIO(S) SPACE

An email dated 8th April 2026 from the Senior Estates Surveyor, B&NES Council has been received stating the following:

“I can confirm that under the current occupation arrangements unfortunately sub-lettings are not possible.

We are looking into how this situation is best dealt with and will come back to Keynsham Town Council to discuss further as soon as possible. We are conscious of the wish to extend the use of the premises for the benefit of the community”.

RECOMMENDED:

To receive and note the information.

30. COMMUNITY PIANO TOUR

To increase exposure of the Town Council Community Piano, Officers would like to organise a “Summer Tour”. The idea would be to contact various locations around Keynsham to see if they would have the piano for up to a week at a time. Obviously there would be requirements from them to store and look after it whilst in their care. Keynsham Town Council staff would organise its transportation to the venue and promote its location giving groups, businesses the exposure.

Some places we have thought about are: Bonzo, Temple Court, Chocolate Quarter,

Library, Community Hub, Tesco, Waitrose, Park Café, Wild About Flowers, St John's, Methodist Church (High Street and/or Queens Rd).

The piano might need some retuning throughout, but our local contact (who sourced the piano initially) will be able to do this at a small cost (around £50).

RECOMMENDED:

To receive and note the information.

31. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 19th May 2026 at 7.00pm** in The Space, Market Walk, Keynsham. This is the Town Council's Annual meeting.

Reminder that the Annual Town meeting is on Thursday 23rd April 2026 at 7.30 p.m. in The Space, Market Walk, Keynsham. All residents are welcome.