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Dear Councillor

You are summoned to attend the meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 16<sup>th</sup> June 2026 commencing at 7.30pm.

Signed on 9<sup>th</sup> June 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 16<sup>th</sup> JUNE 2026**

**1. APOLOGIES FOR ABSENCE**

**RECOMMENDED:**

*To receive and note apologies for absence.*

## 2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16<sup>th</sup> 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).

## 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. KEYNSHAMNOW

### **RECOMMENDED:**

*To receive and note the report from KeynshamNow.*

## 6. ST. JOHN'S 750 VISION PRESENTATION

*RECOMMENDED:*

*To receive a presentation by Prof. Martin J Woodward, St. John's 750 team member.*

## 7. APPOINTMENT OF MEMBERS TO COMMITTEES & WORKING PARTIES 2026-2027

- a) *Environment & Sustainability – 1 member vacancy.*
- b) *EATH – 2 member Vacancies & 1 substitute vacancy.*
- c) *Finance & Policy – 1 member vacancy.*
- d) *Grants – 1 substitute vacancy.*
- e) *Personnel - 1 member vacancy.*
- f) *Planning & Development – 2 substitute vacancies.*
- g) *Bus Services Committee - 1 member vacancy and 1 substitute vacancy.*
- h) *Youth Service Committee - 3 member vacancies and 1 substitute.*
- i) *Consultation Response Group - 1 member vacancy.*
- j) *NDP Steering Group – 1 member vacancy and 2 substitute vacancies.*

*RECOMMENDED:*

*To consider and fill the above vacancies.*

## 8. CHAIRMAN'S ANNOUNCEMENTS

*RECOMMENDED:*

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

## 9. 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.

## 10. ITEMS FOR DECISION

### 10.1 REQUEST FROM LOCAL BUSINESS TO USE THE Paddock TO SELL REFRESHMENTS FROM A VAN

A request has been received from a local business to place a coffee/refreshment van in The Paddock close to the gate for a trial period 1<sup>st</sup> July – 30<sup>th</sup> September 2026.

*RECOMMENDED*

*To consider the request.*

### 10.2 FRIENDS OF TEVIOT ROAD PLAY AREA AND GREEN SPACE (Attached Mission Statement, Constitution, Timeline and questions)

*RECOMMENDED:*

- (i) To receive a request from residents to set up a Friends of Teviot Road Play Area and Green Space.*
- (ii) To receive and note a Mission Statement and Constitution (unsigned) received from members of the Community wishing to set up this Group.*
- (iii) To approve the setting up of the Friends of Teviot Road Play Area and Green Space.*
- (iv) To appoint a Councillor to this Group.*

### 10.3 PEOPLE'S EMERGENCY BRIEFING FILM

*RECOMMENDED:*

- (i) To receive a verbal update in respect of the matter.*
- (ii) To decide if Council should pay to have the film shown in The Space (incurring the cost for venue and film hire) for members of the public to view.*

### 10.4 PHONE BOX (TELEPHONE KIOSK) ON CORNER OF DANES LANE AND BRISTOL ROAD (Copy contract and examples of phone box uses attached)

The phone at this location has been disconnected for some time now, BT have said that Town Council can purchase this for £1.

*RECOMMENDED:*

- i) To decide whether to purchase the Phone Box for £1 (Contract attached).*
- ii) To decide what the use of the Phone Box could be (See examples).*

### 10.5 POLICIES FOR APPROVAL AND SIGNING (Attached)

*RECOMMENDED:*

To receive a recommendation from the Personnel Committee to approve and sign the following Policies/Procedures:

- a) Whistleblowing Policy.
- b) Cemetery Safety Testing Procedures.

10.6 B&NES CLEAN AIR STRATEGY 2026 – 2031 CONSULTATION (Responses attached)

**RECOMMENDED:**

- (i) To receive and note the responses to the B&NES Clean Air Strategy 2026- 2031 Consultation.
- (ii) To receive a recommendation from the Consultation Response Working Group to approve the responses.
- (iii) That the Clerk submits the Town Council's responses by email by the deadline of 23<sup>rd</sup> June 2026.

10.7 CHRISTMAS LIGHTS 2026 (information attached)

**RECOMMENDED:**

- (i) To receive and note the information.
- (ii) To receive a recommendation from the EATH Committee in respect of a preferred lighting design.
- (iii) To approve the lighting design for 2026.

10.8 REQUEST FOR POT HOLE REPAIRS BOTTOM OF ST. LADOC ROAD AND CHARLTON ROAD

Councillor request for highway repairs.

**RECOMMENDED:**

That the Clerk writes on behalf of Council to Highways requesting that these roads be added to the repairs schedule.

11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

**RECOMMENDED:**

To receive and note any reports.

12. MINUTES OF COMMITTEE/WORKING PARTY MEETINGS (Previously circulated)

<u>Committee</u>	<u>Date 2026</u>	<u>Status</u>
Planning & Development Committee	8 <sup>th</sup> June 2026	DRAFT
Planning & Development Committee	11 <sup>th</sup> May 2026	APPROVED

Finance & Policy Committee	9 <sup>th</sup> June 2026	DRAFT
Finance & Policy Committee	12 <sup>th</sup> May 2026	APPROVED
EATH Committee	6 <sup>th</sup> May 2026	APPROVED
EATH Committee	3 <sup>rd</sup> June 2026	DRAFT
Personnel Committee	21 <sup>st</sup> May 2026	DRAFT
Grants Committee	10 <sup>th</sup> June 2026	DRAFT
Consultation Response Group	2 <sup>nd</sup> June 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.*

**13. TO RECEIVE AND NOTE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 19<sup>th</sup> MAY 2026**

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

**RECOMMENDED:**

*To note that there were none.*

**14. UPDATES FROM THE RFO**

After months of chasing BT, we have now secured a £525.24 refund that we have overpaid. The Assistant Clerk will be writing to BT Legal Department with a complaint and to cancel the contract from April 2026.

The Clerk is meeting with B&NES Property Services to assess the footpaths around Manor Road Playing Fields as an issue of tree roots lifting the tarmac path has been reported.

**RECOMMENDED:**

To receive and note the updates from the RFO

**15. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 9<sup>TH</sup> June 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 9<sup>th</sup> June 2026 Item 15 A-G)**

**RECOMMENDED:**

*To receive and note items 15 A - G*

FP1. STATEMENT OF INTERNAL CONTROL 2026-2027 (attached)

**RECOMMENDED:**

- (i) *To receive and note the Statement of Internal Control 2026-2027.*
- (ii) *That the Finance and Policy Committee recommend to Council to approve the Statement of Internal Control 2026-2027.*
- (iii) *That the Statement of Internal Control be approved.*

FP2. ASSET REGISTER ANNUAL REVIEW (attached)

**RECOMMENDED:**

- (i) *To receive and note the Asset Register Annual Review.*
- (ii) *That a check be made on the asset register to ensure the register is up to date. Cllr Cooper has offered assistance with this task.*

FP3. STANDING ORDERS WORKING GROUP

**RECOMMENDED:**

- (i) *To note that the following Finance and Policy members will be on the Standing Orders Working Party:  
Cllr Biddleston, Cllr Cooper, Cllr Davis and Cllr MacFie.*
- (ii) *That the membership is not open to other Councillors.*

FP4. MAKESPACE (Copy of Licence attached)

The following has been received from B&NES regarding MakeSpace:  
The latest position is as follows:

- While Corporate Estates have a potential tenant lined up, it's not confirmed.
- The tenant they have in mind would rent the space on a commercial rent basis.

However, they acknowledged it's not good leaving it empty in the meantime, and it's not confirmed as a lease. Others have fallen through and it's been empty for ages now

- Therefore, they are now persuaded to offer KTC a licence with a 1 months' notice period for peppercorn rent i.e. nil rent basically.

**RECOMMENDED:**

- (i) *To receive and note the information from B&NES and the details of the Licence.*
- (ii) *To receive a recommendation from the Finance & Policy Committee that Council accept the licence with a 1-month notice period.*
- (iii) *To approve that the Clerk signs the Licence.*

FP5. MANOR ROAD TREEWORCS (attached)

Attached is the tree work report for Manor Road. The cost of the work is £2,810.94 which will be funded from the Tree EMR which has £20,000 available to spend.

**RECOMMENDED:**

- (i) To receive and note the tree work report and the quote.
- (ii) To approve the quote for the tree works in the sum of £2,810.94
- (iii) To inform Council of the decision made.

**16. SCHEDULE OF INVOICES DUE FOR PAYMENT – JUNE 2026 (MONTH 3)  
(attached)**

**RECOMMENDED:**

*That the attached Schedule of Invoices for June 2026 - Month 3 be approved for payment.*

**17 ITEMS TO RECEIVE AND NOTE**

**17.1 PLANTERS – TEMPLE STREET UPDATE**

The future maintenance, care and upkeep of the Planters to be located on Temple Street and Riverside Square is to be undertaken by the tenants of the new Riverside Units.

**RECOMMENDED:**

*To receive and note the information.*

**17.2 RIVERSIDE UNITS UPDATE**

B&NES Council are in the final 2 weeks of construction at Keynsham Riverside Units and the Units are looking completely transformed! They are now in the testing & commissioning phase with only a few small items still to complete. B&NES are on track for completion and handover for Friday 12th June. Over the next two weeks they have the following planned including partial fit-out by tenants:

- \* Testing & Commissioning
- \* Sprung Floor and Floor Finish to Dance Studio is being completed by new tenants.
- \* Floor finish to Pilates Studio is being completed by new tenants.
- \* Monday 8th June – Community Planting Day with Volunteers from Keynsham in Bloom. As part of Vinci’s social value contribution, they have built 6 new planters that will be located at the front of the Temple Street units and behind the dance school in River Terrace.
- \* Pre-handover Snagging
- \* Final Cleaning
- \* Production of O&Ms

\* Friday 12th June – Scheduled Completion & Handover to BANES

**RECOMMENDED:**

*To receive and note the information.*

**17.3 B&NES RESPONSE TO LETTER OF CONCERN REGARDING COMMUNITY GROUPS (Report attached)**

**RECOMMENDED:**

*To receive and note the information.*

**18. DATE OF NEXT MEETING**

**RECOMMENDED:**

To note that the date for the Town Council's next meeting is **Tuesday 21<sup>st</sup> July 2026 at 7.00 pm** in The Space, Market Walk, Keynsham.

**19. EXCLUSION OF PRESS AND PUBLIC**

**RECOMMENDED:**

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 item 20 progress sensitive issues.

**20. HEDGEROW REMOVAL DURING BIRD NESTING SEASON (Report in Sharepoint folder and available at the meeting)**

**RECOMMENDED:**

*To receive, note and consider the contents of the report and decide on any action.*