

**Minutes of the Town Council meeting held on  
Tuesday 20th January 2026 in The Space, Market Walk, Keynsham at 7.30 pm.**

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**PRESENT:** Cllrs Alex Beaumont, Adrian Beaumont, Dave Biddleston, David Brassington, Caitlin Brennan (late), Martin Burton, Edmund Cannon, Chris Davis, Clive Fricker, Andy Halliday, Souzan Leach (formerly Alenshasy), Caroline Leonard (late), Hal MacFie and Andy Wait.

**IN ATTENDANCE:** Dawn Drury – Town Clerk and Amanda Hazel - RFO

**261. APOLOGIES FOR ABSENCE**

**RESOLVED:**

*That apologies be received and accepted from Cllr D Cooper.*

Cllr C Leonard arrived.

**262. DECLARATIONS OF INTEREST**

**RESOLVED:**

*Cllrs C Brennan, A Beaumont, M Burton and A Halliday declared an interest in items 23 and 30 of the agenda as either recipients of an Avon Pension or being a member of the Avon Pension Fund.*

**263. DISPENSATIONS**

**RESOLVED:**

*There were none.*

**264. PUBLIC PARTICIPATION**

There were two members of the public present.



**265. CHAIRMAN'S ANNOUNCEMENTS**

There were none.

**266. QUESTIONS ON NOTICE BY MEMBERS**

There were none.

**267. RECENT CONSULTATION ON PARKING CHARGES**

The Chair of Council gave a verbal update as follows:

The only knowledge of the Car Parking Consultation, including the charging for Saturday in Bath Hill East Car Park, was that the information was fed to B&NES Councillors. The Council only became aware that they had missed the consultation deadline back in November due to an article in The Voice in December. The method of relaying consultations to the Town Council which had failed has now been resolved.

The Chair immediately wrote to Cllr Joel Hirst, Cabinet Member for Sustainable Transport Strategy strongly expressing his concerns at the poor consultation process, the short period of consultation and stressing the importance of free Saturday parking for the town.

Following the last Town Council meeting, when it was noted that the Town Council had not been approached officially about this matter the Clerk also wrote a strong complaint letter to Cllr Joel Hirst, which included a request for the opportunity to submit late comments in respect of the consultation. A reply from Parking Services informed the Council that they could not make a submission outside the consultation deadline. The Chair then contacted Cllr Kevin Guy repeating the concerns that he had expressed to Cllr Hirst. Also, adding that he thought that the introduction of Saturday car parking charges in Bath Hill would not generate much money as people would choose to park elsewhere including on residential roads, together with a reminder about the amount of housing that Keynsham has taken over the past years. The Chair reported that he had received an email in response stating that this was not uncommon and that he had withdrawn the option for Saturday car parking charges in Bath Hill from the consultation proposal and that no additional charges would be enforced on a Saturday in this particular car park until at least after the next election.

Cllr Biddleston thanked the Chair for intervening in respect of this matter.

**RESOLVED:**

*To receive and note the information.*



**268. KEYNSHAMNOW**

Amelie gave a report on behalf of KeynshamNow as follows:-

KeynshamNow have had a busy time during January and activities included:

- A presentation by Cllr Martin Burton and Rich on the best way to protest which was very good.
- The group voted and agreed to invite the three Headteachers from our local secondary schools to attend the March KeynshamNow meeting, where they will be invited to give a short introductory speech, members will then question them on some of their campaigns that we can have an impact on and then they will be

invited to stay and listen to the rest of the meeting, if they wish. All three have agreed to attend.

- The group also discussed energy drinks being sold to under 16's in Keynsham.
- Bin collections and refuse collectors leaving rubbish on the roads.
- Confirming KeynshamNow's attendance at the Music Festival 2026.
- The Secretary and Vice Secretary have swapped their roles for the new year.
- The Group decided on their charity for the year which is to be Young Bristol.
- More members have joined the anti-homophobia campaign. A subgroup has been formed to discuss actions and to invite a speaker on this topic to a future meeting.
- The new Vicar of St. John's Church has been invited to a meeting.
- Next meeting on 5<sup>th</sup> February 2026 there will be a debate on whether voting should be compulsory.
- The Sub Committee tasked with working on plans for the upgrade/refurbishment of Teviot Play Area have met twice since the last KeynshamNow meeting and are making good progress. They have taken the consultation and residents' feedback into consideration and have found three play area suppliers that have equipment that they like and have also looked at these companies' products to see how they will fit within the play area.

The Chair of Council remarked that the young people had done an excellent job of getting the Headteachers to agree to attend the March meeting as in the past similar requests had failed.

On behalf of Keynsham Now he also thanked Cllr Burton and Rich for their presentations.

A question was raised by Cllr Burton as follows, "The Government are consulting on a ban on social media for under 16's, is this a topic that KeynshamNow will be debating at a future meeting?"

Amelie responded that the Group has debated this in the past, however, this is new information that has come up between our meetings and I am sure that this will be one of the new issues that will be raised and discussed by our members at the next meeting. We can then decide whether we will write a formal response to the consultation depending on the vote from the members.

**RESOLVED:**

*To receive and note the report.*

## 269. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were none.



**270. MINUTES OF MEETINGS**

**RESOLVED:**

- (i) *That the Minutes of the meetings as listed on the Agenda are received and noted.*
- (ii) *That the recommendations that are not subsequent Town Council Agenda items are approved.*

**271. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16<sup>th</sup> DECEMBER 2025**

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the December 2025 scheduled payments taken by the Town Clerk in consultation with Members.

**RESOLVED:**

*To note that there were none.*

The Town Council's Responsible Financial Officer was introduced to Council by the Chair of Council.

**272. UPDATES FROM THE RFO**

**RECOMMENDED:**

*To receive and note the information.*

Cllr C Brennan arrived 7.17 p.m.



**273. MAKESPACE UPDATE**

The Town Clerk updated Councillors with historic background information in respect of this matter.

Information about the Town Council's rental offer for the building, costs for rates, utilities, broadband, insurance, M & E Servicing and compliance and current expenditure on external facilities hire for Council meetings was provided by the Clerk.

The Clerk gave the Councillors information on where, within the budget, funding for the facility would come from.

Cllr Biddleston commented that as this was a move towards a leasehold that B&NES would still have obligations as a Landlord. He pointed out that one or two of the items that they referred

to would still be their responsibility under a leasehold agreement and this may be worth mentioning to B&NES Council as the Landlords.

Cllr Leach (formerly Alenshasy) asked were there any alternatives for the Council and she was informed 'NO' by Officers.

Cllr Macfie asked for it to be noted that the Town Council should be mindful of not taking community space bookings away from other community buildings in the town.

**RESOLVED:**

- (i) *To receive and note the information*
- (ii) *That the Clerk write to B&NES Council informing them that in addition to the rental offer the Town Council confirm that they would be willing to take on all running costs, including utilities, M&E servicing and compliance and that the Town Council would not be expecting to receive any support from B&NES with respect to the operation of the unit for one year from 1<sup>st</sup> April 2026 as a trial.*

Item 18 on the agenda was brought forward whilst the PowerPoint presentation was set up.

**274. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13th January 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 13<sup>th</sup> January 2026 Item 17 (A - D)**

**RESOLVED:**

*To receive and note agenda item 17 A-D.*

**275. RESERVES, BUDGET AND PRECEPT 2026-2027 PRESENTATION**

As part of the presentation the RFO explained that the sum of £445,719.00 has to be held in Reserve, as per the Reserves Policy that the Town Council signed up to in October 2025. The Policy states what this money would cover should we not get our Precept from B&NES for any reason or there be a financial crisis. These monies would cover the Council to run for a period of approximately 6 months. It is very important that we do not spend this money. This is the sum that has been approved by our Internal Auditor.

Cllr S Leach (formerly Alenshasy) sought clarification on the sum, in that it was the figure that was decided in October and approved by Council, so that Council have £500,000 in reserves that Council decided that they would not spend. The RFO clarified that there was approximately £849,000 in general reserves. Cllr S Leach (formerly Alenshasy) informed Council that her understanding of General Reserves

was that this is surplus funds and therefore it was agreed in October that the £445,719.00 could be released and spent. The RFO said that Council would be going against their own Policy and a vote of Council to keep these monies in Reserves. It was explained that the decision on the policy could not be rescinded for 6 months and that there was a process for doing this. The Chair explained that the figure and the Policy cannot be altered until October 2026 when the Policy is next reviewed.

The RFO added that legally a Council should have at least 50% of their Precept in Reserves.

It was explained that the budget setting process and the review of the Reserves Policy started back at the beginning of October 2025, and a good draft budget was presented at this point by Officers for the Councillors to work on as a starting point. There have been three Finance and Policy Committee meetings where the budgets, including reserves were discussed with information from these meetings being presented at the October, November and December meetings, Councillors were offered both individual and group meetings with the RFO and Clerk giving an opportunity for Councillors to ask questions and those that were unable to attend the office were asked to send in any questions that they may have relating to the 2026 – 2027 budget including the reserves.



Cllr A Halliday asked if the Council approved a Precept of 12%, as opposed to the 17.7% recommended by the RFO and Town Clerk, what would be the impact on the Services what we cannot provide or are planning to provide, would it mean that if we only approved 12% would we have to encroach further into Council reserves which are depleting already? Chair of Council responded that the RFO and Clerk want a balanced budget which would mean not touching the Reserves at all, the argument of the 12% budget is that we very rarely spend our full budget, so it is about if we did spend our budget what amount would be spent from Reserves. The RFO confirmed a figure of approximately £48,000.

The Chair asked for the RFO to explain what the 12% would mean for a Band D householder. The response from the RFO was a 27p per week increase, the tax Band D would be increased to £132.44, which is still lower than any of the Council's counterparts in B&NES (even lower than their 2025 – 2026 figures and they will be putting theirs up this year). The Band D rate will be £2.55 per week, and it will raise £950,882.00 in Precept. The Council's Budget will be £1.239 million so Council will be spending out of Reserves and Earmarked Reserves.

The Clerk confirmed that Council had no surplus funds from the 2025 – 2026 budget to return to Reserves, all Council income from the 2025 – 2026 Precept is spent, apart from grant funding receipts which is held in EMRs for specific projects

and Council are in deficit to a sum of approximately £120,000 and Council are spending Reserves now.

**RESOLVED:**

*To receive and note the presentation by the RFO on the Reserves, Budget and Precept.*

**276. RESERVES**

Cllr Burton expressed concerns about cutting the EMR for Diversional Funding (ASB) and the impact on summer holiday activities for young people. He requested a detailed plan of activities for young people that the Council Youth Service would be providing across the town, through grant funding etc. The RFO reported that Council had received a list of grant providers that would offer such funding that the Officers are going to be working on.

Cllr Biddleston asked that in next year's Budget information comparison charts that Councillors are clearly given the number of hours that Employees work and not just the number of Employees as this may help with decision making.

Cllr Leonard asked for, in the future, information on what other Councils are spending their money on and the Services that they provide. The RFO reported that she had thoroughly researched the other Parish and Town Council's looking at the Services online and the information in their council tax leaflets and such information could be provided in the future.

Cllr Burton remarked that Council needs to keep in mind that CIL funding is for new residents and new services and not just for the Council's upkeep of existing infrastructure and assets and maintain the level of Council spending. The RFO responded that Council is very strict on how we spend CIL funding, Council does not spend it on running the Council, it is for infrastructure in Keynsham Town Council.

**RESOLVED:**

- (i) *To receive and note the information supplied by the RFO regarding the Reserves.*
- (ii) *To note that the Finance and Policy Committee have used this information and made recommendations to full Council to approve the changes (as listed on the Agenda) to the EMRs.*
- (iii) *That Council approve the changes to the EMRs and Reserves.*

**277. PRECEPT 2026-2027**

Cllr H MacFie, Chair of Finance and Policy Committee reiterated how long Councillors had spent working on this year's budget. He mentioned that they appreciated that for some people 27p per

week could be difficult but after long deliberation a conclusion of a 12% rise in the Precept was required to allow the Council to continue to provide the Services that it does. This decision was very much a multi-party decision that recommended this figure to Council.

CLlr Cannon commented that the situation of running a deficit that we are running now was not only foreseeable but was foreseen and agreed upon approximately one year ago.

CLlr Biddleston expressed concerns at the cuts that had to be made in this last year and said that he was grateful how the Council had worked so hard in the past year to get to this point where almost all are happy with just a 12% increase. He acknowledged how this year's budget had been very thoroughly worked on, with all understanding how we get to this conclusion.

**RESOLVED:**

- (i) To receive and note the calculations and information paper for the 2026/27 Precept.*
- (ii) To receive a recommendation from the Finance and Policy Committee to increase the Precept by 12%.*
- (iii) To note that the Clerk and the RFO recommend an increase of 17.7% to create a balanced budget.*
- (iv) To approve the increase of the Precept by 12% in the sum of £950,882.00.*

**278. BUDGET 2026-2027**

CLlr Burton requested an amendment to the Budget that Officers and appropriate Councillors from each Ward work together to carry out a review of each play area, to ensure that high quality, safe and appropriate play facilities together with identifying funding sources to provide such facilities in all areas of the town, especially Holmoak, Kelston and Park Road. The Clerk reported that, as discussed at Finance and Policy Committee, she has already begun the work of feasibility and assessment studies on each play area.

**RESOLVED**

- (i) To receive and note the 2026/27 Budget paper.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the 2026/27 Budget.*
- (iii) To approve the 26/27 Budget with following amendment  
That Officers and appropriate Town Councillors of each ward shall carry out a review of the play areas and identify funding sources (including from within the reserves) to ensure the children and young people of Keynsham have access to high quality play areas.*

Officers and Councillors were thanked for their work on the 2026 – 2027 budget.

279. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13<sup>TH</sup> JANUARY 2026 NEEDING A DECISION:

FP1 GDPR POLICIES

**RESOLVED:**

- (i) *That the following GDPR Policies be received, noted and signed by the Chair.*
  - a) *KTC Privacy Impact Assessment*
  - b) *KTC Privacy Notice*
  - c) *KTC Privacy Policy (website)*
  - d) *KTC Retention and Disposal Policy*
  - e) *KTC Security Incident Response Policy – Record of Work*
- (ii) *That the Committee recommend to Council to approve the GDPR Policies with the following change:*  
*Remove the name Cheryl Scott and replace with Town Clerk.*
- (iii) *To approve the GDPR Policies.*
- (iv) *That the GDPR Policy Pack approval be deferred until the next meeting in order that reference to EU law be removed and replaced with UK law relating to GDPR.*

ITEMS FOR DISCUSSION REQUIRING A DECISION:

280. ADVERSE WEATHER POLICY



**RESOLVED:**

- (i) *To receive and review the Adverse Weather Policy.*
- (ii) *To approve the Adverse Weather Policy.*

281. POLICIES FOR APPROVAL

- (i) *Keynsham Town Council Youth Safeguarding Policy and Procedures.*
- (ii) *Managing Young People's Behaviour and Sanction Policy with Good Practice Guidelines.*
- (iii) *Detached/Outreach Youth Work Policy and Guidelines.*
- (iv) *Unacceptable Behaviour Policy.*
- (v) *Lone Working Policy.*

**RESOLVED:**

- (i) *To receive and note the Policies.*
- (ii) *To receive a recommendation from the Personnel Committee to approve the Policies*

- (iii) To approve the Policies i, iii, iv and v*
- (vi) That policy (ii) Managing Young People's Behaviour and Sanction Policy with Good Practice Guidelines be deferred so that an amendment can be made in respect of complaints being referred to the Town Council and not the Local Authority.*

## **282. NEW STREET NAMES AT CURO DEVELOPMENT OFF BATH ROAD**

Further suggestions were made at the meeting included:

- Bat names due to the proximity to bat roosts in Manor Road Woodland
- Solar systems and stars

**RESOLVED:**

- (i) To receive and note the email.*
- (ii) That road names relating to the Town's industrial heritage be referred to B&NES Council.*

## **283. AVON PENSION FUND – PENSIONS ADMINISTRATION STRATEGY 2025**

**RESOLVED:**

- (i) To receive and note the Pensions Administration Strategy 2025.*
- (ii) To receive and note the consultation responses produced by the Consultation Response Group on 5<sup>th</sup> January 2026.*
- (iii) To approve the Consultation Response Group's responses.*
- (iv) That the Town Clerk submit the responses by 30<sup>th</sup> January 2026.*

Cllr Adrian Beaumont left the meeting – 8.25 p.m.

## **284. TERMS OF REFERENCE OF THE YOUTH SERVICE COMMITTEE**

**RESOLVED:**

- (i) To receive and note the Terms of Reference of the Youth Service Committee.*
- (ii) To approve the Terms of Reference.*

## **285. REQUEST FOR KTC SUPPORT OF KEYNSHAM AREA RESIDENTS' ASSOCIATIONS FORUM**

**RESOLVED:**

- (i) To receive and note the report.*
- (ii) That this is not something that the Town Council has the capacity to undertake from a staffing time point of view, resource wise, due to the possible creation of*

*legal and liability issues for the Council together with the financial implications (there is no allocation of funds in the forthcoming budget) and it would also set a precedent for the future with numerous developments that could possibly come forward, as suggested in the Draft Local Plan . The Town Council should not be storing or handling an outside organisations data or advising on the setting up of a Resident's Association. It is recommended that the resident's requesting the setup of a Resident's Association contact the Somerdale Resident's Association for details on the best way to set up an Association. Cllr George Leach for Keynsham North may have a link with the Somerdale Association members.*

- (iii) *That once the Residents Association is established and the group has a constitution that they apply for financial support through the Town Council Grant Award Scheme.*

**286. ELECTRIC SUPPLY FOR DEFIBRILATOR AT THE TALBOT INN**

**RESOLVED:**

- (i) *To receive and note the quotes*  
 (ii) *To approve quote 2 for the electrical supply installation in order to place a Defibrillator at The Talbot Inn.*

**287. SCHEDULE OF PAYMENTS – MONTH 10 - JANUARY 2026**

**RESOLVED:**

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

**ITEMS TO RECEIVE AND NOTE:**

**288. TOWN AND PARISH COUNCILS - FESTIVE LIGHTING**

**RESOLVED:**

- (i) *To receive and note the contents of the email and the Guidance document attached to this agenda item.*  
 (ii) *That the Council seek their own individual quotes for provision of Christmas lights in addition to working with other Parish and Town Councils on a collaborative quote.*

**289. 0107 - SOMERDALE, KEYNSHAM - HIGHWAY ADOPTION PROGRESS UPDATE**

Cllr E Cannon raised the point that, as part of the Somerdale agreement Taylor Wimpey were to improve the width of the paths on the Keynsham Road near the Station, should Council be asking

the question as to whether this is linked to the Highways Adoption Process and, if so, as this is unacceptable behaviour could B&NES enforce the pavement works to ensure that the town is not left with very narrow pavements on a steep hill and on a blind bend that is poorly light.

Cllr A Halliday asked is there any update to be reported in respect of Bilbie Green and Persimmon Estates in Keynsham South as the footpath have become dangerous. This was highlighted in October of last year and no works have been done to rectify the faulty footpaths. Also, the drainage and flooding issues - these are a serious concern particularly in Bilbie Green. Numerous companies have attended and experimented but residents have seen no progress. Can Council request a report of this nature for these sites and other areas that have unadopted highways and services.

Cllr Biddleston, as B&NES Ward Councillor, offered to take the issues up directly with Bloor and Persimmon.

**RESOLVED:**

- (j) To receive and note the information.*
- (ii) That the Town Clerk write to B&NES Council referencing the concerns above and requesting reports on all outstanding unadopted developments.*

**290. AVON PENSION FUND COMMITTEE DECIDES TO REMAIN INVESTED IN AEROSPACE & DEFENCE**

**RESOLVED:**

- To receive and note the information.*

**291. B&NES COUNCIL PROPOSES PUBLIC SPACE PROTECTION ORDER TO KEEP DOGS ON LEADS IN CEMETERIES**

**RESOLVED:**

- (i) To receive and note the information.*
- (ii) To note that Keynsham Town Council Cemetery Regulations state "No dogs allowed, only assistance dogs permitted".*

**292. WECA RAILWAY STATION ACCESSIBILITY PROJECT**

**RESOLVED:**

- (i) To receive and note the information.*
- (ii) To note that Cllrs Fricker and Brassington are the Town Council Representatives in respect of the Railway Station.*
- (iii) To note that relevant Community Organisations have been notified of a forthcoming meeting on Thursday 22<sup>nd</sup> January 2026 at 6.00 p.m.*

**293. CALL FOR SITES FOR GYPSY AND TRAVELLER PITCHES (GTAA)****RESOLVED:***To receive and note the information.***294. ANNUAL REPORT 2025-2026 SUBMISSIONS FROM CHAIR OF COUNCIL AND CHAIRS OF TOWN COUNCIL COMMITTEES.****RESOLVED:***To receive and note the information.***295. GOOD CITIZENS AWARDS 2025/2026****RESOLVED:***To receive and note the information.***296. DRAFT LOCAL PLAN**

Cllr Wait reported that once the Plan has gone to B&NES Council Cabinet there will be another period of consultation (June/July time) where residents will be able to comment on the Local Plan. The comments from the Draft Local Plan and the Local Plan itself will then go to a Council meeting sometime in the Autumn which will either be approved or disapproved. If approved all the comments made in the second consultation and the Draft Plan itself will be sent to Planning Inspectors at the Government in London. They will spend some months looking at it, and if they consider it to be a sound Plan, it will be returned sometime in 2027 and approved at a Council meeting probably after May 2027. Council is reminded that this is around the time of the Elections, so the chances are that Councillors that approve the Plan may not be the same Councillors that worked on the Plan.

**RESOLVED:***To receive and note the information.***297. RECORD OF PREVIOUS MEETINGS****RECOMMENDED:***That the minutes of the Extra Ordinary and Ordinary Town Council meetings held on Tuesday 16<sup>th</sup> December 2025 (previously circulated), be confirmed as a true record and signed by the Chairman.*

**298. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the date for the Town Council's next meeting is **Tuesday 17<sup>th</sup> February 2026 at 7.00pm** in The Space, Market Walk, Keynsham.

**299. 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. Agenda item 38 progress sensitive issues.

**300. PARCEL 3100 CHARLTON ROAD NON-COMPLIANCE OF SEC 106 OBLIGATION PROVISION OF BUS GATE**

**RESOLVED:**

*To receive and note the report.*

The meeting finished at 8.54 p.m.

Signed: (CHAIR) .....



Date: .....

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