

**Minutes of the Town Council meeting held on
Tuesday 17th February 2026 in The Space, Market Walk, Keynsham at 7.00 pm.**

PRESENT: Cllrs Alex Beaumont, Dave Biddleston, Caitlin Brennan (late), Martin Burton, Edmund Cannon, Deb Cooper, Chris Davis, Clive Fricker, Hal MacFie and Andy Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

301. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies were received and noted from Cllrs Adrian Beaumont, David Brassington, Andy Halliday, Souzan Leach (formerly Alenshasy) and Caroline Leonard.

302. DECLARATIONS OF INTEREST

To note that Cllr Wait declared an interest in item 9 on the agenda as he is Chair of the Fox and Hounds Lane Working Group.

303. DISPENSATIONS

RESOLVED:

There were none.

304. PUBLIC PARTICIPATION

There were three members of the public present.



305. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 20th January 2026 (previously circulated), be confirmed as a true record and signed by the Chairman.

306. CHAIRMAN'S ANNOUNCEMENTS

The following was reported:

- The Chair reminded Councillors about the forthcoming Spring Show on Saturday 28th March 12 noon – 4.30 p.m.
- There is a Farmer's Market stall on Saturday 14th March to promote the Spring Show etc. The Deputy Town Clerk will send out an email requesting Councillor volunteers for the morning.

- The Chair reminded Councillors of the GDPR training that needs to be undertaken.
- Alan Greenfield, Director of KMFA Limited, will be at the Farmers Market promoting the Music Festival.

307. QUESTIONS ON NOTICE BY MEMBERS

There were none.



308. KEYNSHAMNOW

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

- The Committee have agreed to have a stall at this year's Music Festival and will decide at a future meeting what fundraising activity they will run.
- A decision was made in respect of sending an invitation to a future speaker. Members voted to invite a Speaker on anti-homophobia to their April meeting and were against inviting the local Vicar.
- Discussions on the protest presentation were neutral despite personal views.
- The final preparation for the three Headteachers attending the next meeting has been completed.
- The Head of Lift Broadlands (Trust) will also be invited to a future meeting.
- KeynshamNow had members speak at Keynsham Area Forum meeting.
- The debate on should voting be compulsory resulted in 7 votes for, 7 votes against and 4 unsure and after the debate the votes were 8 for and 9 against and 1 abstention.
- Members are researching whether KeynshamNow should join Youth Council UK and members will vote on this at the next meeting.
- Teviot Road Play Area – members have decided on the specific equipment from three companies and these companies will be invited to visit the site and then put designs together for consideration. The designs submitted by the companies will then be presented to the community and local residents and part of a further consultation. The designs and costings will also be presented to Council for consideration. The next meeting of the Sub-committee is tomorrow when they will be looking at equipment for the wider green space.
- A Basketball design company visited the site on 11th February and will be quoting for the upgrade to this area.

Q. It was great to see Tilly at the Keynsham Area Forum, and she did a great job of presenting. Please can this be fed back to her. However, some clarification needs to be noted that the Sec. 106 funding has not been given to KeynshamNow but is held by the

Town Council, who will be leading on the project with the assistance of KeynshamNow members.

Members of KeynshamNow were also praised for their participation in discussions, which was very impressive, when Cllr Burton and Rich attended their meeting recently.

The Clerk confirmed that she had emailed Ward Councillor Alan Hale explaining that the Section 106 funding for Teviot was held and being managed by the Town Council.

It is hoped that the young people of KeynshamNow could be involved in future refurbishment/upgrades of other play areas run by Keynsham Town Council.

The Clerk explained that a full assessment of the Town Council play areas has been undertaken to prioritise to help with the ordering of future works. These assessments are to be presented to the next Capital Projects Committee meeting.

RESOLVED:

To receive and note the report.

Cllr Brennan arrived – 7.14 p.m.



309. FOX AND HOUNDS LANE - SCHEDULE OF CONSTRUCTION PROJECTS – DRAFT V03

Margaret Maxwell gave a presentation on behalf of the Fox and Hounds Working (FAHWG) Group. She explained that originally the Group were set up as the Fox and Hounds Action Group as they were then (back in 2018) a campaigning group to save the land as a designated green space. The Town Council purchased the land from B&NES Council in March 2023. FAHWG members have been working regularly to clear the area, create some footpaths, reinstate the pond with a new liner and edging stones, planting hedging and generally tidying up the site. In the past they had gained some funds from Andrews Estate Agents in sponsorship funds, but this has ceased.

The FAHWG members have put together a draft schedule of construction projects that is hoped will be completed in the future to ensure that the site is safe for the volunteers and can be opened to the community to enjoy. The first and main priority is to create safe access to the site (currently volunteers have to climb over a low section of wall). It is hoped that the document will also support a more effective way that the Council and FAHWG can work together coherently, ensuring that work happens in a timely way in line with the budget available each year. There have been no figures allocated to the schedule of construction projects but of course there will be financial outlay in addition to manpower provided by the Council in the form of member of the Grounds Maintenance Team.



Currently, project plans have moved slowly, and it is hoped that with the draft schedule plans can move forward more quickly.

Margaret said that Councillors were very welcome to visit the site and see what has been achieved so far but advised them to wear sturdy boots and reminded them that they would have to climb over the wall. The next meeting of the Working Party is this coming Saturday.

- Q. The draft schedule has funding columns with reference to Town Council funding but no figures. It would be really good to have the costings added to the document.
- A. The Clerk reported that it would be difficult to add financial information at this point. Some of the project activities may not happen in the immediate future and construction materials are constantly changing. The usual process of gaining quotes and Council making decisions in respect of contractors would be followed, in this case. Council will also be allocated an annual budget for the Fox and Hounds site which will give some indication of the allowable annual expenditure.
- Q. Concerns are that the costs associated with this project will be quite high on top of the actual purchase price and it is important to have the facts and figures as soon as they are available. I am not sure when FAHWG became entirely reliant on the Town Council for funding as there are other organisations in the town that are not and that seek funding elsewhere. I think that this should be an obligation that this group looks at. Finally, what is the benefit to the community as a whole?
- A. When ownership change from B&NES Council to the Town Council the land basically became the Town Council's responsibility. So ultimately, we are a partner body, working as your agents to maintain the land, we have no funding and we are totally reliant on voluntary donations but we do not have or will have the resources to undertake major capital expenditure and I do not think we should as the land is the Town Council's responsibility. In respect of the possibility of grants because the land is in the ownership of the Town Council, we are not eligible to apply. We are saving money by maintaining the land on behalf of the Council.

We have done a lot of voluntary work on the land already, which we are proud of, and we will continue to plant, tidy and work towards making the site accessible for the community.

The reason we changed the name of the group because initially we were an action group but now supporting the Council in its endeavours to turn it into a nature reserve.



- Q. I have viewed the land from inside the site, and I thank the group for all the work that has been done to date. I was not on the Council when the land was bought and am surprised that it needed to be saved from possibly housing or similar use. I do support the comment that there are lots of other organisations that do seek grant funding. I wonder if there is an option of setting up as a charity and we lease the land to you. This would open up an opportunity for seeking environmental grants. There are pressures on the Town Council budget in that it does own other land that will require expenditure such as the Paddock and the numerous play areas that we manage. If speaking to residents, the choice of spending money on the play areas or this piece of land would receive a response that the play areas are a first priority.
- A. You are right that we need to explore every possibility of grant funding. As I have said the grant funding opportunities that I have looked at become constrained once the funder knows that the land is in the Council's ownership. Perhaps the Clerk can give us some guidance on possible funding sources, especially for purchasing smaller equipment e.g. hard wheeled wheelbarrow.
- Q. Will the site be wheelchair accessible?
- A. Regrettably not, as the site is not at all level, totally impracticable or unsafe. However, there is a flat section at the top that will have a bench for those that have some mobility issues.
- Q. I understand from the Clerk's point of view that getting quotes is something, but still as a Councillor I would like to have some feel for the magnitude of costs. Is it possible for JDL consultants to give suggestive ranges of prices for these individual items on the schedule?
- A. Contractors may give a ballpark figure without commitment that may be possible, but I would defer this to the Clerk to see if this is possible.
- Q. Do you think that this is the optimal ownership structure. Alternative structures including a lease might enable grant applications, but they may also defend the land being sold by a future Town Council following elections when membership changes. Do you have any personal views on this?
- A. I do not but the planning stages of the land are now very clear that it is a valuable green space and it is heavily protected by planning legislation and I cannot foresee any possibility in the immediate future of that status being overturned, especially now as there is such wide spread recognition of these incidental green spaces to the physical and mental health of the community. We could explore other types of ownership, and I am not against it, but we might be worrying too much about future potential of development.

There was a house on this site many years ago that was compulsory purchased and this then remained empty for many years before being demolished.

RESOLVED:

To receive and note the information.

310. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

Sue and Bill Mansfield reported as follows:

- As we are all aware it has been very wet recently and hence the plots have been very soggy for working on.
- The Allotment Association's AGM was held at the beginning of February. Attendance numbers were not great, but the meeting went well.
- For three years now, the Allotment site has been taking in Christmas trees for chipping which are donated by residents for a fee to raise funds for Dorothy House. The Park Road Allotments has 200 – 300 trees shredded onto their wood chip pile. In total, from all the Christmas trees collected, not only at the Allotments site but elsewhere £150,000 was raised for Dorothy House. This activity was arranged by Rob Stewart.
- The security issue at the pedestrian gate has been resolved by purchasing a longer shackle padlock.
- 12 plots have been let recently. There are 32 people on the waiting list and there are a further 3 plots to let.
- Hedging works and the purchase and installation of Heras fencing is to come from the Section 106 funds. The Clerk will chase up the ordering of the fencing.

Sue said that often they have spare equipment left behind by plot holders that vacate the site. These go into the communal shed. The Allotment Association would be happy to donate some to FAHWG if they let them know what they need in the future.

RECOMMENDED:

To receive a verbal report from the Allotment Association.

ITEMS REQUIRING A DECISION

311. MAKESPACE MATTERS

RECOMMENDED:

(i) *To receive and note the information from Historic England.*

- (ii) *To consider B&NES Council offer and decide if the Clerk should pursue the same.*
- (iii) *To approve that the Town Clerk write to BANES Council to pursue the B&NES Offer.*

312. BUDGET ESTIMATE FOR ELECTRICITY CONNECTION WORKS BY NATIONAL GRID ELECTRICITY DISTRIBUTION (SOUTH WEST) PLC ("NGED") FOR A 15KVA CONNECTION AT DEFIBRILLATOR BILBIE GREEN BUS STOP, CHARLTON ROAD, KEYNSHAM, BRISTOL, BS31

RESOLVED:

- (i) *To receive and note the information.*
- (ii) *To approve the expenditure for the installation of the defibrillator cabinet.*
- (iii) *That the Business and Community Engagement Officer now arrange for the Defibrillator and Grab and Go Pack postcards to be printed.*



313. GUEST SPEAKER(S) FOR 2026 ANNUAL TOWN MEETING

RESOLVED:

That Sophie Broadfield, the new Chief Executive of B&NES Council be approached as a speaker for the 2026 Annual Town meeting on Thursday 23rd April 2026 at 7.00 p.m. in The Space. If she is not available, then Dave Sage of Avon Wildlife Trust should be asked.

314. DRAFT ANNUAL REPORT 2025-2026

RESOLVED:

To approve the draft Annual Report 2025-2026 for publication and presentation to the 2026 Annual Town Meeting with the following amendments:

- *Staffing page 15 – insert whether full-time or part-time below each employee.*
- *Add Councillor Adrian Beaumont's Town Council email address.*

315. K1 BUS SERVICE

RESOLVED:

- (i) *To receive a recommendation from the Bus Services Committee to send the attached letter to WECA explaining the importance of the service to our community and seeking details on the method of assessment to be carried out by WECA during the period of April – September 2026.*
- (ii) *That the letter to WECA be approved with the following addition:*

Reference to improvement of air quality resulting from the reduced number of car journeys on school runs in the morning and afternoon as children are now using the K1 bus.

316. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Burton reported that he had attended the Tintagel Estate demolition meeting and informed Council that the site had now been levelled. The Clerk reported that Curo were going to kindly donate £200 to Keynsham In Bloom for new planting at the Queens Road shopping area.

Cllr Wait reported that he had attended Keynsham Music Festival Association meeting. Attendees of this meeting were informed that although the Association is still financially struggling this year's Festival will still be going ahead. The Chair requested that Councillors get involved in the event.

RESOLVED:

To receive and note the reports.

A handwritten signature in black ink, appearing to be 'J. Wait', written over a large, hand-drawn triangle.

317. 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.*

318. FINANCIAL QUARTERLY REPORTS

Thanks were expressed to the Finance and Policy Committee members for overseeing the financial reports.

RESOLVED:

To receive and note the quarterly financial reports.

319. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 20th JANUARY 2026

RESOLVED:

To receive and note the information regarding the delegated payment.

320. UPDATES FROM THE RFO

RESOLVED:

To receive and note the information.

321. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10th February 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 10th February 2026 Item 20 (A - F)

RESOLVED:

To receive and note agenda item 20 A-F.

322. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10th FEBRUARY 2026 NEEDING A DECISION:FP1 POLICIES

RESOLVED:

- (i) *To receive and note the following policies:*
 - i. Financial Risk Management Review*
 - ii. Petty Cash Policy and Procedures - Review*
 - iii. Password & Device Security Policy*
- (ii) *To note that the Finance & Policy Committee recommended to Council to approve the Policies with the following changes:*
 - a) Page 19 We are covered by the FSCS scheme.*
 - b) That the officers research obtaining a pay as you go card and remove the petty cash. (to be agreed at Council)*
 - c) Paragraph 3 include password must include one numeric and one special character.*
- (iii) *That Council approve the policies with the above changes recommended by Finance and Policy Committee.*
- (iv) *To note that Council officers will be researching a pay as you go card to replace the use of petty cash. Further details will be brought back to Council in due course.*

FP2 GDPR POLICY PACK

RESOLVED:

- (i) *To receive and note the changes to the Policy.*

- (ii) That Council receive a recommendation from the Finance and Policy Committee to accept the changes except 10.*
- (iii) For the officers to investigate the retention periods and report to the next Finance and Policy Committee meeting in March.*
- (iv) The GDPR Policy Pack will be brought back to Council for approval in due course.*

FP3. WATER HYGIENE MONITORING CONTRACT

RESOLVED:

- (i) To receive and note the quote from Dantek.*
- (ii) That Council receive a recommendation from the Finance and Policy Committee to accept the quote.*
- (iii) To approve that the quote be accepted.*



FP4. PHONELINE AND BROADBAND CONTRACTS

RESOLVED:

- (i) To receive and note the 3 quotes for the Phonenumber and Broadband.*
- (ii) To receive a recommendation from the Finance and Policy Committee to Council to accept quote 3. However, this quote is being revised so it is in line with the other quotes.*
- (iii) To defer the decision in respect of this matter until the revised third quote is received.*

FP5. HEDGE CUTTER/FOUR WAY BATTERY CHARGER

RESOLVED:

- (i) To receive and note the quotes for the hedge cutter.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept quote 1.*
- (iii) To approve quote 1.*

FP6. MANUAL LINE MARKER

RESOLVED:

- (i) To receive and note the quotes for the manual line marker.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept quote 1.*
- (iii) To approve quote 1.*

FP7. RAMPS

RESOLVED:

- (i) *To receive and note the quotes for the ramps.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to accept quote 2.*
- (iii) *To approve quote 2.*

FP8. FUEL FOR STRIMMERS
RESOLVED:

- (i) *To receive and note the price comparison of fuel for the strimmers.*
- (ii) *To receive a recommendation from the Finance and Policy Committee that we stay using unleaded petrol.*
- (iii) *To approve to continue using unleaded petrol.*

FP9. YOUTH SOFTWARE**RESOLVED:**

- (i) *To receive and note the information supplied by the Senior Youth Worker.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to contact Upshot with the issues to see if they can be rectified.*
- (iii) *To approve to contact Upshot to rectify the issues.*

FP10. DRAFT COUNCIL TAX LEAFLET 2026/2027**RESOLVED:**

- (i) *To receive and note the 2026/27 draft Council Tax Leaflet.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the 2026/27 draft Council Tax Leaflet with the following changes:*
 - (a) Music Festival be changed to major grants and list the large grants.
 - (b) That the photo of the office be replaced with a photo without all the leaflets in the window or a photo of the staff outside the building.
 - (c) That the increase in pence (not percentage) be included somewhere on the leaflet.
 - (d) Include the email address of Cllr Adrian Beaumont.
- (iii) *To approve the draft 2026/2027 Council Tax Leaflet with the changes recommended by the Finance and Policy Committee.*

323. SCHEDULE OF PAYMENTS – MONTH 11 - FEBRUARY 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:

324. TREETOPS & THE SHIP INN

RESOLVED:

To receive and note the information.

325. KEYNSHAM RIVERSIDE UNITS CONSTRUCTION UPDATE (Report attached)

RESOLVED:

To receive and note the information.

326. DATE OF NEXT MEETING

RESOLVED:

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

The meeting finished at 8.26 p.m.

Signed: (CHAIR)



Date:

17/03/26