

**Minutes of the Town Council meeting held on
Tuesday 21st April 2026 in The Space, Market Walk, Keynsham at 7.00 pm.**

PRESENT: Cllrs Alex Beaumont, Adrian Beaumont, Dave Biddleston, David Brassington, Caitlin Brennan, Martin Burton, Edmund Cannon, Deb Cooper, Chris Davis, Clive Fricker, Andy Halliday, Hal MacFie and Andy Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

367. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies were received and noted from Cllr Souzan Leach (formerly Alenshasy)

368. NOT PRESENT

Cllr C Leonard

369. DECLARATIONS OF INTEREST

There were none.

370. DISPENSATIONS

There were none.

371. PUBLIC PARTICIPATION

There were none.

372. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

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

373. CHAIRMAN'S ANNOUNCEMENTS

The following was reported:

- The Chair thanked all involved in organising and supporting this year's Spring Show, which he said was a wonderful event to start the Town Council event

calendar year, a good recognition of the starting of spring and an excellent way to show how much the community loves and supports Keynsham.

- He reminded members of the forthcoming Annual Town Meeting on Thursday 23rd April at 7.30 p.m. in The Space. This meeting will include the presentation of the Good Citizen Awards and Guest Speaker, Dave Sage, Avon Wildlife Trust.
- He spoke of the People's Emergency, an organisation holding an event recognising Climate Emergency, and encouraged Councillors to attend this public event which included a film that is to be held in the Baptist Church on 8th June 2026 at 7.00 p.m.
- He reminded Councillors of the opportunity of B&NES Planning training that is being held in The Space on 28th May 6.30 p.m.- 8.30 p.m. Any Councillors wishing to attend should let the Clerk know so that she may register you.

374. QUESTIONS ON NOTICE BY MEMBERS

RESOLVED:

That the information on the Question on Notice be received and noted.

375. INTRODUCTION OF NEW EMPLOYEES TO COUNCIL

The following new members of staff, Kate Britton (Assistant Youth Support Worker), Megan Barrow (Assistant Youth Support Worker) and Nick Souch (Grounds Maintenance Worker) introduced themselves to Council. Councillors had the opportunity to introduce themselves to the new employees and the Chair welcomed them to the Town Council.

376. KEYNSHAMNOW

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

- Following on from the Headteachers attending a previous KeynshamNow meeting, the young people discussed their visit and all thought that it was very positive. KeynshamNow will continue working with the Headteachers and get the schools involved with their campaigns going forward.
- Some older members of KeynshamNow, when driving, had noticed that the highway cats' eyes were poor on the A4 by the Broadmead Roundabout and this area was very dark for motorists at night. On behalf of the group, Cllr Wait contacted B&NES Highways who have said that this will fall under the remit of WECA upgrades to the A4. As the reply was not very helpful, he has requested that someone from Highways drive the route and see if they think that it is safe. To date he has received no response.
- A vote was taken against sharing future minutes with a non-member, after discussing how these minutes were passed to a non-member.

- A vote was taken and members were in favour of meeting with members of the Youth Council in Chippenham and this is being arranged.
- In respect of the Government consultation, Growing up in an Online World Consultation, the members of KeynshamNow discussed the pros and cons of social media, restriction of use of social media and the use of mobiles phones. Members are now going to complete the Consultation individually.
- The Group attended IKB Academy and gave an assembly – no new members came from this assembly.
- Discussions are still being had regarding the topic of Antihomophobia, and they are liaising with the Headteacher and other members of staff at Wellsway Academy in respect of this.
- KeynshamNow introduced Young Bristol as their Charity for the year.
- The members undertook a litter pick on 19th April and this was successful. There was a good turnout.
- The Teviot Play Area sub-committee have been looking at bins and benches for the site and are now starting to think about the planting of a wildflower meadow using grown on wildflower plug plants and spring/autumn wildflower bulbs.
- Teviot Road play area and green space project included the completion of the footpath between the Hygge estate and the path leading to the play area. This was completed this week.

Councillor questions:

Councillors raised concerns about transparency and not making the KeynshamNow minutes available. It was suggested that going forward the KeynshamNow minutes should go on the Town Council website. This will be discussed at the next meeting.

It was suggested that KeynshamNow as a Group complete a response to the Government – Growing up in an Online World Consultation. A copy of the Town Council's completed Consultation will be shared with KeynshamNow.

RESOLVED:

To receive and note the report.

ITEMS REQUIRING A DECISION

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

Matter raised from the WECA Consultation (item 4a) talks about missing from these ambitions? – over the past weeks what has been found is a total lack of communication from First Bus, B&NES and WECA, as to what is happening with current bus services, lack

of route and timetable details for newly introduced buses and on a whole information on provision of buses for the Keynsham area. There needs to be clear communication to users and ambition to listen and talk to stakeholders. Evaluation of these services needs to be thorough.

The Clerk reported that she had had a meeting with WECA members, and they have asked that any concerns be raised with the Clerk and she will forward this on.

RESOLVED:

- i) To receive and note the Consultation responses to the Government – Growing up in an Online World Consultation.*
- ii) 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.*

378. ECOLOGICAL EMERGENCY

The Chair commented on the comprehensive Ecological Emergency document that B&NES Council produced about four years ago and that it would be difficult for the Council to do much more than to say that they support B&NES Council's document and plans.

Cllr Cannon reported that the Town Council Environment and Sustainability Committee has had some discussion about the precise status of what the Town Council were doing about it and the word needs to be changed from recognise to call (as this has a less onerous requirement for the Council).

Cllr Biddleston commented that the B&NES document is the right document that we should be supporting and not trying to replicate but I think that in these days of other political organisations continually eroding peoples trust and belief in scientific measures of climate change and denying it, that we should be taking a lead as a Town Council by clearly saying that we declare an Ecological Emergency. A message needs to be given to the community.

The Town Council is already supporting the Ecological Emergency through its actions of the E & S Committee and Town Council stalls at the Farmers Market and free give aways.

RESOLVED:

- 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.*
- iii) The Clerk informs B&NES Council that Keynsham Town Council calls an Ecological Emergency and will support B&NES in their Ecological Emergency Action Plan.*
- iv) That the Environment and Sustainability Committee draft a press release and Social Media statement for the Council in respect of the discussions above.*

379. CEMETERY WORKS – JCT MINOR WORKS CONTRACT

RESOLVED:

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

380. MAINTENANCE OF VEGETATION ON PUBLIC FOOTPATHS

Amendment to the SLA agreement was discussed and it was suggested that the letter to B&NES include a request for an annual increment.

RESOLVED:

- (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.*

381. NEW FASCIAS TOWN COUNCIL OFFICE

Change of branding and logos was briefly discussed and it was suggested that this not be changed as a lot of the Town Council equipment has our current logo on it.

RESOLVED:

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

382. INFORMAL CONSULTATION – SETTLEMENT BOUNDARY REVIEW

RESOLVED:

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

383. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Wait reported Keynsham Music Festival Association's finances are in a better place and that the 2026 Music Festival will be going ahead. He also commented that this is the last year that Mike May will be leading on the Festival.

Cllr Brennan gave information on the event that will be happening in Club 22 e.g. House Night, Chico and Line Dancing.

RESOLVED:

To note the above information.

384. MINUTES OF MEETINGS

RESOLVED:

(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.*

385. FINANCIAL QUARTERLY REPORTS

RESOLVED:

To receive and note the quarterly reports.

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

RESOLVED:

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.

387. UPDATES FROM THE RFO

RESOLVED:

To receive and note the information.

388. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14th April 2026 (Draft minutes previously circulated)

RESOLVED:

To receive and note agenda item 21 A-E.

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

FP1. POLICIES

Equality and Diversity were discussed at length:

- Officers will check suppliers with contracts over £5,000 in respect of their equality strategies/policies.
- It was explained that Keynsham Town Council officers do not have the time or experience to complete Environmental Impact Assessments (EIA's) or check EIAs. These are not something that is known for small Town or Parish Council's to be doing.

AI Policy:

Cllr Deb Cooper remarked that Long Language Models should read Large Language Models.

Cllrs requested AI training. The Clerk will circulate to Councillors details of the NALC suite of training on AI subjects.

RESOLVED:

(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 :

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. All Policies above to be brought to the May meeting for signature.*

FP2. LOCAL GOVERNMENT TRANSPARENCY CODE

RESOLVED:

- (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

RESOLVED:

- (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

RESOLVED:

- (i) To receive and note the information and calculation supplied regarding Community CIL.*
- (ii) To receive a recommendation from the Finance & Policy Committee to approve the release of £10,000 for Community CIL.*
- (iii) To approve the release of £10,000 for Community CIL.*
- (iv) To instruct the Officers to advertise the Community Funding opportunity in Keynsham Voice, on the Website and the Council social media pages.*

FP5. INTERNAL AUDIT

RESOLVED:

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

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

RESOLVED:

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

FP7. DEFIBRILLATOR AGREEMENT

RESOLVED:

- (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.*
- (iii) To approve the Defibrillator Agreement.*

FP8. BASKETBALL TARMAC

RESOLVED:

- (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.*
- (iii) That quote 1 be approved.*

FP9. CEMETERY DRIVEWAY

RESOLVED:

- (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.*
- (iii) That the quote be approved.*

390. SCHEDULE OF PAYMENTS – MONTH 1 – MAY 2026

RESOLVED:

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

Cllr Adrian Beaumont left the meeting.

ITEMS TO RECEIVE AND NOTE:

391. K1 BUS SERVICE UPDATE FROM WECA

RESOLVED:

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

392. REQUEST FOR INVESTMENT IN FOOTPATH LIGHTING –BACK LANE, KEYNSHAM

RESOLVED:

To receive and note this information.

393. KEYNSHAM RIVERSIDE UNITS' CONSTRUCTION UPDATE

RESOLVED:

To receive and note the update.

394. KEYNSHAM MEMORIAL PARK UPDATE

Council had a long discussion regarding this matter and that the following action be taken:

A strong letter be sent to the Cabinet Member for Parks (Councillor Sarah Warren , Deputy Council Leader and Cabinet Member for Sustainable Bath and North East Somerset, with responsibility for Parks and Open Spaces), requesting improvement in communications,

keeping all Stakeholders updated, including budget/spend updates (expenditure of project manager and other resources), changes to design plans and contractor appointments, the unfairness of all the parks being completed in Bath whilst Keynsham's is continually delayed and highlighting the fact the Town Council has been able to get numerous contractors to quote for their park refurbishments.

RESOLVED:

(i) To receive and note the report.

(ii) That the Clerk send a strong response to B&NES in respect of this matter.

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

The Clerk will make a diary note to chase this in about 5 months' time, if the building remains unleased.

RESOLVED:

To receive and note the information.

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

The Clerk will make a diary note to chase this in a month's time.

RESOLVED:

To receive and note the information.

397. COMMUNITY PIANO TOUR

RESOLVED:

To receive and note the information.

398. DATE OF NEXT MEETING

RESOLVED:

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.

The meeting finished at **8.50 p.m.**

Signed: (CHAIR)

Date:

DRAFT