Minutes of the Town Council meeting held on
Tuesday 16th June 2026 in The Space, Market Walk, Keynsham at 7.30 pm.

PRESENT: Cllrs D Biddleston, D Brassington, C Brennan, D Cooper, C Davis, C Fricker, A Halliday, Alex Beaumont, H MacFie and A Wait (Chair).

IN ATTENDANCE: Dawn Drury – Town Clerk

34. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councilllors Adrian Beaumont, Martin Burton and Edmund Cannon.

35. NOT PRESENT

Cllrs Souzan Leach (formerly Alenshasy) and Caroline Leonard

36. DECLARATIONS OF INTEREST

Cllrs Andy Wait and Dave Biddleston as members of St. John's Church declared an interest in item 6 on the agenda – St. John's 750 Vision presentation.

37. DISPENSATIONS

There were none.

38. PUBLIC PARTICIPATION

There were two members of public present

39. KEYNSHAMNOW

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

- At the last meeting of KeynshamNow, the evening plans had to be amended because the TimeOut Youth Support Worker was unable to attend the meeting as planned. May numbers were a bit lower due to many of the Broadlands members being away with their school. Numbers at the recent meeting were also a bit lower (16 attended) due to now being in school exam revision and exam period.
- The Youth Council elected a Broadlands Ambassador who will act as a liaison between this Council and the Headteacher of Broadlands.
- New issues considered by the Youth Council include several bins that have been set on fire within the town, delays for bus on the A4 route, construction work vehicles at the new Minsmere development blocking residents parking, the recent fire at Treetops.
- KeynshamNow have now heard back from Chippenham Youth Council, and a date is being arranged to meet up.

- The Basketball Court surfacing has been laid at Teviot Play Area and the installation of the goal post and shooting area markings is scheduled for 2nd July 2026.
- Music Festival 2026, the fundraiser has been amended to guess how many soft toys are in the car, as the use of balloons was considered as not being environmentally friendly. Fund will go to the Young Bristol Charity. The Youth Council have also secured banners and representation from the charity. So, there will be someone from the charity at the event to answer any questions. Young Bristol support many of the Youth Clubs in the area. They have a mobile Youth Support vehicle and train and support young people that are having difficulty finding employment and for those that are disadvantaged.
- KeynshamNow have a message on Wellsway Schools Monday messages board so hopefully this Council will get a few new members from this.

Amelie was thanked for her report.
There were no questions raised by Councillors.

RESOLVED:
To receive and note the report from KeynshamNow.

40. ST. JOHN'S 750 VISION PRESENTATION

Prof. Martin J Woodward, St. John's 750 team member gave a PowerPoint presentation on the subject of the St. John's Vision which was well received by the Council

Question asked by Councillor:

Q. Have you liaised with the Keynsham Abbey Volunteers?
A. Yes, we have been in touch with this Group.

RESOLVED:
That the Town Clerk write a letter of support for the St John's 750 Vision programme

41. APPOINTMENT OF MEMBERS TO COMMITTEES AND WORKING PARTIES 2026 – 2027

a) **Environment & Sustainability** – 1 member vacancy – no appointments.

b) **EATH** – 2 member Vacancies & 1 substitute vacancy. – Cllr Alex Beaumont to fill the substitute vacancy

c) **Finance & Policy** – 1 member vacancy – Cllr D Biddleston to fill this vacancy. This will leave a substitute vacancy

d) **Grants** – 1 substitute vacancy – no appointments

e) **Personnel** - 1 member vacancy - no appointments

f) **Planning & Development** –2 substitute vacancies – Cllrs Burton and Brennan to fill these vacancies.

g) **Bus Services Committee -** 1 member vacancy and 1 substitute vacancy. Cllr Alex Beaumont to be appointed to the member vacancy

h) **Youth Service Committee - 2** member vacancies and 1 substitute. Cllr A Halliday to fill the substitute vacancy

i) **Consultation Response Group -** 1 member vacancy - Cllr Alex Beaumont to be appointed to the member vacancy

j) **NDP Steering Group** – 1 member vacancy and 2 substitute vacancies - Cllr A Halliday to fill the substitute vacancy

RSOLVED:

That the above appointments be made in respect of the outstanding vacancies.

42. CHAIRMAN'S ANNOUNCEMENTS

- The Chairman informed Members that as planned the Basketball Court at Teviot Play Area and Green Space has been resurfaced in preparation for the new goal installation and shooting area markings to be undertaken.

- The Chairman thanked Cllr Biddleston for the great job that he was doing in signing up bucketers and volunteers for the forthcoming Music Festival. He then encouraged those that had not volunteered to sign up and commented that if they could not volunteer then to attend and support this event.

- The Chairman reported that he was now a River Advocate for Bath and North East Somerset Council working with people like Meg Avon (the Guardian for the River Avon) and made other organisations such as the Environment Agency, Local Authorities, private businesses and residents that have land that banks on to the River Avon. Together they are working on a project to all sign up to the Avon River Charter. There is a motion to be put to the B&NES July cabinet meeting requesting that they approve the signing of this 7-point Charter. It is hoped that some actions will be added to this Charter so that it does not just become a document on a shelf.

  The Clerk reported that she had received a copy of the Charter that she will circulate. This matter will be added to the July Town Council agenda for further consideration.

43. QUESTIONS ON NOTICE BY MEMBERS

There were none.

44. ITEMS FOR DECISION

44.1 REQUEST FROM LOCAL BUSINESS TO USE THE PADDOCK TO SELL REFRESHMENTS FROM A VAN

A proposal was put to Council in respect of positioning a coffee/refreshment van on the edge of The Paddock by the gates for a trial period between 3rd August and 31st October 2026.

Cllrs asked questions regarding the effect on local businesses, footfall and toilet provision.

Answers: The owner of the van will liaise with other local businesses, and the Town Council will monitor this. Footfall was estimated to be good as a walking route from the Railway Station into town and as with other mobile refreshment units people would be directed to the nearest public toilets.

RESOLVED:

(i) That in principle the Council will approve the trial for the period 3rd August and 31st October 2026.
(ii) That the Owner works with the Town Clerk to set up some working logistics.
(iii) That an agreement be drawn up for the two parties to sign.

44.2 FRIENDS OF TEVIOT ROAD PLAY AREA AND GREEN SPACE

Due to non-attendance by a member of this group the following was resolved.

RESOLVED:

That this matter be deferred to the July Town Council meeting, following a meeting to be held with this group on 29th June 2026. Attendees from the Council will be the Chair and Vice Chair of Council, the Chair of the Finance and Policy Committee, other Keynsham East Councillors and the Town Clerk.

44.3 PEOPLE'S EMERGENCY BRIEFING FILM

RESOLVED:
(i) To receive a verbal update in respect of the matter.
(ii) That Cllr Cooper liaise with the Keynsham Filmworks to see if they will show this Film
(iii) The showing to be free to entrants and the Council to support any costs that Keynsham Filmworks incur.

44.4 PHONE BOX (TELEPHONE KIOSK) ON CORNER OF DANES LANE AND BRISTOL ROAD

The Clerk explained the process of maintenance and care. The costs associated with this would be wire brushes, undercoat and the regulation phone box red paint, together with replacement of a couple of panes of glass

RESOLVED:

i) To purchase the Phone Box for £1
ii) That the phone box be used to house another defibrillator.

44.5 POLICIES FOR APPROVAL AND SIGNING

RESOLVED:

(i) To receive a recommendation from the Personnel Committee to approve and sign the following Policies/Procedures:
(ii) That the following policies be approved and signed by the Chair.

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

44.6 B&NES CLEAN AIR STRATEGY 2026 – 2031 CONSULTATION

The following amendments were required to the responses – remove unnecessary apostrophes, exclamation marks and add a 'd' to the word require on page 5.

RESOLVED:
(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 Council approve the responses, and the Clerk submits the Town Council's responses by email by the deadline of 23rd June 2026.

44.7 CHRISTMAS LIGHTS 2026

RESOLVED:
(i) To receive and note the information.
(ii) To receive a recommendation from the EATH Committee in respect of a preferred lighting design (design 5).
(iii) To approve the lighting design for 2026.

44.8 REQUEST FOR POTHOLE REPAIRS BOTTOM OF ST. LADOC ROAD AND CHARLTON ROAD

RESOLVED:
That the Clerk logs the pot holes on Fix My Street and writes on behalf of Council to Highways requesting that these roads be added to the repairs schedule.

45. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED:
To receive and note any reports.

46. MINUTES OF COMMITTEE MEETINGS

RESOLVED:
(i) That the Minutes previously circulated are received and noted.
(ii) That the recommendations that are not subsequent Town Council Agenda Items are approved.

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

RESOLVED:
To note that there were none.

48. UPDATES FROM THE RFO

RESOLVED:
To receive and note the updates from the RFO

49. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 9TH June 2026 (Draft minutes previously circulated)

RESOLVED:
To receive and note items 15 A - G

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

RESOLVED:
(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

RESOLVED:

(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

RESOLVED:

(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

RESOLVED
ED:

(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.

Cllr Alex Beaumont left the meeting.

FP5. MANOR ROAD TREEWORKS

RESOLVED:

(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 note the funding has been approved by the Finance and Policy Committee

50. SCHEDULE OF INVOICES DUE FOR PAYMENT – JUNE 2026 (MONTH 3)

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

51. ITEMS TO RECEIVE AND NOTE

51.1. PLANTERS – TEMPLE STREET UPDATE

RESOLVED:
To receive and note the information.

51.2 RIVERSIDE UNITS UPDATE

RESOLVED:
To receive and note the information.

51.3 B&NES RESPONSE TO LETTER OF CONCERN REGARDING COMMUNITY GROUPS

RESOLVED:
To receive and note the information.

52. DATE OF NEXT MEETING

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

53. 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 20 progress sensitive issues.

54. HEDGEROW REMOVAL DURING BIRD NESTING SEASON

RESOLVED:
(i) To receive and note and the contents of the report.
(ii) That the Clerk write to the Clerk of Saltford Parish Council thanking her for sending over such a well formulated report.