



Meeting of Kingswood Town Council on 12<sup>th</sup> March 2024 at 7.00pm in the Main Hall of the Park Centre, High Street, Kingswood BS15 4AR

## **SUMMONS**

To Councillors:

Rafick Ackbar, Diane Bentham, Richard Bentham, James Corrigan  
Liam Davis, Sandie Davis, Alison Evans, Stephen Forsythe (Chair),  
Maria Ingram-Cotton, Alexander Massey, Matthew Palmer, Kenneth Rabone,  
Sean Rhodes

You are hereby summoned to attend the meeting of Kingswood Town Council to be held on Tuesday 12<sup>th</sup> March 2024 7pm at the Park Centre, High Street, Kingswood for the transaction of the items contained within the attached agenda.

Yours faithfully,

*Charlotte Littlewood*

Charlotte Littlewood, BA (Hons), CILCA, Interim Town Clerk

7<sup>th</sup> March 2024

7.00pm (Prior to the start of the meeting)

## **Questions and comments from members of the public.**

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Kingswood. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

## **AGENDA**

### **Full Council 12<sup>th</sup> March 2024 7pm**

- 1. To receive apologies for absence and to consider the reasons given**
- 2. Declarations of Interest**
  - To receive declarations of interest from councillors in agenda items, in accordance with the Code of Conduct.
  - To receive written requests for dispensation for disclosable pecuniary interests.
  - To grant any request for dispensation as appropriate.
- 3. Minutes of the previous meetings**
  - a. To resolve to accept the minutes of the meeting of 9<sup>th</sup> January 2024 as a true record of proceedings.
  - b. To resolve to accept the minutes of the extraordinary meeting of 5<sup>th</sup> March 2024 as a true record of proceedings.
- 4. To resolve to exclude public and press to consider two confidential matters**
- 5. Staffing Committee**

To receive the confidential minutes from the staffing committee on 23<sup>rd</sup> January 2024 and to consider recommendations from the Staffing Committee
- 6. Youth Provision**

To receive and consider a report from the town clerk on possible investments into children and young people's activities, in collaboration with a number of partners.

*To readmit public and press after the conclusion of the confidential business*
- 7. To receive and note draft the minutes from the Planning Committee dated 31st January and 27th February 2024**
- 8. To receive and note the draft minutes from the Finance and Administration Committee dated 27th February 2024**
- 9. To receive recommendations from the Finance and Administration Committee**
  - a. As from 1<sup>st</sup> April 2024 Kingswood Town Council will be registered as an employer with the Avon Pension Fund and make the relevant contributions and pay any other pension administrative costs for all its current and future employees, by virtue of it being a precepting authority and in line with the contract of employment of the staff members. The council accepts the terms as laid down in the Parish and Town council guidance notes.
  - b. The council pays the admission fee of £1,900 to Avon Pension Fund
  - c. To agree to the adoption of the Community Grant scheme and that it is launched at the Annual Town Meeting on 28<sup>th</sup> May 2024

#### **10. Annual Governance Statement**

To consider and agree to the assertions in the Annual Governance Statement, and if supported, to be signed by the Chair and Clerk.

#### **11. To consider arrangements for the Annual Town Meeting (also known as the Annual Assembly)**

To receive a report from the Clerk with proposals for the Annual Town Meeting to be held on Tuesday 28th May 2024

#### **12. To nominate councillors onto committees**

- a. Staffing Committee – one vacancy
- b. Finance and Administration Committee – Councillor Kenneth Rabone has requested to join this committee.

#### **13. To nominate a further two councillors onto the bank mandate for the purpose of authorising payments on the bank account**

#### **14. Members Reports**

Members to receive verbal updates from any councillors representing Kingswood

- Kingswood Wayfinding Project
- Live Labs – Green Print Project
- Kingswood Park

#### **15. Planning Applications**

Members to consider planning applications received for the Parish of Kingswood. These are plans received where it has been deemed unnecessary to call an additional Planning Committee.

**a. Reference: P24/00394/H**

15 Lower Cock Road Kingswood South Gloucestershire BS159RS  
Erection of garden room.

**b. Reference P24/00429/CLP**

80 Moravian Road Kingswood South Gloucestershire BS15 8NF  
Installation of rear dormer to facilitate loft conversion.

**c. Reference: P24/00446/F**

Building At 83 Downend Road Kingswood South Gloucestershire  
Erection of a single storey side extension and raising of roofline to facilitate change of use of outbuilding to 1no. dwelling (Class C3) and associated works.

**d. Reference: P24/00420/F**

Land At 2 Burnham Drive And 35 Holly Hill Road Kingswood South Gloucestershire BS15 4DF  
Partial demolition of existing 2 no. dwellings and detached outbuildings. Erection of extensions to form 1 no. new dwelling and 2 no. new flats (Class C3) with access, parking provision, landscaping, and other associated works.

**e. Reference: P24/00483/RVC**

Lidl Store Halls Road Kingswood South Gloucestershire BS15 8JD

Variation of condition 6 attached to permission PK15/5213/F to alter the opening hours. Demolition of existing building. Erection of foodstore with car parking, new access and associated works (Class A1) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended).

**f. Reference: P24/00461/F**

46 High Street Kingswood South Gloucestershire BS15 4AJ

Demolition of existing outbuilding and erection of 1no dwelling with associated amenity space, refuse/recycling and cycle storage.

**16. Policy Adoption and Clerk's report**

To receive a report from the clerk with project updates, the need to adopt the following policies and an update on work completed and work that is underway.

Policies to adopt:

- a. Risk Management Policy and Risk Strategy
- b. General and Earmarked Reserve Policy
- c. Whistleblowing Policy
- d. Anti-Fraud and Corruption
- e. Safeguarding Policy
- f. Statement of Community Engagement
- g. Communication Policy
- h. Data Protection Policy
- i. Data Breach Policy
- j. Data Retention Policy
- k. Subject Access Request Procedure
- l. Community Grant Scheme

**17. Date of the next meeting and consideration of items for the agenda**

- a. The next Planning Committee will be held on Tuesday 26th March 2024 at 7pm
- b. The next council meeting will be held on Tuesday 9<sup>th</sup> April 2024 at 7pm
- c. The Annual Meeting of the Town Council will be held on Tuesday 14<sup>th</sup> May 2024 at 7pm
- d. The Annual Town Meeting (Annual Assembly) will be held on Tuesday 28<sup>th</sup> May 2024 at 7pm