



Meeting of Kingswood Town Council on Tuesday 9th April 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, Alison Evans, Stephen Forsythe (Chair), Maria Ingram-Cotton,

Alex Massey, Kenneth Rabone, Sean Rhodes

You are hereby summoned to attend the meeting of Kingswood Town Council to be held on Tuesday 9th April 2024 at 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, Town Clerk

4th April 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 9TH APRIL 2024

To hear from Richard Ashton (SGC) on future developments for Kingswood Park

1. Apologies

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 meeting

To resolve to accept the minutes of the last meeting on 12th March 2024 as a true record of proceedings.

4. To note the pre-election period due to the Police and Crime Commissioner elections on 2 May 2024, and to note that no discussion can take place on any matters relating to police activities, crime or disorder.

5. To coopt a new councillor

To receive applications from eligible candidates, to consider these applications, to vote and appoint a new councillor, in accordance with the council's cooption procedure (attached).

6. To receive the Declaration of Acceptance of Office for the newly coopted councillor

New Councillor to sign their Declaration of Acceptance of Office with the Town Clerk as a witness.

7. To resolve to exclude public and press (for this item only) to consider a confidential matter

8. To consider a confidential matter in relation to Kingswood Park

To readmit public and press after concluding the confidential session.

9. Vacancies

To note that there are two further vacancies on the council following the resignation of Sandie Davis and Matthew Palmer. The vacancy created by the resignation of Leigh Ingham can be filled by cooption at a later meeting. The closing date will be 27th May for cooption at the June meeting.

10. The schedule of meetings for 2024/25

To receive and adopt the proposed schedule of meetings for the new municipal year for council and committee meetings (schedule attached)

11. To receive draft minutes from the Planning Committee dated 26th March 2024 (minutes attached)

12. Planning Applications

To consider planning applications received for the Parish of Kingswood.

a. Reference: P24/00673/F

103 Lees Hill Kingswood South Gloucestershire BS15 4TP

Change of use of garage room from residential (Class C3) to dog grooming salon (Class E) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

b. Reference: P24/00765/OHLE

Land At Yew Tree Drive Kingswood South Gloucestershire

Application for consent under Section 37 of the Electricity Act 1989 to erect 1no. new pole in the existing overhead line. The application is made under section 5(2) of The Overhead Lines (Exemption) (England and Wales) Regulations 2009 – Planning Act 2008.

c. Reference: P24/00584/F

77 Hill Street Kingswood South Gloucestershire BS15 4HA

Installation of flue to rear elevation.

d. Reference: P24/00844/HH

9 Ozleworth Kingswood South Gloucestershire BS15 4JN

Erection of single storey rear extension to form additional living accommodation.

e. Reference: P24/00852/HH

54 Church Road Soundwell South Gloucestershire BS16 4RQ

Erection of a single storey rear extension to form additional living accommodation.
Demolition of garage and erection of 1no. outbuilding to form store.

13. To receive feedback from the Chair of the Communications and Future Projects Working party that met on 26th March 2024 and any progress made since

14. Conditions Survey Quotes

To invite two councillors to work with the clerk at a later date, to consider the quotes that have been received for the conditions survey on a public building, to agree which company to award the contract to, and to delegate authority to award the contract in line with the Procurement Policy and Financial Regulations

15. Purchase of additional project support

To seek authority to increase the budget that was agreed at the meeting on 5th March 2024, from £3,000, by a further £1,950, to enable additional project support to be provided to support the town clerk with the building project. This will be funded by the funds that we allocated for the surveyor, as those quotes are significantly less than the £6,000 that was anticipated.

16. Future staffing plans

To receive a confidential report from the town clerk and consider a recommendation from the Staffing Committee meeting of 23rd January 2024 and the Communications and Projects Working Party that the council agrees to recruit to the following posts:

- Full Time Community Events and Projects Officer
- Part time Assistant Town Clerk/Finance Officer

17. Members Reports

Members to receive verbal updates from any councillors representing Kingswood:

- Kingswood Round Table with SGC update
- To note that on the first Saturday of every month in Kingswood Library at 11am there will be a Meet your Councillors Surgery – looking for volunteer councillors on a rotation basis

18. Community Grant Scheme

To agree the closing date and meetings dates as proposed and agree to the adoption of the application form (attached), and to delegate authority to the Town Clerk to advertise the scheme.

- Summer Scheme: Monday 8th July 2024 for a Finance and Administration Committee meeting on 23rd July 2024
- Winter Scheme: Monday 11th November 2024 for a Finance and Administration Committee meeting on 26th November 2024
- Spring Scheme: Monday 10th February 2025 for a Finance and Administration committee meeting on 25th February 2025

19. Finance

20. To receive a report from the town clerk that covers the following matters:

- a. A bank reconciliation at the end of March and end of financial year 2023/24 – to be presented at the meeting.
- b. The underspend at the end of the financial year and movement into the General Reserve and Carry Forward Reserve.
- c. To delegate authority to the town clerk to create an investment policy and to find suitable bank accounts and investment funds to lodge the council's money, in addition to the Unity Trust fund. To bring a report to a future meeting for consideration.
- d. To note and approve payments since the last meeting
- e. To approve payments received in the new financial year 2024/25
- f. To adopt internal controls and risk assessments for the safeguarding of public finances
- g. To adopt the asset register
- h. To adopt the contracts register
- i. To provide councillors with an updated budget for 2024/25

21. Account Credit/Debit Card

To consider a request from the town clerk for the council to make an application for a Unity Trust Bank Corporate Multipay card for the purpose of enabling the town clerk to make purchases online

22. Date of the next meeting and consideration of items for the agenda

- a. The next council meeting will be the Annual Meeting of the Town Council to be held on Tuesday 14th May 2024
- b. The Annual Town Assembly will be held on Tuesday 28th May 2024 at 7pm