

MEETING:
DATE & TIME:
PLACE:

Kingswood Town Council, Full Council Meeting
Tuesday 12th December 2023 at 7.00pm
The Park Centre, Kingswood

**Councillors
Present:**

Stephen Forsythe (Chair)
Richard Bentham
Maria Ingram-Cotton
Diane Bentham
Sean Rhodes
Alex Massey
Alison Evans
Jim Corrigan
Raf Ackbar
Liam Davis

Also Present:

Charlotte Littlewood, Town Clerk and RFO

In Attendance:

No members of the public attended.

01.12.23 Apologies for absence

These were received from Councillors L Ingham, V Robinson and S Davis.

Resolved: To note the apologies.

02.12.23 Declarations of interest

There were no declarations of interest in relation to this agenda.

03.12.23 Minutes

Members resolved to approve the minutes of the Kingswood Town Council Meeting held on 28th November 2023 as a true and accurate record (subject to one change to amend the wording of the Greening the High Street to Summer Floral Displays).

Resolved: To sign the minutes as a true record of the meeting.

04.12.23 General Power of Competence

Members agreed to adopt the General Power of Competence based on the required number of councilors who were elected unopposed at the election in May 2023, and by having a Clerk who holds the necessary qualifications.

Resolved: That Kingswood Town Council operates under the General Power of Competence until such time that it no longer qualifies to use the power.

05.12.23 Planning Applications

Members considered planning applications received for the Parish of Kingswood.

a. REFERENCE NO: P23/03209/HH

LOCATION: 41 Pool Road Kingswood Bristol South Gloucestershire BS15

1XN. DESCRIPTION: Demolition of existing rear conservatory. Erection of single storey rear extension to provide additional living accommodation.

Resolved: that there were no objections to this application.

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b. REFERENCE NO: P23/03203/TRE

LOCATION: 23 The Wickets Soundwell, Bristol South Gloucestershire BS15 1PU
DESCRIPTION: Works to fell 1no. ash, as covered by Tree preservation order
KTPO 02/88 dated 27th June 1988.

Resolved: that there were no objections and would rely on the judgement of the Tree Officer.

c. REFERENCE NO: P23/03188/HH

LOCATION: 31 Lansdown Road Kingswood Bristol South Gloucestershire
BS15 1XA. : Erection of two storey side and single storey rear extension to
provide additional living accommodation. Erection of detached annex ancillary to the
main dwelling.

Resolved: to support this application if SGC is satisfied that the conditions around
the dropped kerb at the property are met.

d. REFERENCE NO: P23/03143/HH

LOCATION: 8 Tyndale Road Kingswood Bristol South Gloucestershire BS15
4QH. DESCRIPTION: Demolition of existing detached garage and erection of a
replacement outbuilding ancillary to the main dwelling. (Amendment to previously
approved scheme P22/05391/HH) to install 1no. additional window.

Resolved: that there were no objections to this application.

e. REFERENCE NO: P23/02802/F

LOCATION: Land To The Rear 24B Spring Hill Kingswood Bristol South
Gloucestershire BS15 1XY. DESCRIPTION: Demolition of existing garage and
erection of 1 no. dwelling with associated works.

Resolved: that there were no objections to this application.

f. REFERENCE NO: P23/03294/CLP

LOCATION: 35 Syston Way Kingswood Bristol South Gloucestershire BS15 1UE
DESCRIPTION: Erection of a single storey rear extension, installation of 1no.
rear dormer and change of use to 6 person HMO (Class C4).

Resolved: there were objections to this application based on overdevelopment, the
layout of the property and the lack of parking.

g. REFERENCE NO: P23/03267/HH

LOCATION: 7 Blackthorn Walk Kingswood Bristol South Gloucestershire
BS15 1TZ. DESCRIPTION: Erection of first floor side and single storey rear
extension to form additional living accommodation.

Resolved: that there were no objections to this application.

h. REFERENCE NO: P23/03241/CLE

LOCATION: 2A Boultons Road Kingswood Bristol South Gloucestershire BS15 1RU

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DESCRIPTION: Continued use as house of multiple occupancy (HMO) (Class C4).

Resolved: that there were no objections to this application.

i. REFERENCE NO: P23/03223/CLP

LOCATION: 15 Regent Street Kingswood Bristol South Gloucestershire BS15 8JX

DESCRIPTION: Proposed use as a Nail Bar (Use Class E) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

Resolved: that there were no objections to this application.

j. REFERENCE NO: P23/03225/F

LOCATION: 15 Hampton Street Kingswood Bristol South Gloucestershire

BS15 1TP. DESCRIPTION: Change of use from a 6no bed HMO to a 7 bedroom large house in multiple occupation (HMO) for up to 7 people (Sui Generis) and associated external works as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).

Resolved: that there were no objections to this application but concern was expressed about the inadequate parking for a property with 7 occupants. KTC was aware that the owner must apply for a new license.

k. REFERENCE NO: P23/03322/PNH

LOCATION: 11 Highview Road Kingswood Bristol South Gloucestershire

BS15 4QL. DESCRIPTION: The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.24 metres, for which the maximum height would be 3.71metres, and for which the height of the eaves would be 2.90 metres.

Resolved: that there were no objections to this application.

l. REFERENCE NO: P23/03321/HH

LOCATION: 60 Sweets Road Kingswood Bristol South Gloucestershire BS15

1XF. DESCRIPTION: Conversion of garage to form ancillary annexe to the main dwelling.

Resolved: that there were no objections to this application.

06.12.23

Summer Floral Displays

It was confirmed that this would be a project managed by Kingswood Town Council and that it would be necessary to go out to tender to find a suitable contractor to meet the requirements of the brief that had been prepared by the Friends of Kingswood Park. The Clerk would start the tender process and make the arrangements for received tenders to be opened and chosen with a report to a future meeting.

Resolved: To delegate authority to the Clerk to prepare the tender documents, to advertise the tender and to arrange the appropriate meetings with councillors to chose a contractor.

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07.12.23 Budget and Precept 2024/25

Councillors considered and discussed the projects that the town council would like to implement or support in 2024 and beyond and agreed the amount that would be needed to realise each project.

- a. £360,000 for Young People Provision: To pilot some schemes in conjunction with other service providers, on a trial basis, to find the best scheme for longer term support. Whilst the details would be discussed at subsequent meetings, all councillors were in agreement that they wanted to increase the opportunity for young people in Kingswood to be supported and engaged.
- b. £55,000 for Events: to provide seasonal events to suit different demographics.
- c. £15,000 for Christmas Lights: to take on this service from SGC.
- d. £30,000 for Library Support: To provide financial support to SGC to increase library provision in Kingswood.
- e. £50,000 for Community Grant scheme.
- f. £12,000 for Summer Floral Scheme.
- g. £114,400 for Additional Staff: To engage the services of an events company to deliver the events programme and a grounds contractor for maintenance of the town. For the employment of admin/finance support when needed.
- h. £75,000 for Venue provision: To start a savings reserve for the acquisition of a future building, be that purchased or leased.
- i. £115,080 for Operating Budget: to meet the annual running costs of the council.
- j. General and Earmarked Reserves: to use the current predicted underspend only.

Summary of the budget:

Youth Services	£360,000
Events	£55,000
Christmas Lights	£15,000
Support to the Library	£30,000
Community Grants Scheme	£50,000
Greening of the High Street	£12,000
Additional staff	£114,400
Community Building reserve	£75,000
Operating costs	£115,080
Total	£826,480

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The impact on the Band D property council tax, using the tax base of 8,359, would be £98.87 per annum, or £8.24 per month. The council was aware of the impact on the other tax bands. This budget and precept was proposed and seconded with all councillors in favour.

Resolved:

- a. To agree to a budget of £826,480, and to delegate responsibility to the Clerk to request this budget in the form of precept from SGC.
- b. To discuss the budget at the January 2024 meeting, and to prepare press releases as a method of informing the electorate of the ambitious projects that the council wishes to pursue.

08.12.23

South Gloucestershire Consultation: Green Print Project

The council agreed to a Teams meeting with the Green Print Project team, to consider the scheme and the identified areas that would be impacted by the scheme.

09.12.23

Establishment of new Committees and to agree a scheme of delegation

This was discussed in detail, with the following proposals:

To create a Finance and Administration Committee, and that at the first meeting it would consider and agree the draft Terms of Reference. Councillors nominated: Cllr Alison Evans, Cllr Maria Ingram-Cotton, Cllr Richard Benthams, Cllr Jim Corrigan.

To create a Staffing Committee, and that at the first meeting it would consider and agree the draft Terms of Reference. Councillors nominated: Cllr Sean Rhodes, Cllr Maria Ingram-Cotton, and Cllr Leigh Ingham (in her absence).

Other councillors not present would be asked by email if they wished to become a member of the above committees.

It was suggested that due to the number of planning applications being received that a Planning Committee might need to be created. In the future the council might also wish to consider the creation of an Environmental Committee.

Resolved:

- a. To adopt and publish the Scheme of Delegation.
- b. To establish a Finance and Administration Committee and for that Committee to agree to its Terms of Reference at its first meeting.
- c. To establish a Staffing Committee and for that Committee to agree to its Terms of Reference at its first meeting.
- d. To delegate authority to the Town Clerk to make the necessary arrangements for the above meetings.
- e. For the Clerk to draft Terms of Reference for a Planning Committee for the next meeting.

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13.12.23 Appointment of an Internal Auditor

Councillors agreed to the recommendation of the Town Clerk to appoint an internal auditor, and having followed the process to obtain quotes, agreed to award an annual contract to Lightatouch Internal Audit.

Resolved: To appoint Lightatouch as the Internal Auditor for the year 2023/24.

14.12.23 Training Report

Councillors were informed of several training opportunities and to contact the Clerk for further details. They noted the courses that the Clerk wishes to attend and noted the spend from the training budget. Councillors agreed to attend a bespoke training evening from a trainer from the Avon Local Councils Association on Wednesday 31st January 2024.

Resolved:

- a. To delegate authority to the Town Clerk to make arrangements for the "At Your Place" training on Wednesday 31 January 2024 from 7pm – 9pm (venue to be arranged).
- b. To agree to the Clerk attending 3 courses in procurement, VAT and Internal Controls

15.12.23 Finance

Councillors noted and approved the list of payments that had been made to date (attached at Annex A). Councillors noted the spend against budget. Councillors agreed to the registration of the council with the Information Commissioners Office.

Resolved: To publish the financial information in accordance with the Transparency Code and to register with the ICO

16.12.23 Meeting Dates and Clerk's workplan

Councillors received a report on potential future meeting dates and venues. They agreed that their preferred day to meet was a Tuesday evening and that the Park Centre was an ideal venue. Councillors noted the Clerk's detailed workplan.

Resolved: to delegate authority to the Clerk to make the necessary arrangements for future meetings on a Tuesday evening in the Parks Centre.

17.12.23 Date of next meeting and consideration of items for the agenda

The next meeting would be on Tuesday 9th January 2024 at 7pm in the Parks Centre (subject to availability).

Meeting Closed: 2052 hrs.

Signed as a True Record.....

Date.....