

MEETING: Kingswood Town Council, Full Council Meeting
DATE & TIME: Tuesday 9th April 2024 7.00pm
PLACE: The Park Centre, Kingswood

Councillors Present: Stephen Forsythe (Chair)
Maria Ingram-Cotton
Sean Rhodes
Alex Massey
Raf Ackbar (to item 7)
Jim Corrigan
Diane Bentham
Richard Bentham
Ken Rabone (Vice Chair) (to item 19)
Caroline Morrell (from item 6)

Absent: Liam Davis

In attendance: Charlotte Littlewood, Town Clerk and RFO
Public: 4 members of the public

Presentation from South Gloucestershire Council: Place Improvements Team Manager

Councillors received a presentation from officers on the future development of Kingswood Park, having secured Notional Lottery Heritage Funding for its redevelopment.

There was no public question time.

01.04.24 Apologies for absence
Apologies were received Councillor Alison Evans.

02.04.24 Declarations of interest and requests for Dispensations
There were no declarations of interest in relation to this agenda.

03.03.24 To approve the minutes from previous meetings.
Members resolved to approve the minutes of the Kingswood Town Council Meeting held on 12th March 2024 as a true and accurate record.

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

04.04.24 To note the pre-election period
Members noted the Pre-Election Period due to the Police and Crime Commissioner elections on 2 May 2024.

05.04.24 To coopt a new councillor to Kings Chase South Ward
Councillors received an application from Caroline Morrell as a candidate for the vacancy in Kings Chase South ward. Caroline introduced herself at the meeting. Cllr Maria Ingram-Cotton proposed that Caroline become a councillor, seconded by Cllr Sean Rhodes, with all in favour.

Resolved: That Caroline Morrell be appointed as a Councillor for the Kings Chase South Ward.

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- 06.04.24 To receive the Declaration of Acceptance of Office for Caroline Morrell**
Councillor Caroline Morrell signed the Declaration of Acceptance of Office and was invited to join the remainder of the council meeting.

Cllr Ackbar left the meeting.

- 07.04.24 Members agreed to exclude the public for the following confidential item.**

- 08.04.24 To consider a confidential matter in relation to Kingswood Park**
Councillors considered the matter and requested that a report be brought to a future meeting for consideration.

*The officers from South Gloucestershire Council left the meeting.
Members of the public were readmitted to the meeting.*

- 09.04.24 Vacancies**
Councillors noted the two vacancies on the council following the resignations in New Cheltenham Ward and Lower Soundwell Ward. They noted that the vacancy in the Kings Chase North Ward can be filled by cooption, with a closing date of 27th May for cooption at the June meeting.

Resolved: To coopt new councillors at the meeting on 11th June 2024

- 10.04.24 The schedule of meetings for 2024/25**
Councillors agreed to adopt the schedule of meetings for the new municipal year for council and committee meetings.

Resolved: to adopt a schedule of meetings for the new municipal year (Appendix A)

- 11.04.24 To receive draft minutes from the Planning Committee dated 26th March 2024**

Resolved: Councillors noted the draft minutes of the planning committee

- 12.04.24 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).

Resolved: To support this application.

- 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

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Overhead Lines (Exemption) (England and Wales) Regulations 2009 – Planning Act 2008.

Resolved: To support this application.

c. Reference: P24/00584/F

77 Hill Street Kingswood South Gloucestershire BS15 4HA
Installation of flue to rear elevation.

Resolved: To support this application.

d. Reference: P24/00844/HH

9 Ozleworth Kingswood South Gloucestershire BS15 4JN
Erection of single storey rear extension to form additional living accommodation.

There was a discussion about the proposed roof on the extension, contravening the household design guide, para 2.2, p15. Therefore, the design of the roof is the issue and councillors were split on whether to support the application, to object to the application or not to comment. The Chair used the casting vote to support an objection to the planning application on the grounds that it contravenes the Household Design Guide.

Resolved: To object to the application, for the reasons mentioned above.

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.

Resolved: To support the application.

13.04.24 To receive feedback from the Communications and Future Projects WP

Councillors received a verbal update of that meeting from the town clerk.

Resolved: Councillor Ken Rabone will attend the May 2024 Councillor Surgery, with Councillor Rhodes, to be held on the first Saturday of the month at 11am in the Library.

14.04.24 Conditions Survey Quotes

The town clerk informed the meeting that several quotes had been received for the survey into a public building. All were in the region of £3 – 4K and the clerk needed assistance in making the selection.

Resolved: That Councillors Corrigan and Forsythe will assist the town clerk in choosing a surveyor from the quotes received, and that they have authority to award the contract in line with the Procurement Policy and Financial Regulations

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15.04.24 Purchase of additional project support

Resolved: That the town clerk be authorized to spend a further £1,950, in addition to £3,000 for additional project support, to work on the potential building project.

16.04.24 Future staffing plans

Councillors received a detailed report on the justification for two new roles, as well as the costs and the recruitment and selection process.

- Full Time Community Engagement, Events and Projects Officer SCP 24 to 28
- Part time Assistant Town Clerk/Finance Officer SCP 18 to 23

Resolved: That the two proposed positions and their job description and person specification and job packs are approved with no amendments.

- To delegate authority to the staffing committee and names below to undertake the short list process
- That the interview panel will consist of Councillors Jim Corrigan, Alex Massey and Ken Rabone
- That £846 can be spent on recruitment across a number of platforms
- That interviews will ideally take place on Friday 31st May and Monday 3rd June 2024 and that funds can be spent on refreshments for the candidates and interview panel
- To delegate authority to the town clerk to manage the recruitment process
- To delegate authority to the interview panel and town clerk to undertake appropriate employment checks and offers of employment.

17.04.24 Members Reports

Councillors received feedback from meetings attended:

- a. Kingswood Round Table with SGC was attended by Councillors Rhodes and Ingram-Cotton. There will be regular future meetings to ensure that the various departments, working on a number of linked projects, will be kept abreast of what is happening in relation to all Kingswood Regeneration projects.
- b. Councillor Rhodes reported on the ongoing negotiations to find a new developer for the Douglas Road housing development. The discussions are now in quite an advanced stage, and a letter from the town council outlining the social benefit of restarting and completing this development, to include elements of community space (potentially operated by the Town council), would be helpful in securing investment targeting social, environmental and economic benefit to local communities.

Resolved: To delegate authority to the town clerk to write a letter to the developers which supports in principle their efforts to secure investment for social benefits.

18.04.24 Community Grant Scheme

Councillors considered the dates and proposed application form.

Resolved: That the following dates are agreed and the draft application form be adopted:

- Summer Scheme: Monday 8th July 2024

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- Winter Scheme: Monday 11th November 2024
- Spring Scheme: Monday 10th February 2025

Councillor Rabone left the meeting.

19.04.24 Finance

Councillors received a report from the town clerk and agreed to the following:

Resolved:

- To accept the bank reconciliation for the end of March 2024 (at Appendix B)
- That year end underspends will be moved to the appropriate reserve funds in line with the policy.
- To delegate authority to the town clerk to create an investment policy and to report to a future meeting with a proposal for a sustainable and ethical investment plan
- To approve payments made since the last meeting
- To approve the list of payments below:

Payments to 9 April 2024					
Invoices to be paid					
Company/Name	Invoice Number	Item	Net amount	VAT	Gross
HP Instant Ink	1083785462	Printing Ink	£27.49	£5.50	£32.99
PATA Payroll	23/0744/PPS	Payroll services 12 months	£157.80	£0.00	£157.80
Rialtas Business Solutions	SM29661	Finance Software annual licence	£302.00	£60.40	£362.40
Cloudy IT	3258	Monthly IT support	£109.40	£21.88	£131.28
Park Centre	10294	Room Hire March	£194.00	£0.00	£194.00
Brookfield Publishing	1634	Kingswood Voice April 24	£275.00	£55.00	£330.00
ALCA	2024 134	Annual Subs to ALCA and NALC	£3,200.97	£0.00	£3,200.97
		Total	£4,266.66	£142.78	£4,409.44

- To note that internal controls and risk assessments for the safeguarding of public finances will be considered at the Finance and Administration Committee.
- To adopt the asset register below:

ASSET REGISTER			
Description	Date Acquired	Location	Asset Value excl VAT
Lap Top Dell Vostro 3520	Jul-23	Clerk's office	£595.00
HP Printer 9012	Mar-24	Clerk's office	£139.16
		Total value	£734.16

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- To adopt the contracts register below:

TYPE/SERVICE	COMPANY	DATE	£ PER ANNUM	REVIEW DATE
Website designer	Aubergine	August 2023	£299	June 2025
ICT provider	Cloudy IT	July 2023	£1200	May 2025
Finance Software	Rialtas	September 2023	£175	March 2025
External Auditor	PKF Littlejohn	2023	£420	This is an ongoing national arrangement
Internal Auditor	Lighatouch	Dec 2023	£750	November 2024
Insurance	Zurich	September 2023	£192.39	July 2024
Summer Floral Scheme	Plantscape	March 2024	£6,206.85 plus VAT	November 2024
Payroll Bureau	PATA	February 2024	£157.80	February 2025
Staff Pension	Avon Pension Fund	February 2024	Variable contribution	n/a

- To accept the budget for 2024/25 (circulated to councillors and published on the website)

20.04.24 Account Credit/Debit Card

Councillors agreed that the town clerk can make an application for a Unity Trust Bank Corporate Multipay card for the purpose of enabling the town clerk to make purchases online.

Resolved: to delegate authority to the town clerk to make the application.

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

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

Meeting Closed: 2102 hrs.

Signed as a True Record.....

Date.....

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Appendix A: Schedule of Meetings 2024 to 2025

Date	Type of Meeting	Location
All meetings are held on Tuesday		
14 th May at 7pm	Annual Town Council (<i>Nomination of roles, committee composition</i>)	Main Hall
21 st May at 7pm	Staffing Committee (<i>Confidential meeting</i>)	Room 2
11 th June at 7pm	Town Council	Main Hall
*25 th June at 7pm	Planning Committee	Room 2
*25 th June at 7.30pm	Finance and Administration Committee (<i>renew of policies and contracts</i>)	Room 2
9 th July at 7pm	Town Council	Main Hall
*23 rd July at 7pm	Planning Committee	Room 2
*23 rd July at 7.30pm	Finance and Administration Committee (<i>Community Grant scheme</i>)	Room 2
13 th August at 7pm	Planning Committee	Room 2
10 th September at 7pm	Town Council	Main Hall
*24 th September at 7pm	Planning Committee	Room 2
*24 th September at 7.30pm	Finance and Administration Committee (<i>start of budget setting</i>)	Room 2
8 th October at 7pm	Town Council	Main Hall
*29 th October at 7pm	Planning Committee	Room 2
*29 th October at 7.30pm	Staffing Committee (<i>Staff budget</i>) (<i>Confidential meeting</i>)	Room 2
12 th November at 7pm	Town Council	Main Hall
*26 th November at 7pm	Planning Committee	Room 2
*26 th November at 7.30pm	Finance and Administration Committee (<i>Budget setting and Community Grant Scheme</i>)	Room 2
10 th December at 7pm	Town Council (Budget setting)	Main Hall
2025		
14 th January at 7pm	Town Council (<i>Agree budget and precept</i>)	Main Hall
*28 th January at 7pm	Planning Committee	Room 2
*28 th January at 7.30pm	Staffing Committee (<i>Confidential meeting</i>)	Room 2
11 th February at 7pm	Town Council	Main Hall
*25 th February at 7pm	Planning Committee	Room 2
*25 th February at 7.30pm	Finance and Administration Committee (<i>Community Grant Scheme</i>)	Room 2
11 th March at 7pm	Town Council	Main Hall
8 th April at 7pm	Town Council	Main Hall
*22 nd April at 7pm	Planning Committee	Room 2
*22 nd April at 7.30pm	Finance and Administration Committee	Room 2

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Appendix B: Year End and Month End Bank Reconciliation

Date: 09/04/2024	Kingswood Town Council	Page 1
Time: 12:07	Bank Reconciliation Statement as at 31/03/2024 for Cashbook 1 - Current Bank A/c	User: CLERK

Bank Statement Account Name (s)	Statement Date	Page	Balances
current bank unity	31/03/2024		89,351.53
			89,351.53
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			89,351.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			89,351.53
		Balance per Cash Book is :-	89,351.53
		Difference is :-	0.00

Town Clerk:

Name CLittlewood Signed CLittlewood Date 09/04/2024

Chair of Council:

Name Stephen Forsythe Signed Stephen Date 9/4/24

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