



Meeting of Kingswood Town Council on Tuesday 11th June 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, Caroline Morrell, Kenneth Rabone (Vice Chair), Sean Rhodes.

You are hereby summoned to attend the meeting of Kingswood Town Council to be held on Tuesday 11th June 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

6th June 2024

7.00pm (Prior to the start of the meeting)

Questions and comments from members of the public – Fifteen Minutes

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 11TH JUNE 2024

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 Annual Town Council meeting on 14th May 2024 as a true record of proceedings.

4. To note the pre-election period due to the General Election on 4th July 2024 and that no discussion can take place on any matters that might be deemed to be political.

5. Declaration of Acceptance of Office

For the Chair, Stephen Forsythe, to sign his Declaration of Acceptance of Office for the role of Chair for the new municipal year.

6. Planning Applications

To consider planning applications received for the Parish of Kingswood.

- P24/01156/HH: 2 Nympsfield Kingswood South Gloucestershire BS15 1XP**
Demolition of existing garage. Erection of single storey rear extension to form additional living accommodation
- P24/01176/HH 44 Fairview Road Kingswood South Gloucestershire BS15 9UT**
Raising of existing roof line.
- P24/01238/CLP 26 Southfield Avenue Kingswood South Gloucestershire BS15 4BJ**
Erection of single storey rear extension. Installation of 1no rear dormer to facilitate loft conversion.
- P24/01255/F Flat A 25 High Street Kingswood South Gloucestershire BS15 4AA**
Erection of single storey rear extension to provide additional living accommodation.
- P24/01261/CLP 5 West Street Kingswood South Gloucestershire BS15 8JJ**
Installation of rear dormer to facilitate loft conversion.
- P24/01226/HH 57A Anchor Road Kingswood South Gloucestershire BS15 4RF**
Erection of single storey rear extension to form sunroom. Erection of front porch.

- g. **P24/01345/HH** 1 Footshill Road Hanham South Gloucestershire BS15 8EP
Erection of single storey rear extension and single storey front bay extension to form additional living accommodation. Creation of new front parking and turning area.

7. Planning Correspondence

To note that the Clerk has received correspondence from the applicant of planning application P24/00963/HH, 5 Grace Drive Kingswood South Gloucestershire BS15 4LJ (Erection of a two-storey side and rear extension to ground floor flat to form additional living accommodation), asking the council to reconsider their objections to the application. KTC recommended that this application be refused on the basis that the application did not provide adequate car parking and adequate bin storage.

Members of the council to consider if they wish to reconsider their response to this application.

8. Planning Refusal leading to an appeal

To note that an appeal against the refusal of planning permission has been lodged with the Secretary of State for the following application:

P24/00321/F: 205A Soundwell Road, Soundwell South Gloucestershire BS16 4RP
Installation of new driveway and new vehicle access.

KTC considered this application at its meeting on 27th February 2024 and had no objections to the application.

9. Members Reports and Updates

Councillors to receive verbal updates from any Councillor representing Kingswood Town Council on external bodies

Councillors to receive verbal updates from South Gloucestershire Ward Councillors on items and projects relevant to Kingswood

10. To consider and appoint a councillor representative to the South Gloucestershire Youth Housing Committee (further information provided)

11. To receive the Internal Auditors report

- a. To receive the Internal Auditor's signed report within the Accounting and Governance Annual Return 2023/24 (Item 11)
- b. To receive the detailed internal audit report from Lighatouch and to note the following necessary actions:
 - To undertake and adopt risk assessments in this financial year
 - To introduce a Reserves and Investment policy in the financial year

12. To receive and consider the Annual Governance Statement (AGS) Section One Assertions in the Annual Governance and Accountability Return 2023/24

- a. For Councillors to consider and agree to the assertions 1 to 9 that relate to the systems of internal control at Kingswood Town Council. Councillors are asked to confirm that the statements in the attached document (item 12) are true.

- b. To note that there are two negative assertions for the following reasons:
- Assertion Four: The council did not provide an opportunity for the exercise of public rights, as it was a new council and the council had not submitted an AGAR in the previous year and therefore no accounts for the public to view in the previous year.
 - Assertion Five: The council did not undertake full risk assessments during the year as it was a new council and only had an active bank account from February 2024, but it did have adequate insurance cover, it did adopt a risk strategy and policy and implement internal controls and will now be considering all risks and implementing risk assessments in the coming months.
- c. To agree by resolution that the above is approved and for the Town Clerk and Chair to sign the Annual Governance Statement in the meeting

13. To consider the Accounting Statement Section Two within the Annual Governance and Accountability Return 2023/24 and agree to it being adopted as an accurate statement of fact (item 13 attached)

- a. For Councillors to consider the information presented in the Accounting Statement as a statement of fact
- b. For the council to resolve to agree to the Accounting Statement
- c. To agree by resolution that the Chair of the meeting will sign the Accounting Statement, that has been signed by the Town Clerk.

14. To note the timetable for the Publication of Electors Rights

Council meeting to receive the internal auditors report and then to approve the Annual Governance Statement and Accounting statements within the Annual Governance and Accountability Return	Tuesday 11 th June 2024
Date of Announcement to be published on website	Thursday 13 th June 2024
Inspection Period starts	Friday 14 th June 2024
End of Inspection Period	Thursday 25 th July 2024

15. To receive a bank reconciliation at the end of May 2024
Chair to sign the bank statement and reconciliation report

16. To note and approve the following payments

(Invoices presented for two councillors to sign at the meeting)

Company	Item	Invoice No	Amount Net	VAT	Amount Gross
Brookfield Publishing	June advert	1722	275.00	55.00	330.00
Amazon	Blank Cheque		18.06	3.62	21.68
Amazon	Flip Chart		19.10	3.82	22.92
Park Centre	Room Hire	84	219.50	0.00	219.50
CloudyIT	IT Support	3838	129.40	25.88	155.28
Clerks Expenses	May 24 Mileage		302.40	0.00	302.40
Clerks Expenses	May 24 Incidentals		39.50	0.00	39.50
SLCC	Recruitment adverts	SD1337 - 1	596.00	119.20	715.20
ALCA	Cyber security course	IV00077	29.00	0.00	29.00

17. To approve the payment for new IT hardware, software and IT support and set up costs for two laptops for new members of staff, and for the purchase of a second license for the RBS software (Clerk will bring a quote to the meeting).

18. To resolve to exclude public and press to consider two confidential matters

19. To consider a confidential update in relation to the recent recruitment for a Community Engagement, Events and Project Officer and an Assistant Town Clerk (Finance and Administration)

20. To note the employer pension contribution to the Avon Pension Fund

21. To readmit public and press after concluding the confidential session.

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

The next council meeting will be held on Tuesday 9th July 2024: items to include the cooption of new councillors and the consideration of a Community Speed Watch and a project update.