



Meeting of Kingswood Town Council on Tuesday 9th July 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 9th July 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

2nd July 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 9TH JULY 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 Town Council meeting on 11th June 2024 as a true record of proceedings.

4. To coopt three new councillors for the wards below:

- New Cheltenham,
- Lower Soundwell and
- Kings Chase North

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

5. To receive the Declaration of Acceptance of Office for the newly coopted councillors

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

- New Cheltenham
- Lower Soundwell
- Kings Chase North

6. To nominate new councillors to committees:

- Planning – 1 vacancy as substitute
- Finance and Administration – 2 vacancies (1 as substitute)
- Staffing Committee - 1 vacancy as substitute

7. To receive the Planning Committee Minutes from 25th June 2024

8. To consider two recommendations from the Planning Committee

- a. **To consider a street name near Grimsbury Road:** proposal based on the Planning Committee recommending that a name from the town's war memorial, to commemorate the 80th Anniversary of the DD Landings. Councillor Corrigan has undertaken some research and his report is attached for consideration.
- b. **To consider revised Terms of Reference for the Planning Committee,** to include a change of name from Planning Committee, to Planning and Highways Committee and the addition of additional delegated authority (draft Terms of Reference attached)

9. Planning Applications

To consider planning applications received for the Parish of Kingswood.

a. P24/01444/HH: 1 Lees Hill Kingswood South Gloucestershire BS15 4TW

Demolition of existing extensions and erection of a two storey side and a single storey rear extension to form additional living accommodation.

b. P24/01221/F: Land At 184 Soundwell Road Soundwell South Gloucestershire BS16 4RR

Erection of 1 no. new dwelling with new access, parking, and associated works (resubmission of P23/03276/F) (*KTC did not comment on the earlier application*)

c. P24/01487/F: Orchard House Gee Moors Kingswood South Gloucestershire BS15 9RP

Demolish of existing house. Erection of 4no. semi detached dwellings with access and associated works.

d. P24/01519/HH: 56 Tabernacle Road Hanham South Gloucestershire BS15 8DW

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

e. P24/01507/HH: 23 Pool Road Kingswood South Gloucestershire BS15 1XL

Erection of single storey side extension and garage conversion to create additional living accommodation. Alteration to access.

f. P24/01054/F131 Hanham Road Kingswood South Gloucestershire BS15 8NR

Change of use from dwellinghouse (Class C3) to offices (Class E(g)(i)) to accommodate the existing business premises.

g. P24/01532/CLP: 5 West Street Kingswood South Gloucestershire BS15 8JJ

Change of use from dwelling (Class C3) to House in Multiple Occupation (HMO) for up to 6no. people (Class C4).

h. P24/01576/PNM: 254 Soundwell Road Soundwell South Gloucestershire BS15 1PN

Prior notification for the change of use from commercial (Class E) to 2 no. dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1985 as amended.

10. Siston Common Planning Application

To note that South Gloucestershire Council are submitting a planning application that will seek permission to allow animals to graze on Siston Common, as part of the Common Connections Project (report attached)

11. To adopt the Corporate Plan

For members to adopt the Corporate Plan and to ensure that this document acts as the council's action plan for the next three years (attached and councillors to also receive a paper copy)

To note that the council's agreed priorities are:

- To make Kingswood a Great Place to Grow Up and Grow Old
- To put people at the heart of the decision-making process
- To build strong collaborative relationships to help support the following:
 - Children, Young People and their families
 - Community Buildings
 - Library support and partnership
 - Local events
 - Sustainable and vibrant high street
 - Community Grant Scheme

12. 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

13. Community Project

- a. To consider the establishment of a Community Speed Watch Scheme for specific roads in Kingswood (guidelines attached)
- b. Dog fouling and litter: is this a sufficient problem for the council to ask for additional dog bins and to tackle the litter issue, and should the matter be referred to the Planning Committee for consideration?

14. Project Plan update

- a. To receive a verbal and written update from the town clerk
- b. **Events**
 - To delegate authority to the town clerk to approach South Gloucestershire Council for the installation of Christmas Lights for 2024 (at a charge), and to make arrangements with other community groups for a Christmas celebration
 - To note that there is the Kingswood Bike Show on Sunday 14th July 10am to 3pm in Kingswood Rugby Club
 - To note the launch of the Kingswood Community Nature Reserve on Sunday 4th August 2024 10am – 1pm in Kingswood Park: Councillor help is sought

15. To receive a bank reconciliation at the end of June 2024

Chair to sign the bank statement and reconciliation report

16. To receive Quarter One budget versus spend report

First quarter spend against budget report (attached)

17. To note and approve the following payments

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

Payments to be authorised and paid at bank					
Item	Item	Invoice number	Amount Net	VAT	Amount Gross
Clerks Travel June 2024			151.20	0.00	151.20
Clerks Office expenses June 24			34.05	0.00	34.05
Burleys/Plantscape	Floral Scheme	14015538	4,386.85	877.37	5,264.22
Cloudy IT	New equipment	3990	1,699.00	333.80	2,032.80
Raf Ackbar	Floral Scheme reimburse		260.00	0.00	260.00
Southern Brooks	Event Big Green Week	1114203	319.95	0.00	319.95
Cloudy IT	Monthly IT Support July 24	4114	157.90	31.58	189.48
Zurich Insurance	Increase in premium	534852466	50.19		50.19
Brookfield Publishing	July Kingswood Voice	1761	275.00	55.00	330.00
Cabot Learning Federation	Family Hub	12603	10,000.00	2,000.00	12,000.00
The Park Centre	Room Hire June 24	101	208.5		£208.50

18. ICT: Provision of tablets to Councillors

To consider if the council wishes to provide tablets to councillors and to consider the quotation from the Council's IT provider for five tablets: Ipad, set up costs, delivery, administer and undertake necessary security matters and provide support to users at approximately £500 per tablet

19. IT Support Contract Renewal

To review the annual contract with Cloudy IT, to note the increases in the monthly price due to the employment of two additional posts, and to agree to enter into a second year of contract (the contract covers Microsoft 365 Business, Teams Plans, Email Exchange for 15 councillors and staff, End user support, Data Cloud and admin support). Total £196.00 per month

20. Internal Audit Contract Renewal

To agree to the continuation of services from Lighatouch for a further year, to cover internal audit and to accept the quote of £1,000 (A mid term review is included within the quote, which was not needed in year one).

21. To resolve to exclude public and press to consider two confidential matters**22. Pensions****a. To agree to a change of date to join the Avon Pension Fund**

As from 8th November 2023, 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. In the circumstances, Kingswood Town Council will have no liabilities up to 31 March 2024.

b. To consider a Pensions Discretion Policy

(Confidential report for councillor only, attached)

23. Young People and Families support

- a. To consider progress made with youth activities in conjunction with Creative Youth Network and delegate authority to the clerk to make further progress.
- b. To approve the payment of £10,000 to support the soon to be established Family Hub

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

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

- The next council meeting will be held on Tuesday 10th September 2024
- The next Planning Committee meeting will be held Tuesday 23 July
- The next Finance and Administration committee meeting will be held on Tuesday 23 July (consideration of the Community Grant Scheme).