

**MEETING:**  
**DATE & TIME:**  
**PLACE:**

Kingswood Town Council, Town Council Meeting  
Tuesday 11<sup>th</sup> June 2024 7.00pm  
The Park Centre, Kingswood

**Councillors Present:**

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

**Absent:**

Liam Davis  
Alex Massey

**In attendance:**

Charlotte Littlewood, Town Clerk and RFO

**Public:**

One member of the public

**Public Question Time**

A member of the public attended the meeting for item 06.

**Announcement**

The Chair informed the meeting of the sad death of Sandie Davis, who had been a town councillor up until March 2024 as well as a South Gloucestershire Councillor until more recently. The council passes its sincere condolences to Sandie's family.

**01.06.24 Apologies**

Apologies were received from Councillors Rabone and Morrell.

**02.06.24 Declarations of Interest**

There were no declarations of interest in any matters on the agenda.

**03.06.24 Minutes of the previous meeting**

The minutes of the meeting on 14<sup>th</sup> May 2024 were accepted as a true record of proceedings and signed.

**Resolved:** To accept the minutes of the 14<sup>th</sup> May 2024 as a true and accurate record.

**04.06.24 To note the pre-election period due to the General Election to be held on 4<sup>th</sup> July**

**05.06.24 Declaration of Acceptance of Officer**

Stephen Forsythe, Chair, signed his acceptance of office, having not attended the last meeting.

*Due to a member of the public wishing to address the following item, the order of agenda was changed.*

**06.06.24.1 Planning Correspondence**

Members agreed to consider new information regarding planning application P24/00963/HH, 5 Grace Drive Kingswood South Gloucestershire BS15 4LJ (Erection of a

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two-storey side and rear extension to ground floor flat to form additional living accommodation). KTC had previously recommended that this application be refused on the basis that the application did not provide adequate car parking and adequate bin storage.

**Resolved:** If the plans can be amended to allow for bin storage to be at the front of the property or kept in a manner that does not have any waste being moved from the rear of the property to the front of the property through the property, and if the applicant can confirm that the car parking spaces are adequate, then councillors will remove their objection. For the applicant to send the clerk the revised drawings, and for the clerk to inform SGC to withdraw their objection and to submit comments that support the application.

## **07.06.24 Planning Applications**

To consider planning applications received for the Parish of Kingswood.

- a. **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

**Resolved:** No objections

- b. **P24/01176/HH 44 Fairview Road Kingswood South Gloucestershire BS15 9UT**  
Raising of existing roof line.

**Resolved:** No objections

- c. **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.

**Resolved:** No objections

- d. **P24/01255/F Flat A 25 High Street Kingswood South Gloucestershire BS15 4AA**  
Erection of single storey rear extension to provide additional living accommodation.

**Resolved:** No objections

- e. **P24/01261/CLP 5 West Street Kingswood South Gloucestershire BS15 8JJ**  
Installation of rear dormer to facilitate loft conversion.

**Resolved:** No objections

- f. **P24/01226/HH 57A Anchor Road Kingswood South Gloucestershire BS15 4RF**  
Erection of single storey rear extension to form sunroom. Erection of front porch.

**Resolved:** No objections

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- 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.

**Resolved:** No objections

**08.06.24 To note the appeal of planning application P24/00321/F 05A Soundwell Road,**  
Soundwell South Gloucestershire BS16 4RP. Installation of new driveway and new vehicle access.

#### **09.06.24 Members Reports and Updates**

- a. Councillor Rafick informed the meeting that the three planters had been successfully planted up, with volunteers from the council as well as Friends of Kingswood Park. This was in addition to the hanging displays that had been provided by Plantscape. As the season progressed volunteers would be encouraged to assist with the watering of the pavement planters.
- b. Councillor Alison Evans updated the meeting that she had met with a resident who had expressed concerns over speeding outside Courtney Primary School. Speed indicators might be deployed to Gages Road, and it might be viable to introduce a Community Speed Watch in that area. Similar complaints had been received about speeding in Cock Road, and so a speed indicator would be deployed, with possible additional police on the beat.
- c. The same resident had shared concerns about a large number of vehicles parked outside a particular property. It was an HMO which explained the number of vehicles.
- d. A recent Refugees Festival in Page Park had been a success, and South Gloucestershire Council was to sign its Armed Forces Covenant, having new data via the census on the number of Veterans in the area.
- e. A new road in Woodstock (at the rear of 56 – 78 Grimsbury Road) with 8 new dwellings requires a name and the council has been asked to submit a suggestion. After a brief discussion a suggestion was made and the Town Clerk will check its suitability and if it is suitable to proceed, then will propose it to South Gloucestershire Council.
- f. Councillor Sean Rhodes updated the meeting with the success of the Big Green Week event held in Kingswood Park on Saturday.
- g. He updated the meeting that the regeneration of the Kings Chase Shopping Centre wasn't delayed, but the current work consisted of planning consents, project planning and similar work, with nothing visible to the public. It was hoped that some improvements would be seen in August.
- h. Work has begun on the steps within Southey Park and work has progressed well.
- i. Concern was expressed about the homeless living in the tents outside the Civic Centre and in Kingswood Park. There was a brief discussion on how the council could support

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a third party that might deliver services and food to alleviate the situation. The clerk was requested to contact local homeless organisations to obtain advice, and if appropriate to invite them to the next council meeting.

**10.06.24 To consider and appoint a councillor representative to the South Gloucestershire Youth Housing Committee**

Councillor Ken Rabone was nominated as the town council representative onto this committee, with all in favour.

**Resolved:** That Councillor Ken Rabone be the representative on the South Gloucestershire Youth Housing Committee

**11.06.24 To receive the Internal Auditor's report**

Councillors received the Internal Auditor's signed report within the Accounting and Governance Annual Return 2023/24.

Councillors also received the detailed internal audit report from Lighatouch and noted 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

**Resolved:** to accept the Internal Auditor's report and note the work that needs to be completed in advance of the next internal audit.

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

Councillors considered the assertions 1 to 9 that relate to the systems of internal control at Kingswood Town Council and stated yes to assertions 1, 2, 3, 6, 7, 8, 9.

Councillors were unable to agree to assertions 4 and 5 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.

**Resolved:** that the Annual Governance Statement is approved and was signed by the Chair and Town Clerk.

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**13.06.24 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)**

Councillors considered and agreed with the information presented in the Accounting Statement.

**Resolved:** That the council agreed with the Accounting Statement and that it was signed by the Chair of the meeting, having previously been signed by the Town Clerk.

**14.06.24 To note the timetable for the Publication of Electors' Rights**

Councillors noted that timetable for the publication of elector's rights, starting on Friday 14<sup>th</sup> June 2024 and concluding on Thursday 25<sup>th</sup> July 2024.

**15.06.24 To receive a bank reconciliation at the end of May 2024**

Councillors received the bank reconciliation and statement, which was signed by the Chair and Town Clerk.

**16.06.24 To note and approve the following payments**

The following invoices were presented and approved for payment.

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

**Resolved:** To approve the above payments.

**17.06.24 To approve the payments for new IT hardware, software and IT support**

The Town Clerk had identified the costs associated with the engagement of two additional staff and these included IT including laptops and associated build and delivery costs, additional financial package, phone plan, phone, if necessary, printers, BDS checks, additional financial package

**Resolved:** to delegate authority to make the necessary orders and purchases for the above products, to enable smooth induction.

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**18.06.24 It was resolved to exclude public and press in order to consider two confidential matters**

**19.06.24 Recruitment for a Community Engagement, Events and Project Officer and an Assistant Town Clerk (Finance and Administration)**

The Town Clerk confirmed the outcome of the recent recruitment for the above positions. A conditional offer has been made, subject to satisfactory references, for the role of Community Engagement, Events and Project Officer.

It was agreed not to offer the role of Assistant Town Clerk, and instead engage a self-employed experienced financial officer on a temporary and part time basis, until such time that the role develops and the Staffing Committee agrees to start recruiting again.

Resolved: that the temporary financial officer be given access to the bank account, be given access to manage payroll and pension contributions, as well as being provided with a laptop with the financial package installed.

**Resolved:** That the town clerk be delegated authority to manage the employment of the Community Engagement, Events and Project Officer and to arrange terms for the engagement of the temporary Financial Officer.

**20.06.24 To note the employer pension contribution to the Avon Pension Fund**

It was confirmed that Kingwood Town Council employer pension contribution will be 22.2%.

**21.06.24 The meeting concluded the confidential session.**

**22.06.24 Date of the next meeting and consideration of items for the agenda**

The next council meeting will be held on Tuesday 9<sup>th</sup> July 2024:

Items on the agenda to include the cooption of new councillors, the consideration of a Community Speed Watch, a project update, an introduction to the Community Engagement, Events and Project Officer and a consideration if the council could provide tablets to councillors who would benefit from them.

Meeting Closed: 2030 hrs.

Signed as a True Record.....

Date.....