

MEETING:
DATE & TIME:
PLACE:

Kingswood Town Council, Town Council Meeting
Tuesday 9th July 2024 7.00pm
The Park Centre, Kingswood

Councillors Present:

Stephen Forsythe (Chair)
Maria Ingram-Cotton
Ken Rabone (Vice)
Sean Rhodes
Alison Evans
Raf Ackbar
Diane Bentham
Richard Bentham
Alex Massey
Caroline Morrell
James Hackett (from item 5)
Comfort Iyiewuare (from item 5)
Joanne Doyle (from item 5)

Absent:

Liam Davis

In attendance:

Charlotte Littlewood, Town Clerk and RFO
Alice Twinn, Community Engagement Officer

Public:

Three members of the public.

Public Question Time

There were no public questions.

Announcement

The Chair introduced the three members of the public to the meeting, who were all prospective councillors.

01.07.24 Apologies

Apologies were received from Councillor Corrigan.

02.07.24 Declarations of Interest

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

03.07.24 Minutes of the previous meeting

The minutes of the meeting on 11th June 2024 were accepted as a true record of proceedings and signed.

Resolved: To accept the minutes of the 11th June 2024 as a true and accurate record.

04.07.24 To coopt three new councillors

a. New Cheltenham Ward

James Hackett was proposed as the new councillor for this ward, with all councillors in favour. There were no other candidates for this ward and so James Hackett was made the new councillor for New Cheltenham ward.

b. Lower Soundwell Ward

Comfort Iyiewuare was proposed as the new councillor for this ward, with all councillors in favour. There were no other candidates for this ward and so Comfort Iyiewuare was made the new councillor for the Lower Soundwell Ward.

c. Kings Chase North Ward

Joanne Doyle was proposed as the new councillor for this ward, with all councillors in favour. There were no other candidates for this was, and so Joanne Doyle was made the new councillors.

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Resolved: that Councillor James Hackett be the new councillor for New Cheltenham, Councillor Comfort Iyiewuare the new councillor for Lower Soundwell and Joanne Doyle the new councillor for Kings Chase North.

05.07.24 To receive the Declarations of Acceptance of Office for the newly coopted councillors

a. New Cheltenham Ward

Councillor James Hackett signed his Declaration of Acceptance of Office, counter signed by the town clerk.

b. Lower Soundwell

Councillor Comfort Iyiewuare signed his Declaration of Acceptance of Office, counter signed by the town clerk.

c. Kings Chase North

Councillor Joanne Doyle signed his Declaration of Acceptance of Office, counter signed by the town clerk.

06.07.24 To nominate new Councillors on to committees

Resolved:

- a. Planning Committee: Councillors Raf Ackbar and Joanne Doyle to join the Planning Committee
- b. Finance and Administration Committee: Comfort Iyiewuare and Joanne Doyle to join this committee. Councillor Alison Evans requested to be removed from this committee.
- c. Staffing Committee. Councillor James Hackett to join this committee

07.07.24 To receive the Planning Committee Minutes from 25th June 2024

Resolved: To note the draft minutes from the planning committee held on 25th June 2024.

08.07.24 To consider two recommendations from the Planning Committee

a. To consider a street name near Grimsbury Road:

Councillors considered a proposal from the Planning Committee, that a name from the town's war memorial be chosen. As further research was needed, it was delegated to the Planning Committee to select the name ensuring that there is a local connection, and that the name is not already in use as a street name.

Resolved: To delegate this matter back to the Planning Committee

b. To consider revised Terms of Reference for the Planning Committee,

Councillors agreed to the recommendation from the Planning Committee

Resolved: To accept the new Terms of Reference and the name change to the Planning and Highways Committee

09.07.24 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.

Resolved: No objections

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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*)

Resolved: To object on the grounds that it is a very small plot and that this new application does improve vehicular access to the site, the plot remains too small to accommodate this proposal.

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.

Resolved: No comment

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

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

Resolved: No comment as outside the parish

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.

Resolved: No objection

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.

Resolved: No comment as outside the parish

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).

Resolved: To object on the grounds that there is a lack of information to assess

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.

Resolved: No objections

10.07.24 Siston Common Planning Application

Councillors noted 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.

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11.07.24 To adopt the Corporate Plan

Councillors adopted the Corporate Plan and the agreed priorities as below:

- 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:

Objectives and Priorities

- Children, Young People and their families
- Community Buildings
- Library support and partnership
- Local events
- Sustainable and vibrant high street
- Community Grant Scheme

Resolved: to adopt and publish the Corporate Plan

12.07.24 Members Reports and Updates

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

Councillor Rabone will be attending his first Youth Accommodation meeting this week.

Kingswood Rugby Club is celebrating its 70th anniversary this year.

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

Councillor Rhodes reported back from the Kingswood roundtable, which considers the major development and regeneration work in Kingswood and the Eastern Fringe area. He has requested that other parts of Kingswood, other than the town centre, to added to the agenda for future meetings, including Lees Hill and Southey Park. He has asked that when any public building work is started that communications are published to keep the general public informed.

There was growing concern about the rough sleepers in the park and outside the Civic Centre and Sean was working with officers at South Gloucestershire Council to see what could be done to help them.

Councillors Rhodes and Evans attended the Connecting Kingswood meeting where several presentations were received. The need to use data, the leisure centre and the social value that it adds to the community, sport and children and the need to invest in events and Common Place, a social media tool to connect locals with their town council.

Resolved: To note the updates.

13.07.24 Community Projects

- a. To consider the establishment of a Community Speed Watch Scheme for specific roads in Kingswood

Resolved: That this be considered by the Planning and Highways Committee at its next meeting. To be a success it would need some councillor volunteers to manage the scheme.

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b. Dog fouling and litter:

Councillors discussed whether additional dog waste bins would tackle the issue of dog fouling.

Resolved: That this should be discussed in further detail at the Planning and Highways Committee and that an article be drafted for a future article of the Kingswood Voice, highlighting the issue and asking residents to inform the council if there is a problem in their area.

14.07.24 Project Plan and Events update

a. Councillors received a project update from the town clerk. It covered the following areas:

Summer Floral Scheme, supporting Kingswood Library, Recruitment of additional staff, children and young people and family provision, finding a community centre, future events including Remembrance Day and Christmas activities, the Community Grant Scheme and contributing towards the refurbishment of the tennis courts in Kingswood Park.

b. The clerk informed the meeting of the progress made with South Gloucestershire Council to erect the Christmas light in 2024 and that a supplier of the motifs has been recommended, and that an update would be provided at an extraordinary meeting, in order to agree the contract terms and costs.

c. To note the Kingswood Bike Show on Sunday 14th July 10am to 3pm in Kingswood Rugby Club

d. To note the launch of the Kingswood Community Nature Reserve on Sunday 4th August 2024 10am to 1pm in Kingswood Park: Councillor help is sought.

e. The meeting was introduced to Alice Twinn, the new Community Engagement, Events and Project Officer who gave an outline of the work she will be involved in. She also gave an overview of the plans agreed so far for Remembrance Day and would continue to work with We are BS15 and the Royal British Legion.

A request was made that Kingswood Town Council consider the arrangements for Armed Forces Day 2025.

Resolved: to note the reports, and for the town clerk to call an extraordinary council meeting on Tuesday 16th July to discuss the Christmas Lights and the tennis courts. For the Communications and Project Working Party to also meet on 16th July after the above meeting.

15.07.24 To receive a bank reconciliation at the end of June 2024

Resolved: to note the bank balance of £550,702.61 and that the bank reconciliation was signed by the Chair.

16.07.24 To receive Quarter One budget versus spend report

Resolved: to note the report.

17.07.24 To note and approve the following payments

The following invoices were approved for payment:

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Item	Item	Invoice number	Amount Net	VAT	Amount Gross
Clerks Travel June 2024			151.20	-	151.20
Clerks Office expenses June 24			34.05	-	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	-	260.00
Southern Brooks	Event Big Green Week	1114203	319.95	-	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	208.50		208.50
Amazon	HP Printer		173.19	34.64	207.83
Amazon	Paper				14.66
Amazon	Stationery				17.97

Resolved: To approve the above payment list

18.07.24 ICT: Provision of tablets to Councillors

Councillors considered if the town council should provide councillors with iPads, to assist them meeting their civic duty in receiving and responding to council information, as well as undertaking research. It was agreed that this should be supported but that it be considered in more detail at the Finance and Administration Committee.

Resolved: to delegate authority to the Finance and Administration Committee to agree and enter into a suitable contract for the issue and management of iPads.

19.07.24 IT Support Contract Renewal

Councillors accepted the recommendation from the town clerk that the council enter into a second year contract with Cloudy IT.

Resolved: to continue with the contract with Cloudy IT for IT provision.

20.7.24 Internal Audit Contract Renewal

Councillors supported the recommendation from the town clerk for the continuation of services from Lighatouch for a further year, as a cost of £1,000.

Resolved: to continue with the services of Lighatouch, and at the appropriate time, to find a new internal auditor at the end of this second year.

21.07.24 To resolve to exclude public and press to consider two confidential matters

The meeting agreed to enter a confidential session and exclude the public and press.

22.7.24 Confidential:

a. Pensions

The town clerk explained that it was necessary to amend the joining date to the Avon Pension Fund

Resolved: 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.

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b.To consider a Pensions Discretion Policy

Resolved: to delegate responsibility to the Finance and Administration Committee to draft the Pensions Discretion Policy, for final review by full council.

23.07.24 Confidential: Young People and Families support

The town clerk presented a confidential and detailed report to councillors, which was considered and discussed. A proposal was made to amend the confidential report provided by the town clerk, to ask that councillors consider the employment of both a youth engagement lead and a wellbeing practitioner. All proposals were considered in detail and each proposal was supported unanimously.

Resolved:

- To approve the payment of £10,000 to support the soon to be established Family Hub
- To approve the entering into a contract with the South Gloucestershire Council Youth Work Partnership for the provision of £20,396 per annum for the mobile detached youth session, once a week for a 48 week period
- To approve the entering into a contract with Creative Youth Network for £46,112 per annum for a three-year period for the provision of a Full Time Youth Wellbeing Practitioner.
- To approve the entering into a contract with Creative Youth Network for £49,112 per annum for a three-year period for the provision of a Full Time Lead Youth Worker.
- To approve the entering into a contract with Creative Youth Network for £6,535 for one year, for the provision of developing, planning and delivering the monthly Youth Voice sessions and arranging the annual “We The Thirty Three” Conference in Kingswood in November 2024.
- To delegate authority to the Town Clerk to enter into agreements with the appropriate bodies to support the above decisions.

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

c. 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).

Meeting Closed: 2115hrs.

Signed as a True Record.....Date.....