

**MEETING:** Kingswood Town Council, Town Council Meeting  
**DATE & TIME:** Tuesday 10<sup>th</sup> September 2024 7.00pm  
**PLACE:** The Park Centre, Kingswood

**Councillors Present:** Stephen Forsythe (Chair), Rafick Ackbar, Diane Bentham, Richard Bentham, James Corrigan, Alison Evans, Maria Ingram-Cotton, Alex Massey, Caroline Morrell, Sean Rhodes, James Hackett (from item 4), Comfort Iyiewuare (to item 14).

**Absent:** Councillor Liam Davis

**In attendance:** Charlotte Littlewood, Town Clerk and RFO  
Alice Twinn, Community Engagement Officer

**Public:** One representative from the SGC Regeneration Team

**Public Question Time**

There were no public questions.

**Presentation from South Gloucestershire Council**

A presentation was received on the Place Plan and Shop Front Strategy in Regent Street and the High Street. Councillors asked questions, and thanked Lisa Price for attending the meeting

**01.09.24 Apologies**

Apologies were received from Councillor Joanne Doyle and Ken Rabone.

**02.09.24 Declarations of Interest**

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

**03.09.24 Minutes of the previous meeting**

- a. The minutes of the Town Council meeting held on 9<sup>th</sup> July 2024 were accepted as a true record of proceedings and signed by the Chair.
- b. The minutes of the Extraordinary Town Council meeting held on 16<sup>th</sup> July 2024 were accepted as a true record of proceedings and signed by the Chair.

**Resolved:** That the minutes are accepted as a true record of proceedings.

**04.09.24 To received verbal updates from these meeting on matters not covered elsewhere in this meeting**

An update was received from Councillor Sean Rhodes regarding the offer Kingswood Town Council made to invest into the sinking fund for the tennis courts in Kingswood Park, following negotiations between the Lawn Tennis Association and South Gloucestershire Council (owners of the tennis courts). The initial offer was not acceptable by the LTA, but negotiations are ongoing to find an alternative company that will operate the booking system, membership system and the lockable gate.

*Councillor James Hackett joined the meeting*

**05.09.24 To receive the Finance and Administration Committee Minutes from 23<sup>rd</sup> July 2024**

**Resolved:** To note these minutes.

**MEETING:** Kingswood Town Council, Town Council Meeting  
**DATE & TIME:** Tuesday 10<sup>th</sup> September 2024 7.00pm  
**PLACE:** The Park Centre, Kingswood

**06.09.24 To consider a recommendation from the Finance and Administration Committee to award Kingswood Museum Heritage Trust £10,000 from the Community Grant Scheme**

**Resolved:** It was agreed unanimously to award Kingswood Heritage Museum Trust £10,000 from the Community Grant Scheme, as a contribution towards their solar panels and battery storage project, as a way of becoming more sustainable and reducing their running costs.

**07.09.24 To receive the draft Planning Committee minutes from 23<sup>rd</sup> July and 13<sup>th</sup> August 2024**

**Resolved:** To note the minutes.

**08.09.24 Planning Applications**

To consider planning applications received for the Parish of Kingswood.

**a. Reference: P24/02019/HH**

222 Hanham Road Kingswood South Gloucestershire BS15 8NU

Demolition of existing sunroom. Erection of single storey rear extension to form additional living accommodation.

**Resolved:** No comment as in Hanham ward.

**b. Reference: P24/02062/HH**

26 Baglyn Avenue Kingswood South Gloucestershire BS15 4XS

Erection of single storey rear/side extension and conversion of garage to form additional living accommodation

**Resolved:** To support the comments from the Transport Officer in relation to the limited parking space for a planned 4-bedroom property.

**c. Reference: P24/01898/F**

168 New Cheltenham Road Kingswood South Gloucestershire BS15 1UN

Installation of replacement shop front, air conditioning unit and other associated works.

**Resolved:** No objections.

**d. Reference: P24/02010/HH**

5 Owls Head Road Kingswood South Gloucestershire BS15 9ZD

Erection of single storey side extension to form additional living accommodation.

**Resolved:** No objections.

**e. Reference: P24/01952/CLP**

20 Coronation Road Kingswood South Gloucestershire BS15 9SB

Erection of a single storey side extension.

**Resolved:** No objections.

**09.09.24 To consider if the council has any objections to a wellbeing group operating from Holy Trinity Churchyard in Kingswood**

**Resolved:** That the council fully supports this scheme and will help promote it.

**MEETING:** Kingswood Town Council, Town Council Meeting  
**DATE & TIME:** Tuesday 10<sup>th</sup> September 2024 7.00pm  
**PLACE:** The Park Centre, Kingswood

#### **10.09.24 To note the circulated Police Report and to raise any comments**

**Resolved:** Councillors noted the report and requested that thanks be passed for the production of this detailed report.

#### **11.09.24 Members Reports and Updates**

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

Councillor Sean Rhodes informed the meeting that the Moravian Church has been bought by a new organisation who are creating a prayer centre with social rehabilitation. Works are being done currently and after some break ins, it was necessary to prevent access to the site, which also restricted visitors to the burial ground. A temporary solution has been found with input from the Manager of Kings Chase Shopping Centre.

Councillor Rhodes expressed disappointment at the delay in the start of the groundworks in Kingswood Park, until the Spring of 2025. No explanation had been provided and he was hoping that a public statement would be made to explain the delay.

Councillor Alison Evans advised that any pensioner affected by the withdrawal of the Winter Fuel Allowance, to contact South Gloucestershire Council, via the one stop shop, as more household support grants were being made available.

**Resolved:** To note the updates.

#### **12.09.24 Nominations for Councillors to represent Kingswood Town Council**

##### **Avon Local Councils Association**

**Resolved:** Councillor James Hackett to be the KTC representative.

##### **Kingswood Youth Working Party**

**Resolved:** Councillor Ken Rabone to be the KTC representative.

#### **13.09.24 Events Update**

Councillors received a written report from the Community Engagement and Events Officer and resolved to support all events and grants.

##### **Resolved:**

- a. To award a grant of £90 (from the events budget) to the organizers of the Black History Month project
- b. To volunteer at marshals at the Lantern Parade (3<sup>rd</sup> November).
- c. To volunteer at marshals at the Christmas Celebration (17<sup>th</sup> November).
- d. To suggest a local charity receive any surplus from the Wreath Making event – send suggestions to the officers.
- e. To agree the budget of £1,000 for the Winter Wonderland activity in early 2025
- f. To agree the budget of £500 for World Book Day in 2025
- g. To agree the budget of £1,000 for the Easter Egg hunt and activities in 2025
- h. To agree the budget of £2,000 in the proposal for VE Day celebrations for 2025

**MEETING:** Kingswood Town Council, Town Council Meeting  
**DATE & TIME:** Tuesday 10<sup>th</sup> September 2024 7.00pm  
**PLACE:** The Park Centre, Kingswood

- i. To award a grant of £500 (from the events budget, rather than the Community Grant Scheme) to the organisers of Armed Forces Day 2025.
- j. To delegate authority to the officers to manage the events and act upon decisions made from this report.

*Councillor Comfort Iyiewuare left the meeting.*

#### **14.09.24 Community Engagement Update**

Councillors considered the Statement of Community Engagement and agreed that continuing to support the Pop-Up Surgery in Kingswood Library was a good way to engage with the public. For the clerk to ask for volunteers each month.

For councillors to attend local meetings with the residents and businesses that are arranged by SGC, like the Community Engagement Forum, and Connecting Kingswood.

Councillor Walkabout, attendance in Kings Chase Shopping Centre and attendance at other events to be considered in 2025.

**Resolved:** For councillors to volunteer to attend in the library at 11am on the first Saturday of each month.

#### **15.09.24 Project Plan update**

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

##### **a. Winter Floral Scheme**

**Resolved:** To delegate authority to the Town Clerk to enter a contract for a winter scheme with Plantscape, with an upper value of £2,500 from the remaining funds in the Floral Scheme budget.

##### **b. Library Project**

**Resolved:** To delegate authority to the Town Clerk to enter into a Service Level Agreement with SGC and Library services for the award of a grant of up to £8,000 to SGC to contribute towards services to ensure that the library remains open on key days, as per an earlier agreement to support.

#### **16.09.24 Annual Governance Review**

Councillors noted the successful conclusion of the external audit review and the issue of the Notice of Conclusion of audit, which has been published on the council's website.

**Resolved:** To note the conclusion of the external audit review.

#### **17.09.24 To receive a bank reconciliation at the end of July and August 2024**

**Resolved:** To note the bank reconciliation for the end of July and August 2024, and for the Chair to sign the bank reconciliation.

#### **18.09.24 To note and approve payments**

**Resolved:** To authorise all payments as per the list at Appendix A.

#### **19.09.24 Addition to the bank mandate**

To agree to add Liz Evans, Finance Officer, to the Unity Trust Bank Mandate

<b>MEETING:</b>	Kingswood Town Council, Town Council Meeting
<b>DATE &amp; TIME:</b>	Tuesday 10 <sup>th</sup> September 2024 7.00pm
<b>PLACE:</b>	The Park Centre, Kingswood

**Resolved:** To complete the necessary paperwork to add the temporary Finance Officer to the bank mandate.

**20.09.24      To resolve to exclude public and press to consider a confidential matter**

**21.09.24      Confidential - Potential building report and business case**

Councillors considered the report and were unanimous in their support for the next steps, which currently remain confidential.

**Resolved:**

- a. To delegate authority to the Town Clerk to action the recommendations within the confidential report.
- b. For a Steering Group to be set up to consist of Councillors Alex Massey, Sean Rhodes, Maria Ingram-Cotton and Jim Corrigan, and for the Clerk to draft Terms of Reference.
- c. To delegate authority to the Town Clerk to seek professional VAT advice and to authorize the necessary expenditure for the commissioning of the necessary report.

**22.09.24      The meeting was reopened to the public.**

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

The next full council meeting in on Tuesday 8<sup>th</sup> October 2024  
The next Planning and Highways Committee meeting is on 24<sup>th</sup> September 2024  
The next Finance and Administration Committee is on 24<sup>th</sup> September 2024

Meeting Closed: 2056 hrs

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

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

Kingswood Town Council, Town Council Meeting  
 Tuesday 10<sup>th</sup> September 2024 7.00pm  
 The Park Centre, Kingswood

**Appendix A**

Approved Payments for July, August and September 2024

Vista Print (Clerk)	Business Card	219602513	£30.40	£6.08	£36.48
The Park Centre	Room Hire July 24	146	£262.00	£0.00	£262.00
Circus Antics	Event Performers	CA24019	£325.00	£0.00	£325.00
Our Lady of Lourdes Primary	Community Grant	n/a	£1,250.00	£0.00	£1,250.00
Whitfield Tabernacle	Community Grant	n/a	£5,000.00	£0.00	£5,000.00
Clerk	Reclaim Expenses	n/a	£52.35	£0.00	£52.35
Community Engagement Officer	Reclaim Expenses	n/a	£25.00	£0.00	£25.00
Cloudy IT	Monthly Support August 2024	4420	£157.90	£31.58	£189.48
Checks Direct (Clerk)	DBX Checks x 2	58 70 88698483	£110.00	£0.00	£110.00
Brookfield Publishing	Kingswood Voice Aug 24	1797	£275.00	£55.00	£330.00
Clerk	Travel Expenses	n/a	£358.20	£0.00	£358.20
Amazon (Clerk)	Laminator		£24.98	£5.00	£29.98
Scrap Store (Clerk)	Library Activity craft kit	n/a	£132.36	£0.00	£132.36
ALCA	Planning Training C Morrell	22564	£45.00	£0.00	£45.00
PATA Payroll	New staff	23/1351	112.95	0.00	112.95
ALCA	Training D Bentham	22582	£45.00	£0.00	£45.00
Zurich	Insurance Renewal	536608689	£583.48	£0.00	£583.48
Prosec	Security for Remembrance Day	3476	£496.00	£99.20	£595.20
Community Engagement	Expenses	n/a	£9.00	£0.00	£9.00
Clerk	Travel Expenses	n/a	£205.20	£0.00	£205.20
Clerk	Stationery expenses	n/a	£23.46	£0.00	£23.46
Carter Jonas	Survey work	272872	£4,300.00	£860.00	£5,160.00
Brookfield Publishing	Kingswood Voice Aug 24 edition	1833	£550.00	£110.00	£660.00
Cloudy IT	Monthly IT Support	D 04739	£157.90	£31.58	£189.48
The Park Centre	Monthly room hire	194	£17.50	£0.00	£17.50
PKF Littlejohn	External Audit	SB20241523	£420.00	£84.00	£504.00
Cloudy IT	Ipads	4889	£4,357.21	£871.44	£5,228.65
Festive Lighting Company	Christmas Motifs hire 40% deposit	347	£1,605.12	£321.02	£1,926.14