

**MEETING:** Kingswood Town Council, Town Council Meeting  
**DATE & TIME:** Tuesday 8<sup>th</sup> October 2024 7.00pm  
**PLACE:** The Park Centre, Kingswood

**Councillors Present:** Stephen Forsythe (Chair), Rafick Ackbar, Diane Bentham, Richard Bentham, James Corrigan, Maria Ingram-Cotton, Alex Massey, Caroline Morrell, Sean Rhodes, James Hackett, Joanne Doyle, Ken Rabone (Vice Chair)

**Absent:** Councillor Liam Davis

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

**Public:** No members of the public

#### **Public Question Time**

There were no public questions.

#### **01.010.24 Apologies**

Apologies were received from Councillors Alison Evans and Comfort Iyiewuare.

#### **02.010.24 Declarations of Interest**

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

#### **03.10.24 Minutes of the previous meeting**

The minutes of the Town Council meeting held on 10<sup>th</sup> September 2024 were accepted as a true record of proceedings and signed by the Chair. A minor amendment was made to item 11.09.24, to say that pensioners who were affected by, and “struggling with”, the withdrawal of the winter fuel allowance might be able to seek help. This was agreed by all.

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

#### **04.10.24 To receive verbal updates from this meeting on matters not covered elsewhere in this meeting**

Councillor Rhodes updated the meeting with progression made by SGC to find an alternative booking provider to support the tennis courts, post the refurbishment, with KTC making a financial contribution towards the refurbishment sinking fund.

A briefing note on works planned for Kingswood Park will be circulated after the meeting, with a presentation at the next meeting.

The Chair thanked councillors for attending the museum cheque presentation and asked that other opportunities for taking photos of collaborative work are pursued.

#### **05.10.24 To select a charity to be in receipt of any surplus from the Wreath making workshop**

**Resolved:** That any takings, after costs, from the events would be made the Kingswood Guides and Scouts, with a request that the funds are put towards assisting with subs for a family who otherwise might not be able to attend the groups.

#### **06.10.24 To receive the draft Finance and Administration Committee Minutes from 24<sup>th</sup> September 2024**

Councillors noted the minutes.

#### **07.10.24 To consider the recommendation from the Finance and Administration Committee to adopt new versions of Financial Regulations and the Procurement Policy**

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**Resolved:** That the revised Financial Regulations and Procurement Policy be adopted.

**08.10.24 To consider the recommendation from the Finance and Administration Committee to adopt the council's risk assessments for Staff, Financial, Technology and Event risks.**

**Resolved:** That the presented risk assessments be adopted, and that the officers continue to keep the risk register up to date, presenting further assessments to future meetings.

**09.10.24 To consider a recommendation from Finance and Administration Committee regarding civic insignia**

Councillors considered the recommendation and acknowledged that a chain of office will give the office of Chair gravitas, and that it might be valued by the public. A suggestion was made for the town clerk to contact the Kingswood Heritage Museum, to see if there is an existing chair of office that can be borrowed and to get a quote, and designs, for a new chain of office.

**Resolved:** That the town clerk makes initial enquires with the museum to borrow a chain of office, and to seek quotes and designs for a new chain of office, and present to a future meeting.

**10.10.24 To note that an additional Finance and Administration Committee meeting will be held on 5<sup>th</sup> November 2024, to which all councillors are invited, to start budget discussions**  
If councillors have any ideas for future projects, to email them to the town clerk in advance of the meeting.

**11.10.24 To receive the draft Planning Committee minutes from 24<sup>th</sup> September 2024**  
Councillors noted the minutes.

**12.10.24.1 Planning Applications**

To consider planning applications received for the Parish of Kingswood.

**a. Reference: P24/02217/HH**

103A Hanham Road Kingswood South Gloucestershire BS15 8NW  
Erection of two storey side extension and single storey rear extension to form additional living accommodation.

**Resolved:** No objections

**b. Reference: P24/02229/TRE**

John Cabot Academy Woodside Road Kingswood South Gloucestershire  
Works to fell 1no. Horse Chestnut and 1no. Poplar. Works to 1no. Poplar to compaction around root plate. Concomitant stems from 1.6m and crown dieback, Works to 6no. Beech to Prune back/crown lift on north and west aspects to clear roof and wires by 2m, and Works to 1no. Walnut to sympathetic pruning away from neighbouring property on eastern side of the canopy by 2m, all covered by KTPO 13/88 and dated 20/02/1989

**Resolved:** No objections and to support the recommendation of the tree officer.

**c. Reference: P24/02161/R3F**

Siston Common (Siston Common West) Siston South Gloucestershire  
*to note that this is a neighbouring parish*  
Installation of fencing, pedestrian gates, bridle path gates, cattle grids suitable for bicycles, and hard standing to facilitate the safe keeping of grazing animals.

**Resolved:** No objections and to support this application as it provided a local area for recreation and leisure.

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**d. Reference: P24/02193/F**

Land At 40 Orchard Road Kingswood South Gloucestershire BS15 9TN  
Partial demolition of existing dwelling to facilitate the erection of 1 no. new additional self-build dwelling with other associated works.

**Resolved:** No objections

**e. Reference: P24/01054/F**

131 Hanham Road Kingswood South Gloucestershire BS15 8NR  
Part retrospective change of use of whole property from dwellinghouse (Class C3) to offices (Class E(g)(i)) to accommodate business premises.

**Resolved:** No objections

**f. Reference: P24/02274/HH**

3 Lower Cock Road Kingswood South Gloucestershire BS15 9RT  
Conversion of existing garage to form games room, and erection of extension to form home office.

**Resolved:** No objections

**g. Reference: P24/02022/F**

Land Adjacent To 3 Court Road Kingswood South Gloucestershire  
Installation of 2 no. EV chargers, and 1 no. feeder pillar with associated equipment and works to form 3no. community rapid vehicle charging bays.

**Resolved:** No objections

**h. Reference: P24/02315/HH**

105 Fairlyn Drive Kingswood South Gloucestershire BS15 4PZ  
Demolition of existing porch. Erection of two storey side extension to form additional living accommodation.

**Resolved:** No objections

Councillor Rhodes expressed his thanks to the Planning and Highways Committee for their contribution to the meeting and for the effort they put in to consider each application.

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

The clerk was asked to invite the Police Sergeant to a future meeting.

**14.10.24 Members Reports and Updates**

**a. To receive verbal updates from any Councillor representing Kingswood Town Council on external bodies**

Councillor Ken Rabone had attended South Gloucestershire Youth Housing and was most impressed with the work they are doing to support vulnerable young adults.

Councillor Jim Corrigan had attended the Council's surgery in the library, where he had been made aware of some issues with the new steps in Kings Chase Shopping Centre: to the visually impaired they present a hazard due to their design. Councillor Corrigan will send his concerns to Councillor Rhodes who will share this with officers at South Gloucestershire Council.

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**b. To receive feedback from attendance at the South Gloucestershire Proposed Parking Charges meeting**

Councillor Ackbar attended the SGC Car Parking Charges meeting and there was a brief discussion. Charges were coming, would initially prove unpopular but were necessary to bring an income into SGC. The parking will be monitored to see the impact on footfall, and on-street parking charges might be introduced at a later date. Cycling, as an alternative to driving, needs to be promoted.

**c. To receive feedback from attendance at the South Gloucestershire Council Climate Action meeting with Green and Healthy Frome**

Councillor Hackett attended the SGC Green and Healthy meeting, and it was suggested that the guest speaker be invited to talk at a future meeting.

**d. To receive verbal updates from South Gloucestershire Ward Councillors on items and projects relevant to Kingswood**

Councillor Rhodes reported on the success of the first Social Sunday in Kings Chase Shopping Centre, which attracted approximately 3,000 visitors. Many of the residents commented positively on the improvements to the steps, the benches, the kiosks and planters.

For the town clerk to find out from the Regeneration Team what the plans were for more Greening of the High Street and Regent Street area.

**e. To receive feedback from the Kingswood Round Table SGC**  
Nothing to report.

**15.10.24 Events Update**

Councillors received an update from the Community Engagement and Events Officer, containing all dates, timings and other information for forthcoming events

- Lantern Parade. This included attending local primary schools who want to join the parade with their own lanterns.
- Remembrance Parade
- It's Almost Christmas Event
- Kingswood Children's Tree Trail
- The proposed Winter Wonderland for 2025 would not take place, due to commitments working on other events planned for 2025.

**16.10.24 Project Plan update**

Councillors received an update from the town clerk on several projects and considered the following requests.

**Floral display**

- a. To release £1,000 from the Floral Displays budget towards the materials and plants for the planting of high street planters and raised beds in partnership with the Friends of Kingswood Park and Kingswood Town Council.

**Resolved:** To award the Friends of Kingswood Park up to £1,000 on the production of receipts for planting.

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- b. To consider the award of £2,000 from the Floral Displays budget towards a poly tunnel, shed and tools for the establishment of a new Growing Club in Kingswood Park, with the Friends of Kingswood Park and SGC.

This was discussed in detail and whilst the council support the proposal in principle, the town clerk was asked to obtain more information about which community groups and individuals will be using the facility, and what measures will be put in place to ensure that the poly tunnel is not vandalized. For this to be reconsidered at the next meeting.

**Resolved:** For the town clerk to obtain further information for reconsideration at the next meeting.

#### **Young People and Children Projects**

- c. To nominate a councillor onto the interview panel for the 2 posts of Youth Engagement lead and Wellbeing Practitioner.

**Resolved:** Councillor Ken Rabone was proposed to join the interview panel.

#### **17.10.24 Policy Adoption**

To adopt a Lost and Found Children and Vulnerable Adults procedure and form for events and a Volunteer Policy for supporting events.

**Resolved:** That the Lost and Found Children and Vulnerable Adults Policy and the Volunteer Policy be adopted.

#### **18.10.24 To receive a bank reconciliation at the end of September 2024**

The Chair signed the bank statement and reconciliation report

#### **19.10.24 To receive the half year spend v budget variance report**

Councillors received the budget report.

#### **20.10.24 To approve payments**

Resolved: That councillors approve the payments at Appendix A to these minutes.

#### **21.10.24 Date of the next meeting and consideration of items for the agenda**

- Full Council: 12th November 2024 (to receive an update on works programme for Kingswood Park) at 7pm
- Planning and Highways Committee 29<sup>th</sup> October 2024 at 7pm
- Staffing Committee 29<sup>th</sup> October 2024 at 7.30pm
- Finance and Administration Committee Tuesday 5<sup>th</sup> November 2024 at 7pm

Meeting Closed: 2058 hrs

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

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## Appendix A

### Approved Payments for September and October 2024

Company	Item	Invoice	VAT	Net	Gross
The Park Centre	Room Hire September 2024	220	£0.00	£82.00	£82.00
Liz Evans	September 2024 Bookkeeping services	1	£0.00	£856.25	£856.25
Circus Antics	50% of costs Lantern Parade (50% in Aug)	CA 24019	£0.00	£325.00	£325.00
Clerk	Stationery	n/a	£0.00	£9.50	£9.50
Clerk	Expenses	n/a	£0.00	£336.60	£336.60
Cloudy IT	IT Support October 2024	5070	£31.58	£157.90	£189.48
Bristol Party Hire	Lights and sound for Lantern parade	2243	£0.00	£650.00	£650.00
Rialtas	Cloud Storage for 6 months	32113	£66.00	£330.00	£396.00
Vista Print	Banners, stickers	221045774	£26.50	£132.51	£159.01
Lightatouch	Internal Audit	241001	£0.00	£500.00	£500.00
Amazon	Gazebo Weights	120791370	£11.40	£57.00	£68.40
Amazon	Gazebo White	120558774	£25.21	£126.03	£151.24
Amazon	Gazebo Green	121263869	£25.21	£126.03	£151.24
SG Race Equality Network	Grant: Black History Month Books	186	£0.00	£86.13	£86.13