

MEETING:
DATE & TIME:
PLACE:

Kingswood Town Council, Town Council Meeting
Tuesday 12th November 2024 7.00pm
The Park Centre, Kingswood

Councillors Present:

Ken Rabone (Chair), Rafick Ackbar, Maria Ingram-Cotton,
Richard Bentham, James Corrigan, Alex Massey, Sean Rhodes,
James Hackett, Alison Evans,

Absent:

Councillor Comfort Iyiewuare.

In attendance:

Charlotte Littlewood, Town Clerk and RFO
Alice Twinn, Community Engagement and Events Officer
2 representatives from the Neighbourhood Policing Team
Officer from SGC Kingswood Park Regeneration Team

Public:

No members of the public attended.

Public Question Time

There were no public questions.

Presentation on Kingswood Park and its regeneration programme

The meeting received a presentation on the current and planned activities in the park, the progress being made with the friends of the park group, and the capital works programme that will bring some physical improvements to the park. In addition, a Community Growing area was being designed and plans were shared with the meeting.

The Chair thanked John for attending the meeting.

01.11.24 Apologies

Apologies were received from Councillors Stephen Forsythe, Diane Bentham and Joanne Doyle.

02.11.24 Declarations of Interest

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

03.11.24 Minutes of the previous meeting

The minutes of the Town Council meeting held on 8th October 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.

04.11.24 Police Update and to raise any comments

Two representatives from the Neighbourhood Policing Team gave the meeting an update on recent trends and were pleased to report that things were very positive in Kingswood, and their focus was on tackling shop lifting. They will continue to collaborate with the town council and attend future meetings.

The Chair thanked them for attending the meeting.

05.11.24 To note the vacancy in Kings Chase South ward and Lower Soundwell ward

Councillors were informed of the process to fill the above two vacancies.

06.11.24 To nominate a councillor to the Planning and Highways Committee

Resolved: That Councillor James Hackett becomes a member of the above committee.

07.11.24 To nominate a councillor to the Staffing Committee

Resolved: That Councillor Alex Massey remain on the above committee

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08.11.24 To receive the draft Planning and Highways Committee minutes from 29th October 2024

Councillors noted the draft minutes.

09.11.24 To receive the draft Confidential Staffing Committee minutes form 29th October 2024

Councillors noted the draft minutes.

10.11.24 To receive the draft Finance and Administration Committee minutes from 5th November 2024

Councillors noted the draft minutes.

11.11.24 Planning Applications

To consider planning applications received for the Parish of Kingswood.

a. Reference: P24/02455/HH

51 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 (Resubmission of P24/01444/HH)

Resolved: No objections.

b. Reference: P24/02404/F

Land Rear Of 50 Courtney Road Kingswood South Gloucestershire BS15 9RH
Erection of 1no. self build dwelling with access parking and associated works.

Resolved: To raise a concern that this potentially is an overdevelopment of a small plot of land.

c. Reference: P24/02052/RVC

Land At 57 Chipperfield Drive Kingswood South Gloucestershire
Variation of condition 5 attached to permission P22/02858/F to alter the approved plans.
Erection of 1no. dwelling including new access and parking, with associated works.

Resolved: This application has been withdrawn.

d. Reference: P24/02572/RVC

The White House Forest Road Kingswood South Gloucestershire BS15 8DH
Variation of condition 2 attached to permission P23/02274/F to alter the approved plan. External alterations to existing building including new cladding, fenestration alterations, replacement roof to match existing and extension to existing detached store to provide refuse storage.

Resolved: No objections.

12.11.24 Members Reports and Updates

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

There were no updates.

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

Councillor Evans provided the meeting with an update on the SGC £1.41m household support grant and how it will be allocated. Further information is in this link:

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<https://council.southglos.gov.uk/documents/s155782/Household%20Support%20Fund%206%20Cabinet%20Member%20decision%20report%20SEPT%202024%20FINAL.pdf>

Councillor Evans also reported that SGC had taken a Trauma Informed Pledge, which is to ensure that all staff, across all departments, have an awareness of trauma in people's lives and how it impacts on them when asking for support. Staff have received training to recognise the signs of trauma.

Councillor Evans had also received complaints about litter and fallen leaves in the neighbourhood. The council might consider the arrangement of a community litter pick.

Councillor Sean Rhodes reported that further work has been completed in Kings Chase Shopping Centre with the kiosks being clad, the planters being installed and work being undertaken on the façade. Work on a mural at the rear of the shopping centre was being progressed.

c. To note that Kingswood had been chosen to pilot an anti-smoking campaign.

This was well received and already had made an impact on people disposing of their cigarette butts in the containers.

There was a general discussion about the standard of cleanliness of the bins and signs in the High Street. For the Town Clerk to write to Streetcare to ask that more is done to clean the public realm in the centre of Kingswood.

13.11.24 Community Engagement

Councillor Corrigan praised the success of the Remembrance Parade and Lantern Parade and thanked those involved.

There were many opportunities for councillors to get involved and meet with residents and councillors were invited to register their interest for each event, so the officers knew who will be attending.

14.11.24 Community Growing Club

To consider the release of a grant of £2,000 to South Gloucestershire Council from the floral display budget towards the community growing club

Resolved: To make an award of £2,000 to South Gloucestershire Council for the Community Growing Club.

15.11.24 Budget Planning: To consider the aspiration of the town council for next year

There was a discussion about some of the proposals contained in the report, the main one being the desire to have "Welcome to Kingswood" signs at the key access points. There was also a discussion about the cleanliness of other signage, and that the council might create a budget line for the cleaning of signs in the future.

Resolved:

- a. To include a new budget line for town signage in the draft budget.
- b. That the council would not increase the amount that it charges via the precept on the individual households but noted that there would be a small increase in its annual income due to a small increase in the tax base.
- c. To delegate responsibility to the town clerk to produce a draft budget to be considered at the next meeting.

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16.11.24 Audit Report

Resolved: That the midterm audit report from the Internal Auditor be accepted.

17.11.24 To receive the bank reconciliation at the end of October 2024

Resolved: To accept the signed bank statement and bank reconciliation for the end of October 2024.

18.11.24 To approve payment since the last meeting

Resolved: To approve the payment list at Appendix A, and that all invoices have been authorised by two councillors.

19.11.24 To consider a resolution to exclude the public and press to consider a confidential matter

Resolved: To exclude the public and press to consider a confidential matter

20.11.24 Confidential Matter

Resolved: To enter into a contract with Mr Williams, to provide project support to the town clerk for the value of £2,400.

The meeting reopened to public and press.

21.11.24 Date of the next meeting and consideration of items for the agenda

- Full Council: 10th December 2024 at 7pm
- Planning and Highways Committee on 26th November 2024 at 7pm
- Finance and Administration Committee on Tuesday 26th November 2024 at 7.30pm (this meeting would be considering the applications to the Community Grant Scheme)

Meeting Closed: 2025

Signed as a True Record... *Stephen [Signature]* Date *10/12/24*

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Appendix A

Approved Payments for October and November 2024

Company	Item	Invoice	VAT	Net	Gross
Park Centre	Meeting hire Oct 24	272	£0.00	£114.25	£114.25
Liz Evans	Finance Officer Oct 24	3	£0.00	£581.25	£581.25
Cloudyt IT	IT Support Nov 24	5412	£31.58	£157.90	£189.48
SLCC	Project Support	SD1662-1	£477.24	£2,386.20	£2,863.44
Prosec Consultancy	Security for Lantern Parade	3587	£44.80	£224.00	£268.80
Colourful Minds	Lantern Parade Workshop	357	£0.00	£300.00	£300.00
Roco	Refreshments at Lantern Parade	32419	£6.35	£58.45	£64.80
HP Ink	Ink - Clerk	1095839042	£2.33	£11.66	£13.99
Amazon	Clip boards	169201712	£3.09	£15.46	£18.55
Amazon	Labels etc	GN47kirwdaeui	£2.47	£12.33	£14.80
Amazon	Umbrellas	1152005195	£10.98	£54.96	£65.94
Amazon	Hi Viz Jackets	733604365	£14.90	£74.60	£89.50
Mitre Printing	Order of Service Remembrance Day	17073	£0.00	£118.00	£118.00
Mitre Printing	Leaflets, Christmas Trail etc	17072	£10.80	£145.00	£155.80
Burleys/Plantscape	Winter Floral Scheme	14015777	£495.00	£2,475.00	£2,970.00
Town Clerk	Expenses	n/a	£0.00		£97.15
Town Clerk	Van Hire and Fuel				£273.57
Town Clerk	Wreath Making Event	n/a	£0.00	£41.34	£41.34
Faktor	Wreath Making Event		£65.99	£13.20	£79.19
Royal British Legion	Remembrance Wreath	n/a	£0.00	£20.00	£20.00
Rialtas	New licence	32131	£42.04	£8.41	£50.45
PATAPayroll	Additional work	235	£30.00	£0.00	£30.00
Brookfield Publishing	November Newsletter	1927	£550.00	£110.00	£660.00
Vista Print	Stickers and banners	221573846	£16.54	£82.70	£99.24
Alice Twinn	Expenses	n/a	£17.85	£0.00	£17.85
Colourful Minds	Library Craft session	354	£150.00	£0.00	£150.00
C Littlewood	Mileage claim	n/a	£0.00	£0.00	£226.80

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