



Meeting of Kingswood Town Council on Tuesday 14th January 2025 at 7.00pm in the Main Hall of the Park Centre, High Street, Kingswood BS15 4AR

SUMMONS

To Councillors:

Rafick Ackbar, Diane Bentham, Richard Bentham, James Corrigan, Joanne Doyle
Alison Evans, Stephen Forsythe (Chair), James Hackett, Maria Ingram-Cotton,
Comfort Iyiewuare, Alex Massey, Kenneth Rabone (Vice Chair), Sean Rhodes.

You are hereby summoned to attend the meeting of Kingswood Town Council to be held on Tuesday 14th January 2025 at 7pm at the Park Centre, High Street, Kingswood for the transaction of the items contained within the attached agenda.

Yours faithfully,

Charlotte Littlewood

Charlotte Littlewood, BA (Hons), CILCA, Town Clerk

9th January 2025

7.00pm (Prior to the start of the meeting)

Questions and comments from members of the public – Fifteen Minutes

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Kingswood. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

AGENDA 14TH JANUARY 2025

1. Apologies

To receive apologies for absence and to consider the reasons given.

2. Declarations of Interest

- To receive declarations of interest from councillors in agenda items, in accordance with the Code of Conduct.
- To receive written requests for dispensation for disclosable pecuniary interests.
- To grant any request for dispensation as appropriate.

3. Minutes of the previous meeting

To accept the minutes of the Town Council meeting on 10th December 2024 as a true record of proceedings (minutes attached)

4. Planning Applications

To consider planning applications received for the Parish of Kingswood.

a. Reference: **P24/02994/ADV**

26 High Street Kingswood South Gloucestershire BS15 4AJ

Display of 1no. digital screen sign.

b. Reference: **P24/02598/F**

Land At Orchard House Gee Moors Kingswood South Gloucestershire BS15 9RP

Demolition of existing house and garage. Erection of 2 no. new dwellings with associated works.

c. Reference: **P24/02932/HH**

15 Grimsbury Road Kingswood South Gloucestershire BS15 9RZ

Erection of first floor side extension to provide additional living accommodation.

d. Reference: **P24/03006/PNH**

15 Kents Green Kingswood South Gloucestershire BS15 1XU

Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.80m, for which the maximum height would be 3.30m, and for which the height of the eaves would be 2.90m.

5. Budget 2025/26

- To consider and agree that the precept for 2025/26 will be £830,336, that the operating budget will also be £830,336 and the council tax payment for the average Band D household will remain unchanged at £98.87 (or £8.24 per month) per year for Kingswood Town Council (to note that these figures are subject to rounding and therefore there might be a small change when SGC issue the council tax demands (report attached))
- To delegate authority to the Town Clerk to complete the S 41 form and inform South Gloucestershire as the billing authority, of the precept demand

6. Members Reports and Updates

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

- b. To receive verbal updates from South Gloucestershire Ward Councillors on items and projects relevant to Kingswood.
- c. To receive verbal feedback from the We the 33 Youth Conference.

7. Project Update

To receive a written and verbal update from the town clerk of projects that the council is pursuing (report attached)

8. Events and Communications Update

- a. To receive a written and verbal update from the Community Engagement and Events Officer (report attached)
- b. To consider any other events not within the report for 2025
- c. To consider and agree to the purchase of 2 pages each month in the Kingswood Voice

9. Schedule of meetings for 2025/26

To receive and adopt the proposed schedule of meetings for the new municipal year for council and committee meetings (schedule attached)

10. Annual Assembly 2025

To consider and confirm that the meeting will be held on Tuesday 20th May 2025 in the Park Centre at 7pm. Suggested Theme: celebration of the Community Grant Scheme and to hear from recipients, and to celebrate the work we are doing with Creative Youth Network.

11. Statement of Community Engagement

To update the Annual Statement of Community Engagement, to ensure that it is relevant and being adhered to (statement attached)

12. Annual Report for 2025/26

- a. To consider the creation of an annual report (report attached)
- b. To seek two councillor volunteers to assist the officers in preparing it
- c. To consider and agree and delegate authority to the town clerk to outsource to a graphic designer who will do the design, set the artwork, and print the copy as directed (quotes being sought by three companies, and to not exceed £1,800)

13. Community Grant Scheme for 2025/26

To confirm the three rounds of applications with the following closing dates and committee dates to consider applications and award grants and to update the Scheme policy and associated paperwork for 2025/26

- **Summer Scheme**
Monday 10th June 2025 for a Finance and Administration Committee meeting on 24th June 2025
- **Winter Scheme**
Monday 10th November 2025 for a Finance and Administration Committee meeting on 25th November 2025
- **Spring Scheme**
Monday 9th February 2026 for a Finance and Administration committee meeting on 24th February 2026

14. To receive a bank reconciliation at the end of December 2024

Chair to sign the bank statement and reconciliation report

15. To approve payments since the last meeting (report attached)

16. To receive the end of quarter three budget versus spend report (report attached)

17. Date of the next meeting and consideration of items for the agenda

- Full Council: 11th February 2025 (to coopt 2 new councillors)
- Planning and Highways Committee: 28th January 2025 at 7pm
- Staffing Committee: 28th January 2025 at 7.30pm