

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

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

**Councillors Present:**

Stephen Forsythe (Chair) Rafick Ackbar, Maria Ingram-Cotton, James Corrigan, Sean Rhodes, James Hackett, Alison Evans, Joanne Doyle.

**In attendance:**

Charlotte Littlewood, Town Clerk and RFO

**Public:**

One member of the public attended.

**Public Question Time**

There were no public questions.

**01.12.24 Apologies**

Apologies were received from Councillors Richard Bentham, Diane Bentham, Alex Massey, Ken Rabone and Comfort Iyiewuare.

**02.12.24 Declarations of Interest**

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

**03.12.24 Minutes of the previous meeting**

The minutes of the Town Council meeting held on 12<sup>th</sup> November 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.

**04.12.24 To receive the draft Planning and Highways Committee minutes from 26<sup>th</sup> November 2024**

Councillors noted the draft minutes.

**05.12.24 To receive the draft Finance and Administration Committee minutes from 26<sup>th</sup> November 2024**

Councillors noted the draft minutes.

**06.12.24 To note the award of the Community Grants**

Councillors noted that the following grants had been awarded in the Finance and Administration Committee meeting in November 2024:

- We are BS15: £4,980
- The Brightwell: £600
- South Gloucestershire Youth Accommodation: £1,039
- Kingswood Rugby Football Club: £5,000
- Friends of Holy Trinity Church: £387.19

**Resolved:** to support the above awards.

**07.12.24 Planning Applications**

**a. Reference: P24/02650/F**

Land Adjacent To 69 Walnut Crescent Kingswood South Gloucestershire BS15 4HZ  
Erection of 1no attached dwelling and associated works.

**Resolved:** To object to this application on the grounds that it is a very small site and therefore would be classed as over development.

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**b. Reference: P24/02750/TRE**

40A Downend Road Kingswood South Gloucestershire BS15 1SE  
Works to Crown lift a group of 9no. Beech Trees (G01) to give 3m clearance under canopy covered by Tree Preservation Order SGTPO21/14 dated 06/10/2014

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

**c. Reference: P24/02755/HH**

7 Syston Way Kingswood South Gloucestershire BS15 1UG  
Extension of existing vehicle access.

**Resolved:** No objections.

**d. Reference: P24/02759/HH**

The Perch 84 Magpie Bottom Lane Kingswood South Gloucestershire BS15 8HD  
Erection of side and rear extensions and conversion of garage with associated works to form additional living accommodation.

**Resolved:** No comment as outside of the parish

**e. Reference: P24/02176/F37 Station Road Kingswood South Gloucestershire BS15 4PG7**

Siting of temporary portacabin and toilet until 1st May 2025. Installation of external condenser unit to the east elevation of the existing building and solar PV panels to roof.

**Resolved:** No objections.

**08.12.24 South Gloucestershire Council Consultations**

**a. Station Court, Kingswood - proposed waiting restrictions**

Councillors considered this application and agreed that this is an improvement and will alleviate the current concerns and is supported by the town council.

**Resolved:** To delegate authority to the town clerk to respond to the consultation, to state that the town council supports the changes.

**b. Public Car Park Charges Consultation**

Councillors had previously received a presentation on the introduction of car park charges, and understood the need to introduce such a scheme, and therefore had no objections to the scheme.

**Resolved:** To delegate authority to the town clerk to respond to the consultation, to state that whilst the council does not support the introduction of car park charges, it is not objecting to the scheme as it understands the rationale for introducing car parking charges.

**09.12.24 Green Print Projects**

Councillors considered the new sites that would be added to the grass cutting schedule for the Green Print Live Lab project and were in favour of the introduction of the areas in the vicinity of Grimsbury Farm, as per the map that was provided.

**Resolved:** To delegate authority to the town clerk to inform the project manager that KTC supported the expansion of the grass cutting areas to include those mentioned above.

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**10.12.24 Members Reports and Updates**

- a. There were no updates from Kingswood Town Councillors.
- b. SGC Councillor Alison Evans reported on some of her case work that she is progressing, concerning a property in the High Street that has been expanded without planning permission and that is now being converted into an HMO but has not applied for a license, and is applying for retrospective planning permission. It was suggested that if the planning enforcement team are unable to take action that the building control team be informed so that they can carry out an appropriate inspection of the property.
- c. SGC Councillor Sean Rhodes reported on some of this case work concerning Douglas Road Development. As the site is still a building site, despite having occupied properties, it is attracting fly tippers as the site is not fully fenced off. SGC are working with the owner of the site and the new developers to try and find a solution to get the site made safe and finished.
- d. He also reported a concern that a local housing association was selling off properties in Kingswood that did not meet their criteria (small kitchen in a family home), and whilst they would use the capital to reinvest to purchase new properties, those properties might not be in Kingswood, but in South Gloucestershire. This was a huge concern as there was already a shortage of properties for residents in Kingswood. He will report back at a future meeting.
- e. He reported that the Social Sundays at Kings Chase Shopping Centre had been a huge success, and they would start again in the Spring 2025.
- f. **To receive an update on the progress with the LTA grant for the tennis court in Kingswood Park.**  
Councillor Rhodes reported that SGC had rejected the terms of the grant from the Lawn Tennis Association, due to the lack of transparency regarding the fees of the booking system company. As KTC was keen to ensure that tennis remained free for residents, SGC was seeking an alternative provider that could implement a booking system, or alternative models. KTC had made a previous commitment to contribute up to £37,100 of its CIL funding and to provide funds towards tennis coaching. Councillor James Hackett expressed frustration that the development of the tennis courts was not part of the wider redevelopment of Kingswood Park.

**11.12.24 Casual Vacancies**

Councillors noted that the closing date for the two casual vacancies in Lower Soundwell ward and Kings Chase South ward was Friday 24<sup>th</sup> January for a decision in the cooption process at the meeting on 11<sup>th</sup> February 2025.

**12.12.24 Budget and Precept 2025/26**

Councillors were presented with a draft budget for the next financial year. The tax base figure was received from SGC after the report had been published and it had been necessary for the town clerk to amend the tax base number within the report, and this had an impact on the precept. The proposed precept was amended from £842,991 to £830,336, ensuring that residents continued to pay £98.87 per annum, per average Band D household. This meant that £12,655 was removed from the council's operating budget, and this was taken from the community building budget, reducing it from £210,000 to £197,345.

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Councillors were in agreement that the precept for 2025/26 be £830,336 and supported the individual budget lines: to continue to support the existing projects, and those that are yet to be started, to support a number of new initiatives, and to support the increase to the staffing budget, to employ a full-time Assistant Town Clerk in the new financial year. The budget and precept would be confirmed at the meeting in January 2025, to take account of this amendment. A revised summary of the budget is at Appendix A.

**Resolved:** To support the precept and budget of £830,336, equating to £98.87 per annum, for the average Band D household. To bring a final report to the full council meeting in January 2025, to include the above amendments.

#### **13.12.24 Kingswood Library Support Grant**

The town clerk informed councillors that the staff costs for 2025/26 had been recalculated to take account of NI and pay increases, and that the overall cost had increased to £8,947.32, as a contribution towards the staffing costs at Kingswood Library, to ensure that some of the opening hours were protected. The Clerk was authorised to enter into a Service Level Agreement on behalf of Kingswood Town Council for £8,947.32.

**Resolved:** to delegate authority to the town clerk to enter a Service Level Agreement with South Gloucestershire Council for £8,947.32 for the year 2025/26.

#### **14.12.24 Play equipment in Deerswood Play Area**

Councillors considered the request from SGC to make a financial contribution towards the replacement of the zip wire in Deerswood Play Area. Whilst the SGC officer had provided likely figures from a quote from 2 years ago, it is likely that the zip wire might cost closer to £15,000, rather than the £12,000 that had been indicated. Councillors approved this request and agreed to make a financial contribution from the CIL budget of up to £15,000. The town clerk was requested to seek further information and to update the council at a future meeting. If this is to proceed, then recognition be given to Kingswood Town Council with publicity, for their contribution.

**Resolved:** to delegate authority to the town clerk to inform SGC that KTC supports their request for financial contribution towards a replacement zip wire at Deerswood Play area of up to £15,000.

#### **15.12.24 To receive a bank reconciliation at the end of November 2024**

Councillors received the bank balance for the council's account and the bank statement was signed by the Chair.

#### **16.12.24 To approve payments since the last meeting**

Councillors approved the payments in the list at Appendix B. In addition, the Clerk reported that it had been necessary to use emergency authority (as per the Scheme of Delegation) in conjunction with the Chair, to purchase a new laptop at a cost of £857.50, as there had been issue with one of the laptops, and it had exposed a risk that the council had no spare computers to rely when one is out of action.

**Resolved:** To approve all the payments at Appendix B below.

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

- Full Council: 14<sup>th</sup> January 2025 at 7pm
- Planning and Highways Committee: 28<sup>th</sup> January 2025 at 7pm

Meeting Closed: 1946 hrs

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

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## Appendix A

Agreed budget and precept for 2025/26

PROJECT	Budget in 2024/25	Proposed budget for 2025/26
a. Youth Services	£360,000	£185,000
b. Events	£55,000	£33,300
c. Christmas Lights	£15,000	£22,000
d. Support to the Library	£30,000	£14,000
e. Community Grants Scheme	£50,000	£50,000
f. Floral Displays	£12,000	£18,000
g. Community Building Reserve	£75,000	£197,345
h. Operating and staff costs	£229,480	£258,691
i. Town Improvements	0	£40,000
j. Civic Regalia	0	£5,000
k. Sports Coaching	0	£7,000
<b>Total</b>	<b>£826,480</b>	<b>£830,336</b>

*Table: Proposed budget for 2025/26 with budget in current year.*

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## Appendix B

### Approved Payments for December 2024

Company	Item	Invoice	VAT		Gross
We are BS15	Community Grant	n/a	n/a	£4,980.00	£4,980.00
SG Youth Housing	Community Grant	n/a	n/a	£1,039.00	£1,039.00
Kingswood Rugby Club	Community Grant	n/a	n/a	£5,000.00	£5,000.00
Friends of Holy Trinity Church	Community Grant	n/a	n/a	£387.16	£387.16
The Brightwell	Community Grant	n/a	n/a	£600.00	£600.00
The Hummingbirds	Deposit for VE Day	n/a	n/a	£300.00	£300.00
Vending Superstore	Christmas Gifts	VSS60111	£14.40	£71.97	£86.37
Brookfield Publishing	Dec 24 Kingswood Voice	1988	£110.00	£550.00	£660.00
Colourful Minds	Christmas event	360	£0.00	£150.00	£150.00
Town Clerk	Expenses Nov 24	n/a	£0.00	£349.20	£349.20
Finance Officer	Nov-24	4	n/a	£939.45	£939.45
Cloudy IT	Dec-24	D 05730	£31.58	£157.90	£189.48
The Park Centre	Meetings Nov 24	322	n/a	£84.00	£84.00
The Park Centre	Meetings Nov 24	329	n/a	£43.75	£43.75
Town Clerk	Expenses	n/a	n/a	£53.02	£53.02
Community Engagement Office	Expenses	n/a	n/a	£33.90	£33.90
Cloudy IT	Laptop	5902	857.5	£171.50	£1,029.00
Friends of Kingswood Park	Plants for Kingswood Pa	n/a	n/a	n/a	£698.24
Bloco B	Samba Band Latern Par	555	£0.00	£500.00	£500.00
Alice Twinn	Christmas gifts and facebook boost				£38.72
ALCA	Finance Training	22687	£0.00	£35.00	£35.00
PATA Payroll	Salary increase work	/0321/PPS	£0.00	£30.00	£30.00
Community Engagement	Stationery expenses	n/a	n/a	£42.57	£42.57
Town Clerk	Expenses - Advent Calendars	n/a	n/a	£19.60	£196.10
Siobhan Willis	Christmas Event Entertainer	170	£0.00	£100.00	£100.00