



Meeting of Kingswood Town Council on Tuesday 11th February 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, 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 11th February 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

6th February 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 11TH FEBRUARY 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 14th January 2024 as a true record of proceedings (minutes attached)

4. Cooption of two new councillors

- a. To coopt one new councillor to Lower Soundwell Ward
- b. To coopt one new councillor to Kings Chase South Ward

To receive applications from eligible candidates per ward, to consider these applications, to nominate, vote and appoint a new councillor per ward, in accordance with the council's cooption procedure (procedure attached).

5. To receive the Declaration of Acceptance of Office for the newly coopted councillors

New Councillors to sign their Declaration of Acceptance of Office

- Lower Soundwell
- Kings Chase South

6. To nominate new councillors to committees:

- Planning and Highways Committee (1 vacancy)
- Finance and Administration Committee (2 vacancies (1 as substitute))

7. Councillor Vacancy

To note that there is a vacancy in Kings Chase North ward following the resignation of Councillor Doyle

8. Planning Applications

To consider planning applications received for the Parish of Kingswood.

a. Reference: P24/02001/O

Land To The North West Of Deanery Road And Brook Road Kingswood South Gloucestershire

Erection of 5no dwellings (Outline) with all matters reserved.

b. Reference: P25/00241/CLP

103A Hanham Road Kingswood South Gloucestershire BS15 8NW

Change of use from dwelling (Class C3) to small HMO for up to 5no. occupants (Class C4).

c. Reference: P25/00233/F

17 Court Road Kingswood South Gloucestershire BS15 9QB

Erection of detached annexe ancillary to main dwelling

d. Reference: P25/00246/PNMD

3 Regent Street Kingswood South Gloucestershire BS15 8JX

Prior notification for the change of use of building from commercial (Class E) to 4 no. dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 as amended.

e. Reference: P25/00254/F

3 Regent Street Kingswood South Gloucestershire BS15 8JX

Removal of 2no. shop fronts and installation of rendered wall, 1no. door and 2no. windows

f. Reference: P25/00186/HH

153 High Street Kingswood South Gloucestershire BS15 4AQ#

Erection of a two storey rear extension to form additional living accommodation (retrospective).

g. Reference: P25/00183/HH

153 High Street Kingswood South Gloucestershire BS15 4AQ

Installation of 1no. rear dormer to facilitate loft conversion (retrospective).

9. To receive the draft Planning and Highways Committee minutes from 28th January 2025 (attached)

10. To receive the draft Staffing minutes from 28th February 2025
(confidential for councillors only)

11. To consider a recommendation from the Staffing Committee

That two councillors, in addition to members of the staffing committee, receive HR related training for the purpose of understanding the responsibilities of the council (training likely to be in June 2025)

12. To note a decision of the staffing committee

That the Staffing Committee has agreed that the town council uses the services of a freelance social media content creator for some council events, to provide photo and video content (from within the events budget).

13. Members Reports and Updates

- a. 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 consider a proposal from Councillor Raf Ackbar for the council to participate in Councillor Walkabouts.
- d. To receive the Police Report from the Kingswood Neighbourhood Team

14. Project Update

- a. To receive a written and verbal update from the town clerk of projects that the council is pursuing, concentrating on Youth and Young People's services (report attached)
- b. **Play Equipment in Deerswood Park**
To consider and agree to release £15,000 as a grant to SGC to pay for a new piece of play equipment in Deerswood Park. At the meeting on 10th December 2024 the council agreed to support in principle, using CIL funds of £15k, funding a new cable wire in Deerswood Park. SGC have received competitive tenders, and the most favourable quotation is from a highly reputable company, at £14,999 for removal of existing equipment, installation of new cable wire and platform, turf and grass mats. The Clerk has seen details of the quote (which is commercially sensitive) and recommends that the council agrees to support this purchase and to release the £15,000 to SGC Place Facilities team. Further details have been provided regarding installation dates, timeline etc.
- c. **Floral Display Budget**
To consider and agree delegating authority to the town clerk to order the summer floral scheme for High Street and Regent Street (from the budget for 2025/26 of £18,000), to spend up to £12,000 on the summer scheme with the remainder to be spent on the winter scheme and planting undertaken by the Friends of Kingswood Park in the town centre beds and planters.
- d. **Tree Sculpture in Kingswood Park**
To consider if the underspend in this year's floral display budget (£2,800) can be used to fund a wood sculpturer to create a sculpture in Kingswood Park, as a contribution from KTC to the regeneration project. A Lawson's Cypress at Hollow Road has been identified as an appropriate tree and quotes are being sought. If supported, to delegate authority to the town clerk to work with the Project Delivery Manager to consider appropriate costs and proceed.
- e. **Community Library Box in Kingswood Park**
To consider if the underspend in the floral display budget (as above) can be used towards working with the Men in Sheds to create a Community Library Box that will be placed in Kingswood Park, as a contribution from KTC to the regeneration project. It is likely cost in the region for £600 for materials, treatment etc.

15. Events and Communications Update

- a. To receive a written and verbal update from the Community Engagement and Events Officer (report attached)
- b. To approve expenditure that exceeds £500 and delegate authority to the officers to manage the events programme and budget
- c. To note that the Winter Wanderland project that was previously put on hold can now go ahead with support from Colourful Minds
- d. To seek volunteer councillors to assist with the two events on VE Day 8th May.

16. To receive bank reconciliations at the end of January 2025

Chair to sign the bank Statements and Reconciliations report

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

18. To approve that the council can make payment by Direct Debits

To note that the following payments have been set up using Direct Debit

- EE for Mobile Phone (monthly)
- Information Commissioners' Office (annual)

19. To seek approval to open a bank account with Lloyds

To consider and agree to delegate authority to the Town Clerk to open a bank account with Lloyds, in order to split financial holdings across more than one bank. Further details to be provided at the next meeting, on adoption of a Financial Management Policy.

20. Upgrade to Finance Software

To consider and agree to an upgrade of the council's accounting method, and consequently to agree to upgrade the accounts software (report attached)

21. To resolve to exclude the public and press to consider a confidential matter

22. Confidential: Community Building Update

To receive an update from Councillor Rhodes and the Town Clerk regarding the investigation to acquire a public building and to make confidential decisions that further this project, in relation to project management, terms of any lease and legal advice.

23. To readmit members of the public and press to the meeting.

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

- Full Council on Tuesday 11th March 2025 at 7pm
- Planning and Highways Committee on Tuesday 25th February 2025 at 7pm
- Finance and Administration Committee on Tuesday 25th February at 7.30pm