

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

Kingswood Town Council, Town Council Meeting  
Tuesday 11<sup>th</sup> March 2025 7.00pm  
The Park Centre, Kingswood

**Councillors Present:**

Stephen Forsythe (Chair), Ken Rabone (Vice Chair), Rafick Ackbar, Jim Corrigan, Sean Rhodes, Richard Bentham, Diane Bentham, Alex Massey (from item 13), Tracey Kovacs, James Hackett and Maria Ingram-Cotton

**In attendance:**

Charlotte Littlewood, Town Clerk and RFO

**Public:**

No members of the public

**Public Question Time**

A member of the public submitted a written statement for consideration, expressing concern at the recent incidents at the old Lucas building on Moravian Road. The Police attended on at least 8 occasions since Wed 5<sup>th</sup> March to reports of youths climbing into the building and being on the roof of the units in the Business Park. A riot van was deployed on Saturday night to deal with multiple groups of youths on the street.

Councillors considered this, having previously discussed it in an earlier council meeting. Whilst it is the responsibility of the developer to make the site secure the developer has provided adequate security to the site but it is being vandalized on a regular basis. The police have been contacted for further information and Councillor Sean Rhodes will speak to officers at SGC to see if any more can be done.

**01.03.25 Apologies**

Apologies were received from Councillors Alison Evans, Stephen Evans, Comfort Iyiewuare.

**02.03.25 Declarations of Interest**

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

**03.03.25 Minutes of the previous meeting**

The minutes of the Town Council meeting held on 11<sup>th</sup> February 2025 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.

**04.03.25 Planning Applications**

To consider planning applications received for the Parish of Kingswood.

**a. Reference: : P25/00378/HH**

169 Station Road Kingswood South Gloucestershire BS15 4XN

Creation of new vehicle access on a classified highway and installation of replacement driveway

**Resolved:** No objections

**b. Reference: P25/00454/HH**

8 Downend Road Kingswood South Gloucestershire BS15 1SP

Erection of single storey outbuilding to form garage/workshop

**Resolved:** No objections

**05.03.25 To receive the draft Planning and Highways Committee minutes 28 February 2025**

**Resolved:** to note the minutes.

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**06.03.25 To note the planning committee objection to this application**

**Reference:** P25/00279/F. Building To the rear Of 68 Court Road Kingswood South Gloucestershire BS15 9QG. Change of use of ancillary annexe to 1no. commercial holiday let (Class C3).

**Resolved:** Councillors noted objections to this application. Councillor Rhodes stated that in liaison with the case officer, he intends to "Call In" the application for consideration at SGC planning committee.

**07.03.25 To receive the draft Finance and Administration Committee minutes from 28<sup>th</sup> February 2025**

**Resolved:** To note the minutes

**08.03.25 To note the award of grants from the Community Grant Scheme**

Name of Organisation	Project	Amount Awarded
Movema/ Nest Page Park	Refugee Festival 15 June	£5,000
Kingswood History Society	Meeting and marketing costs	£500
Turtle Play Scheme	Easter and Summer Holiday play scheme	£4,000
Our Lady of Lourdes Preschool	Security Fencing	£4,400
Date Palm Foundation	Security Fencing	£4,429
<b>Total</b>		<b>£18,329</b>

**Resolved:** To note the above awards.

**09.03.25 To consider recommendations from the Finance and Administration Committee**

The Finance and Administration Committee, having assessed the following documents at its meeting on 25<sup>th</sup> February 2025, recommends that they are adopted by Kingswood Town Council.

- Financial Management Strategy
- Asset Register
- Risk Policy
- Risk Strategy
- Risk Register (constantly being updated)

In addition, the Finance and Administration Committee recommends:

- That the town clerk seeks quotes for a new internal auditor
- That the fidelity guarantee insurance is increased to £500,000.

**Resolved:**

To adopt the Financial Management Strategy  
 To re-adopt the Asset Register  
 To re-adopt the Risk Policy  
 To re-adopt the Risk Strategy  
 To re-adopt the Risk Register  
 To increase the Fidelity Guarantee Insurance to £500,000

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**10.03.25 To consider the final draft of the Annual Report**

The Finance and Administration considered the draft Annual Report at its meeting on 25<sup>th</sup> February 2025 and recommends to full council that the town clerk submits this, along with photos and artwork, to the designer for completion. 1000 copies to be printed and located in public facing locations across Kingswood.

**Resolved:** That the annual report as presented is submitted to the designer for completion.

**11.03.25 Changes to dates of meetings**

The Town Clerk informed the meeting that due to the date of Easter, two meeting dates need to be changed.

**Resolved:**

The Planning and Highways Committee meeting would move from Tuesday 22<sup>nd</sup> April 2025 to Tuesday 29<sup>th</sup> April 2025.

The Finance and Administration Committee meeting date would move to a date to be confirmed with the Town Clerk and Chair of the Finance and Administration Committee, in either April or May.

**12.03.25 To adopt the Working Party Terms of Reference**

**Resolved:** That the Terms of Reference for Working Parties be adopted.

**13.03.25 Members Reports and Updates**

- a. Councillor James Hackett had attended the Visioning workshop with SGC and members of the Avon Local Council Association, for the purpose of considering ways in which communication can be improved.
- b. Councillor Sean Rhodes gave an update on the current situation at Grimsbury Farm. That SGC Councillors and officers were engaging with the public to assure them that it was not closing, but that changes needed to be made to improve its financial situation, and that there was an opportunity for the town council and volunteers to become more involved in the future.
- c. The Police report was received, and thanks were expressed to PC Jack Withers.

**14.03.25 To consider the following South Gloucestershire Council consultations  
Regulation 19 consultation stage of the South Gloucestershire Local Plan**

- It was agreed that Kingswood Town Council would not respond to the consultation as it has not been involved in the process and therefore unable to comment.

**New Joint Local Health and Wellbeing Strategy 2025 to 2029**

- It was agreed that Kingswood Town Council would not respond to the consultation, but that individuals were encouraged to respond.

**Resolved:** That Kingswood Town Council would not respond to either consultation.

**15.03.25 Kingswood Community Engagement Forum on 13<sup>th</sup> March 2025**

Councillor Tracey Kovacs would attend, along with the town clerk.

**16.03.25 To receive an update on the Green Print Project**

Councillors noted the output of the scheme and the amount of grass cuttings that has been generated.

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**17.03.25 Community Engagement**

Councillors received a written report from the officers, highlighting the community engagement that had taken place since the last meeting, and opportunities for councillors to meet the public over the coming months.

Councillors also considered the printing of a survey, the purchase of a noticeboard to go on the outer wall of Kingswood Library and the purchase of a community noticeboard, as a bolt on to the website.

**Resolved:**

- To fund the printing of a survey from the Events budget.
- To fund the purchase of an online community noticeboard from the underspend in the current Marketing and Engagement budget
- To fund the purchase of the Notice board and to delegate authority to the town clerk to obtain three quotes and with authority to spend up to £750, plus delivery and installation and VAT, from the underspend in the current Marketing and Engagement budget
- For councillors to support the events and visits that are offered as a way of engaging with the public.

**18.03.25 To receive the bank reconciliation**

**Resolved:** That councillors note the bank statements and that the reconciliations are signed by the Chair.

**19.03.25 To approve the payments since the last meeting**

**Resolved:** To approve all payments presented, made since the last meeting. The list of payments is at Appendix A.

**20.03.25 To consider the purchase of a Shipping Container**

Consideration was given to the purchase of a shipping container that will be placed in Kingswood Park, for the town council to store its event, and other kit. SGC officers have obtained three quotes, and it is confirmed that the container can be sited without the need for planning permission, as this comes under the permitted development. Councillors agreed to the purchase of the used option from Company B at a cost of £2,225

**Resolved:** To delegate authority to the town clerk to contact SGC to confirm that the container can be purchased and to place the order with SGC, or directly with the company. To delegate authority to the town clerk to also use funds for its installation and storage shelves in the container and a suitable padlock, as well as insurance. For the expenditure to come from underspend in the current Equipment budget.

In addition, for the town clerk to approach Creative Youth Network, to see if a workshop could be arranged with an artist and young people to “decorate” the container.

**21.03.25 Date of the next meeting and consideration of items for the agenda**

- Full Council on Tuesday 8<sup>th</sup> April 2025 at 7pm
- Planning and Highways Committee on Tuesday 29<sup>th</sup> April 2025 at 7pm
- Finance and Administration Committee to be confirmed (but not on 22<sup>nd</sup> April)

Meeting Closed: 2017 hrs.

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

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## Appendix A

Approved Payments for March 2025.

In addition to the list below was a payment to RBS for £898.80 for training and consultation time.

Company	Item	Invoice	VAT	Net	Gross
EE	Mobile Mar 25	Direct Debit	£ 7.80	£39.00	£46.80
ICO	Data Controller Registration <b>Prepayment</b>	ICO:00480051102	OTS	£47.00	£47.00
South Gos Council	CIL Funds for grant to play equipment	3900026768	£ -	£15,000.00	£15,000.00
Movema	Community Grant Feb 25	Community Grant	£ -	£5,000.00	£5,000.00
Kingswood History Society	Community Grant Feb 25	Community Grant	£ -	£500.00	£500.00
Turtle Play Scheme	Community Grant Feb 25	Community Grant	£ -	£1,250.00	£1,250.00
Yarn and Yardage	<b>Elf Trail Xmas 2025 Pre payment</b>	3	£ -	£68.00	£68.00
Yarn and Yardage	<b>VE day gifts Pre payment</b>	2	£ -	£11.50	£11.50
Yarn and Yardage	Post box toppers	1	£ -	£100.80	£100.80
Town Clerk	Travel expenses Feb 2025		£ -	£237.60	£237.60
Brookfield Publishing	Kingswood Voice March 2025	2128	£ 110.00	£550.00	£660.00
Cloudy IT	Monthly IT Support March 2025	INV-D-06735	£ 41.52	£207.60	£249.12
Mrs Evans, Book keeper	Monthly Finance Support Feb 2025	7	£ -	£1,062.50	£1,062.50
South Gos Council	Tree sculptor	420300-HC687----	£ -	£2,000.00	£2,000.00
The Park Centre	Meeting Hire Jan 2025	INV-0405	£ -	£108.25	£108.25
Cloudy IT	Cllr Ipads and set up	INV-D-06897	£ 198.04	£990.19	£1,188.23
Cloudy IT	lap top repair	INV-D-07152	£ 24.00	£120.00	£144.00
HP Ink	Ink for Clerk Feb 25	IUKDN1103156239	£ 3.08	£15.41	£18.49
Amazon	Library Events Feb 2025	511S6M6AEUI	£ 1.78	£8.99	£10.65
Amazon	Library Events Feb 2025	73795748	£ 1.61	£7.99	£9.65
Amazon	Library Events Feb 2025	73795776	£ 2.68	£14.40	£16.07
ALCA	Planning Training March 2025	22766 and 22767	£ -	£40.00	£40.00
Bristol Print Services	Event Fliers	1361	£0.00	£48.75	£48.75
Bendrey Bros	Wood for Book Box	Proforma Inv SQU05	£76.97	£369.76	£461.73
The Crafty Social Club	Easter Event	12/02/2025	£0.00	£200.00	£200.00
Colourful Minds	Half Term event Library	367	£0.00	£150.00	£150.00