

# Kingswood Town Council

Council Meeting  
11 October 2023

Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

## NOTICE OF COUNCIL MEETING

**MEETING:** Meeting of Kingswood Town Council  
**DATE & TIME:** Wednesday 11 October 2023 at 7pm  
**PLACE:** Kingswood Civic Centre, High Street, Kingswood, Bristol, BS15 9TR

This is a meeting in public, not a public meeting. If you would like to attend and have any special requirements eg access or a copy of the agenda in another format, eg large print, please contact us.

Agenda and papers are available at [www.southglos.gov.uk/town-and-parish-councils](http://www.southglos.gov.uk/town-and-parish-councils)

**Donna Ford** PSLCC, FdA, CertHE, CiLCA

Interim Town Clerk

7pm (Prior to the start of the meeting)

Questions and comments from members of the public 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.

*N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)*

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

1.	<p><b><u>Apologies for absence and to consider the reasons given</u></b></p> <p>Council to receive apologies for absence and, and if appropriate, to resolve to approve the reasons given.</p>
2.	<p><b><u>Declarations of interest</u></b></p> <p>Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.</p> <ul style="list-style-type: none"><li>• To receive written requests for dispensation for disclosable pecuniary interests.</li><li>• To grant any request for dispensation as appropriate.</li></ul>
3.	<p><b><u>Minutes</u></b></p> <p>Members to resolve and sign as a correct record the minutes of Kingswood Town Council Meeting held on 13th September 2023.</p>
4.	<p><b><u>Accessibility and Privacy Policy</u></b></p> <p>Members to consider an Accessibility and Privacy Policy for the Town Council Website.</p>
5.	<p><b><u>Members Reports</u></b></p> <p>Member to receive verbal reports from any members representing Kingswood Town Council</p>
6.	<p><b><u>Appointment of the Town Clerk and Proper Officer</u></b></p> <p>Members to approve the recommendation of the appointment of Mr Mike Rowan as the Clerk and proper Officer for Kingswood Town Council.</p>
7.	<p><b><u>Planning Applications</u></b></p> <p>Members to consider planning applications received for the Parish of Kingswood.</p> <p><b>LOCATION:</b> 44 Alma Road Kingswood Bristol South Gloucestershire BS154EG <b>DESCRIPTION:</b> Demolition of existing storage building. Erection of detached dwelling with new access and associated works. <b>REFERENCE NO:</b> P23/02800/F</p> <p><b>LOCATION:</b> Kingswood Court Nursing Home 220 Soundwell Road Soundwell Bristol South Gloucestershire <b>DESCRIPTION:</b> Works to fell 1no. lime and to crown lift 7no. limes by 4.8m over road and 3.0m over pavement and bus stop, covered by KTPO 11/88 dated 12th December 1988. <b>REFERENCE NO:</b> P23/02789/TRE</p>

	<p><b>LOCATION:</b> 52 Downend Road Kingswood Bristol South Gloucestershire BS15 1SP</p> <p><b>DESCRIPTION:</b> Alterations to roof to form second floor living accommodation to facilitate change of use from dwellinghouse (class C3) to a 10-person occupancy, 6 bedroom house in multiple occupation (class sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).</p> <p><b>REFERENCE NO:</b> P23/02668/F</p>
8.	<p><b><u>Polling District and Polling Place Review</u></b></p> <p>Members to consider the correspondence received and comments on the proposed scheme.</p>
9.	<p><b><u>Updates from the Clerk</u></b></p> <ul style="list-style-type: none"> <li>• Postal address for Kingswood Town Council – To be completed by the new Town Clerk</li> <li>• Banking arrangements and signatories – Awaiting details from SF and AE to progress the opening of the bank account</li> <li>• Councillor training to be sourced by the new Town Clerk</li> <li>• Finance software now completed and installed on the PC laptop, finance and budget sheets emailed to all members</li> <li>• Conditional offer letter prepared and sent to the new town clerk along with the required personnel information</li> </ul>

Date of next meeting – Wednesday 8 November 2023