



# FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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08<sup>th</sup> December 2016

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 13th December 2016 at 7.30pm** in the **Doug Daniels Pavilion, Elm Park, Filton, BS34 7PS**

Yours sincerely

L.A.Reuben,  
Town Clerk.

***Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 60. (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.***

## AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Submissions from the Public (max. 15mins) *members of the public are entitled to speak once and only in respect of business itemised on the agenda and shall not speak for more than 5 mins. as per Standing Orders*
5. To approve the minutes of the meeting held 29<sup>th</sup> November 2016 (*pages 1-2*)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team
8. South Gloucestershire Reports
  - i) Cllr R Hutchinson
  - ii) Cllr A Monk
  - iii) Cllr I Scott
9. Submission from members:  
***Motion Proposed by Cllr D Collins and seconded by Cllr Monk. (See Page 9)***
10. Reports from Committees, Working Groups and the Town Clerk
  - a) Finance Committee 08<sup>th</sup> November 2016 (*pages 3-4*)
11. Other Reports/Consultations
12. Payments for Approval – November 2016 (*pages 5-8*)

**PRESENT: Cllrs:** D Collins (Chair), A Kenyon, A Monk, I Scott, K Briffett, J Tucker, A Doyle, A Tink.

**ALSO PRESENT:** Natasha Gould and Matt Reynolds (Town Council Support Officers)

**APOLOGIES: Cllrs:** S Sims, B Moore, B Mead, B Scott, J Ward

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**1456. APOLOGIES FOR ABSENCE:** Apologies from Cllrs S Sims, B Moore, B Scott, J Ward and B Mead were noted.

**1457. EVACUATION PROCEDURE:** The Chair highlighted the emergency exits for the Council and the public.

**1458. DECLARATIONS OF INTEREST:** There were none.

**1459. PRESENTATION FROM MARTIN BURTON:**

A presentation was delivered by Martin Burton, the Community Cultural Service Manager at South Gloucestershire Council on the second stage of consultations for South Glos library services. The target savings on library cuts are now at £500,000. This will affect Filton as opening hours will be cut from 41 hours per week to 26. Swipe card access could be introduced to provide unstaffed opening times to extend access to the facility. Parish councils can also supply funding to South Gloucestershire to 'buy back' hours to cover staffing costs to extend service.

**1460. PRESENTATION FROM BRISTOL BATTING CAGE:**

A presentation was delivered by Bristol Batting Cage. The company is looking to establish roots in Elm Park and build the 2<sup>nd</sup> Softball and Baseball batting cage in the UK. They wish to lease land from Filton Town Council and erect a scaffold structure with nets near the car park. Concerns were raised over available parking at the Leisure Centre on weekends and the impact it would have on other users of the park facilities. It was also noted that the proposed rent figure was too low and for the company to return with a reconsidered figure.

**Proposal:** Cllr Monk proposed the Town Council "Instructs the Clerk to investigate the more technical aspects of the proposal" - such as lighting, electrical supply and field position to assess access to the field. A report is to be presented in the January Full Council meeting.

Seconded by Cllr I Scott and passed with all councillors voting in favour.

**1461. SUBMISSIONS FROM THE PUBLIC:**

A complaint was raised about the cleanliness of the pavilion kitchen with concerns over groups not cleaning after themselves. Signage was requested to remind all users of the facility to be courteous.

An update on the ladies toilet refurbishment was requested. It was clarified that it is unclear whether councillors are able to use their allocated funding for their own Town Council and a decision is still pending. Quotes have been obtained but work will not commence until the funding is secure.

A complaint was also raised that the tables in the pavilion are the wrong size.

Following an accident on Gloucester Road North there were concerns that motorists are accelerating after the mini roundabout in the middle lane and are missing the traffic light crossing. It was noted that South Gloucestershire Council were looking at

this section of road, and that this accident would also be flagged with them by South Glos Cllr Hutchinson.

Following reports of subsidence in flats on Shellard Road, it was brought to the council's attention that residents were being put into hotels for temporary accommodation. An update was requested from Merlin by Cllr Monk.

**1462. MINUTES:** The minutes of the meeting held 25<sup>th</sup> October 2016 were approved as an accurate record.

**1463. MATTERS OF REPORT ARISING:**

*Arising from minute 1449 – Submissions from the Public: Community Speed Watch.* It was requested that volunteers who are interested in setting up a community speed watch should come forward. In addition to this, roads that they wish to be monitored should be put forward so the site can be assessed for safety.

*Arising from minute 1451 – Grant Audit proposal.* An update was requested on the progress of the proposed grant audit. Letters have been drafted with a deadline date of January 2<sup>nd</sup> 2017 for all organisations to return their reports.

**1464. FILTON BEAT TEAM:** The Beat Team were unable to attend and their report was received via email.

**1465. SOUTH GLOUCESTERSHIRE REPORTS:** These reports were noted.

**1466. SUBMISSIONS FROM MEMBERS:**

**South Gloucestershire Council Chairs Community Award** – It was requested that if there are any suggestions for individuals or community groups who deserve nomination for this award to be submitted to the council office.

**1467. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

**a) Finance Committee 8<sup>th</sup> November Minutes** – Noted.

**b) Community Garden Wood Sculpture** – It was proposed and seconded that Filton Town Council approves the Community Gardens request for funding toward a wood sculpture. The proposal stated the funding would come from the community grant budget code.

**c) Meeting Dates 2017** – Noted.

**d) Filton Air Quality Figures** – Noted.

**e) Housing Statistics** – Noted.

**1468. OTHER REPORTS/CONSULTATIONS:** There were none.

**1469. PAYMENTS FOR APPROVAL – October 2016.** All payments were approved.

**This meeting closed at 9:35pm.**

**CHAIR**

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 08<sup>th</sup> November 2016 in the **Doug Daniels Pavilion, Elm Park, Filton**

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**Present: Cllrs:** - I Scott (Chair), B Mead (V Chair), K Briffett, D Collins, A Kenyon, A Monk, B Scott, A Tink, J Tucker, J Ward

**ALSO PRESENT:** N Gould (Town Council Support Officer), Derek Kemp (Accounting Solutions)

**APOLOGIES: Cllrs:** - A Doyle, B Moore, S Sims,

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**1215. APOLOGIES FOR ABSENCE:** Apologies for absence were given from Councillor B Moore who had been admitted to hospital for treatment, Councillor A Doyle & S Sims who were both suffering with colds. It was suggested that the council office send Cllr Moore a get well soon card.

**Action: Town Council Office**

**1216. ELECTION OF VICE CHAIR:** Cllr Mead was proposed, seconded and nominated unanimously.

**1217. DECLARATION OF INTEREST:** Cllr K Briffett declared a personal interest in Conygre House, Cllr A Monk declared a personal interest in North Bristol Advice Centre.

**1218. PRESENTATION OF PRECEPT & BUDGET REQUIREMENT 2017/18:**

Mr Kemp informed those present that the Council were in a much more comfortable position financially than at the same time the previous year. It was noted that these were the preliminary budgets and could be changed before the January meeting where the final set of budgets would be agreed. Mr Kemp informed councillors about the capping on Town and Parish Councils, which is currently in its consultation stage. Mr Kemp recommended a 1.99% increase to Council Tax prices for Band D properties in Filton (an increase of £4.23 per annum). It was noted that the Council had worked hard to increase revenue and cost cutting exercises had been successful in maintaining expenditure budgets. It was agreed to send thank you letters to the management team thanking them all for their hard work.

**1219. MINUTES:** The minutes of the meeting held Tuesday 11<sup>th</sup> October 2016 were approved as an accurate record.

**1220. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA:** There were none received

**1221. PUBLIC QUESTIONS:** There were none received.

**1222. INCOME AND EXPENDITURE REPORTS:** The report was noted, it was suggested that the Town Council look into the possibility of Solar Panels.

**Action: Town Council Office**

**1223. GRANT APPLICATIONS:** Councillors reviewed both grant applications; some councillors didn't feel that either application would solely benefit residents of Filton, with that in mind it was agreed to not award either group with a grant. Furthermore it was proposed to split the remaining Section 137 Grants budget, half to be put in the reserves and half to be moved across to next year's budget, this was seconded and **Agreed:** nem.com

**1224. BATTING CAGE REPORT:** It was proposed that the group have a timeslot at the next Full Council meeting to present their proposal, this was seconded and **Agreed:** with all in favour.

**1225. MANAGERS REPORTS:**

i) Councillors questioned Mr Fessey on how he worked out his forecast figures, after a short discussion it was agreed that the Leisure Centre Manager and Bar Manager will bring actual month on month figures to future meetings.

ii) The report was noted

iii) The report was noted.

**1226. FEEDBACK:**

**F.3478 - Rectory Lane Filton Bristol South Gloucestershire BS34 7BX -**

Variation of condition 22 attached to PT14/3203/F to substitute plan 'P100 revision K' with plan 'Zeb 854-P-100 revision V' which indicates a 2.4 metre high fence adjacent to Rectory building. – Approve with Conditions.

**F.3481 - 7 The Mead Filton Bristol South Gloucestershire BS34 7AW -**

Change of use from a 6no. HMO (Class C4) to a 7no. HMO (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) – Approve with Conditions.

**F.3485 - St Andrews Methodist Church Elm Park Filton Bristol South**

**Gloucestershire** - Two storey extension, new canopy and ramped access with internal modification of existing accommodation for Counselling and Training premises. – Approve with Conditions.

**F3486 - St Andrews Methodist Church Elm Park Filton Bristol South**

**Gloucestershire** - Insertion of 3no windows and 1no door – Approve with Conditions.

**F.3487 - 575 Filton Avenue Horfield South Gloucestershire BS7 0QH -**

Demolition of existing attached garage. Erection of two storey side and rear extension and single storey rear extension to facilitate the subdivision of existing dwelling into 4no. self-contained flats with associated works. (Resubmission of PT15/2070/F). – Refusal.

**F.3490 - 26 Sixth Avenue Filton Bristol South Gloucestershire BS7 0LT -**

Installation of rear dormer to facilitate loft conversion. – Approve with Conditions.

**F3493 - 17 Shanklin Drive Filton Bristol South Gloucestershire BS34 7EL -**

Demolition of existing rear extension. Erection of single storey rear extension to form additional living accommodation – Approve with Conditions.

**1227. PLANNING APPLICATIONS** – see attached schedule

**The Chair closed the meeting at 8.00pm**

## List of Purchase Ledger Cheque Payments

Ledger : 1

Month : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
<b>Supplier : Avonvale Electrics Ltd</b>			<b>AVONVALEEL</b>				
12/08/2016	104150	13746/Light Bulbs		50.38	0.00	50.38	0.00
13/10/2016	106146	13745/Plug Sockets		21.13	0.00	21.13	0.00
				<b>0.00</b>		<b>71.51</b>	
				Above paid on : 30/11/2016 By Cheque No 3653			
<b>Supplier : WCS ENVIRONMENTAL SERVICES</b>			<b>BATHWATER</b>				
30/11/2016	INV0000061395	13723/Legionella Water Testing		242.50	0.00	242.50	0.00
				<b>0.00</b>		<b>242.50</b>	
				Above paid on : 30/11/2016 By Cheque No 3654			
<b>Supplier : Box Steam Brewery Limited</b>			<b>BOXSTEAM</b>				
23/11/2016	INV044257	13717/Bar Stock		70.80	0.00	70.80	0.00
				<b>0.00</b>		<b>70.80</b>	
				Above paid on : 30/11/2016 By Cheque No 3655			
<b>Supplier : Cascade Drinks Ltd</b>			<b>CASCADE</b>				
29/11/2016	381907	13719/Bar Stock		484.36	0.00	484.36	0.00
29/11/2016	381909	13720/Bar Stock		28.14	0.00	28.14	0.00
				<b>0.00</b>		<b>512.50</b>	
				Above paid on : 30/11/2016 By Cheque No 3656			
<b>Supplier : Countrywide Farmers Plc</b>			<b>COUNTRYWID</b>				
25/11/2016	IN0769297	13743/Multisport Grass Seed		226.20	0.00	226.20	0.00
				<b>0.00</b>		<b>226.20</b>	
				Above paid on : 30/11/2016 By Cheque No 3657			
<b>Supplier : DCK Beavers Ltd</b>			<b>DCKBEAVERS</b>				
28/11/2016	TPC7314	13748/Contract Accounting		923.52	0.00	923.52	0.00
				<b>0.00</b>		<b>923.52</b>	
				Above paid on : 30/11/2016 By Cheque No 3658			
<b>Supplier : Initial Washroom Solutions</b>			<b>INITIAL</b>				
18/09/2016	321449219	13733/Sanitation Services		148.98	0.00	148.98	0.00
20/09/2016	32115102	13731/Sanitation Services		135.79	0.00	135.79	0.00

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20/09/2016	32155101	13730/Cleaning services		12.80	0.00	12.80	0.00
30/09/2016	32120976	13732/Sanitation Services		8.35	0.00	8.35	0.00
17/11/2016	32177615	13734/Sanitation Services		148.98	0.00	148.98	0.00
				<b>0.00</b>		<b>454.90</b>	

Above paid on : 30/11/2016 By Cheque No 3659

Supplier : Instyle Marketing Services

INSTYLE

22/09/2016	13962	13749/Name Plates		224.28	0.00	224.28	0.00
				<b>0.00</b>		<b>224.28</b>	

Above paid on : 30/11/2016 By Cheque No 3660

Supplier : J P Lennard Ltd

JPLENNARD

30/11/2016	829319	13722/Swim Equipment		187.10	0.00	187.10	0.00
30/11/2016	829337	13721/Changing Table		274.80	0.00	274.80	0.00
				<b>0.00</b>		<b>461.90</b>	

Above paid on : 30/11/2016 By Cheque No 3661

Supplier : JTS Snack Foods

JTSSNACK

25/11/2016	16061365	13715/Bar Stock		119.05	0.00	119.05	0.00
				<b>0.00</b>		<b>119.05</b>	

Above paid on : 30/11/2016 By Cheque No 3662

Supplier : National Security Group

NSGSECURIT

30/11/2016	2016/11/032	13739/Alarm Callouts		76.44	0.00	76.44	0.00
				<b>0.00</b>		<b>76.44</b>	

Above paid on : 30/11/2016 By Cheque No 3663

Supplier : Office Watercoolers SW Ltd

OFFICEBEV

30/11/2016	INV0469821	13728/Water Cooler Rental		40.85	0.00	40.85	0.00
				<b>0.00</b>		<b>40.85</b>	

Above paid on : 30/11/2016 By Cheque No 3664

Supplier : Pyramid Youth Club

PYRAMIDYC

30/11/2016	GRANT16/17	13747/Pyramid Youth Grant		5,000.00	0.00	5,000.00	0.00
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					0.00	5,000.00	
					Above paid on : 30/11/2016 By Cheque No 3665		
		<b>Supplier : ST JOHN AMBULANCE SUPPLIES</b>	<b>STJOHN</b>				
22/11/2016	1051416	13727/First Aid Supplies		101.40	0.00	101.40	0.00
					0.00	101.40	
					Above paid on : 30/11/2016 By Cheque No 3666		
		<b>Supplier : Ernest S Till (South West) &amp; co Ltd</b>	<b>TILL</b>				
30/11/2016	0008142	13742/Fitting Repairs		1,071.60	0.00	1,071.60	0.00
30/11/2016	00008131	13740/Repairs to Skittle Alley		421.20	0.00	421.20	0.00
30/11/2016	00008141	13741/Repair Pool Lights		464.40	0.00	464.40	0.00
30/11/2016	00008157	13738/Repair Air Handling Unit		64.80	0.00	64.80	0.00
					0.00	2,022.00	
					Above paid on : 30/11/2016 By Cheque No 3667		
		<b>Supplier : Travis Perkins Trading Co Ltd</b>	<b>TRAVIS</b>				
23/11/2016	3015/ALL635	13724/Maintenance Materials		55.03	0.00	55.03	0.00
29/11/2016	3015/ALM076	13725/Materials & Tools		86.14	0.00	86.14	0.00
					0.00	141.17	
					Above paid on : 30/11/2016 By Cheque No 3668		
		<b>Supplier : Viridor Waste Mngement Ltd</b>	<b>VIRIDOR</b>				
30/11/2016	ON ACC 1	Purchase Ledger Payment		0.00	0.00	734.22	-734.22
					0.00	734.22	
					Above paid on : 30/11/2016 By Cheque No 3669		
		<b>Supplier : World Snooker Services Ltd</b>	<b>WORLDSNOOK</b>				
30/11/2016	7740	13729/Light Meter Tokens		74.00	0.00	74.00	0.00
					0.00	74.00	
					Above paid on : 30/11/2016 By Cheque No 3670		
		<b>Supplier : Zurich Municipal</b>	<b>ZURICH</b>				
29/11/2016	24508418	13744/Inspection Contract		1,773.60	0.00	1,773.60	0.00



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					0.00	1,773.60	
				Above paid on : 30/11/2016 By Cheque No 3671			
<b>PAYMENT TOTALS</b>				<b>0.00</b>	<b>13,270.84</b>		

## **Cllr D Collins motion proposed and seconded by Cllr A Monk:-**

**13/12/16**

### ***Proposal***

“This council agrees to start working on a ‘Filton Community Plan’. This activity should ideally start early in the new year and have a view to deliver a vision for the future in terms of our local facilities and economy to include developing the ‘Filton home of Aerospace’ theme and a clear recognition of Sir George White and his role in making Filton a world aerospace centre of excellence. But also to have a further focus on rejuvenating our shopping areas, affordable homes, developing local employment opportunities and the advancement of new facilities to include, but not exclusively, a community hub.”

### ***For information***

A Community Plan should harness everything that is different and unique about the community in which we live and our vision for its future and should provide an opportunity for the community to state its views and provide information regarding how people feel about where they live, the result should be a plan that reflects the views of residents and groups as well as give an idea of when these things will happen. As well as involving local communities in influencing the services and policies which affect them, Community Plans also ensure that a Community Strategy reflects the needs of the community.

A Community Plan can be used for a number of benefits and can be used to take action to improve the quality of life in an area through practical projects, such as ensuring inclusive activities are delivered to our old, infirm, disabled and lonely residents who may be in need of care, ensuring our youth clubs and community centres are kept viable, manage change and address local needs through the planning process, such as supporting the protection of community facilities, or supporting affordable housing, to bid for funding for local initiatives that might include the protentional Filton nature reserve encompassing the runoff ‘pond’ at the end of the Filton runway and to encourage effective partnership working, to help influence and inform plans policies and services of a range of local organisations and service providers and to enhance the Town Council’s community leadership role.