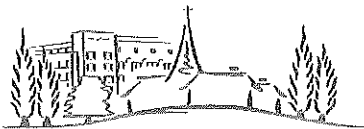


original



## FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: [www.filtontowncouncil.gov.uk](http://www.filtontowncouncil.gov.uk) E-mail: [lesley.reuben@filtontowncouncil.gov.uk](mailto:lesley.reuben@filtontowncouncil.gov.uk)

Tel: 01454 866 698

24<sup>th</sup> September 2020

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 29<sup>th</sup> September 2020 at 7pm. via Zoom Remote Link**

Join Zoom Meeting

<https://us02web.zoom.us/j/88956553804?pwd=UzdtdlZrNEtOY3o2TWRJVEZucWtZZz09>

Meeting ID: 889 5655 3804

Passcode: 698496

Dial by your location

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

Meeting ID: 889 5655 3804

Passcode: 698496

Find your local number: <https://us02web.zoom.us/u/kunKRuzIH>

Yours sincerely,

L.A.Reuben,

Town Clerk & RFO.

*Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.*

### AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **Submissions from the Public** (max. 15mins) (whilst we are meeting via remotely any submission from the public will need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting held 28<sup>th</sup> July 2020 – (pages 1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team Update (tabled)
8. South Gloucestershire Reports:  
Cllr A Monk – (tabled)  
Cllr C Wood – (page 3)
9. Submission from members:  
Cllr John Tucker Notice of Motion: -  
“That this council has a permanent Agenda item for councilors to air their concerns about Filton roads, pavements, potholes, speed ramps, flooding, rubbish parking and the Rates”
10. Reports from Committees, Working Groups and the Town Clerk:
  - i) Full Council (Finance) draft minutes of the meeting held 14<sup>th</sup> July 2020 (pages 4-5)
  - ii) MUGA Update – Presentations / Funding

- iii) Review of Services – update from meeting being held 28<sup>th</sup> Sep 2020
- iv) Defibrillator update

**11.** Other Reports/Consultations: Planning applications to be discussed (page 6)

**12.** Consultation Spreadsheet (page 7)

**13.** Payments for Information (page 8)

**PRESENT: Cllrs:** D Collins (Chair), A Doyle (Vice Chair), K Briffett, A Kenyon, T Mewies, B Mead, A Robinson, I Scott, A Johnstone, J Tucker

**ALSO, PRESENT:** Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer), Carla Westcott (Administrator) Scott Fessey (Leisure Centre Manager)

**APOLOGIES: Cllrs:** C Wood, A Monk, M Chaudhry

**NON-ATTENDANCE: N/A**

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**0129. APOLOGIES FOR ABSENCE:** Apologies were noted.

**0130. EVACUATION PROCEDURE:** The Chair highlighted the emergency exits to the council and the public.

**0131. DECLARATIONS OF INTEREST:** None received.

**0132. SUBMISSIONS FROM PUBLIC:** None received.

**0133. TO APPROVE MINUTES OF THE MEETING HELD 30<sup>th</sup> JUNE 2020:** The minutes were approved as an accurate record.

**0134. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:** *Arising from minute 0126iv) Fun Fair* – The Town Clerk updated councillors that after the last meeting, there was quite a lot of negative feedback on social media in regard to the fair coming to Elm Park. The fair took the decision to go elsewhere for this summer, it was agreed to keep track of how they get on at their other location so we can look to have them back next year.

**0135. FILTON BEAT TEAM REPORT:** The report was noted. Councillors asked if the next report could include what the percentage increase is for crime this year compared against last year.

**0136. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:** The reports were noted.

**0137. SUBMISSIONS FROM MEMBERS**

**i) King George Junction – Cllr Briffett** - Cllr Briffett raised his concerns with the junction and length of time and money it has taken to get anything sorted. It was noted that he could request a complete breakdown of what all the money has been spent on under the freedom of information act with South Gloucestershire Council.

**0138. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

**i) Full Council (Finance) Minutes of meeting held 14<sup>th</sup> July 2020** were noted. The Town Council Office were asked to look into and respond about the capital reserves and exactly how much we have in there, the Town Clerk agreed to get conformation from the accountants.

**Action: Town Council Office**

**ii) MUGA update** – The Town Clerk updated Councillors that two companies have now sent in MUGA plans. It was also noted that the CIL Money of £38,000 could be spent on the MUGA project if councillors wanted to add it into the fund. After a short discussion it was **Agreed:** to circulate plans in advance and then add an item to the Full Council Meeting in September to talk through all plans received, also add an agenda item to September Finance for Council to agree on CIL money being spent on the MUGA project.

**iii) Ratepayers Arms Update** – It was noted that the Ratepayers Arms had been struggling over the last week. Opening times had been changed to try and improve customer numbers but that was not currently showing any improvement. It was

suggested that the bar look at opening evenings only and see if that helps. It was **Agreed:** To take the item to the next staffing committee to discuss in more detail. Councillors asked if a comparison report could be provided to show last year's monthly and weekly takings compared to this year. The pub association have said most pubs reopening is operating on 38% losses compared to the year before, it will be beneficial to see if the Ratepayers losses are more than the average 38%.

**Action: Town Council Office**

iv) Closure Update – Scott Fessey updated councillors on the reopening of the centre which planned to be on Monday 03<sup>rd</sup> August 2020. It was noted that there would be a limited service offered in the interim to make sure the centre was able to keep up with the strict government guidelines. Risk assessments have been completed and this week the three supervisors will be returning from furlough to help plan for the reopening. It was **Agreed:** Scott would email round his projected figures for the initial weeks opening.

v) Annual Return 2019/20 – The annual return was approved unanimously.

vi) Public Rights Dates – The dates for the public rights notice were **Agreed:** unanimously as 01<sup>st</sup> September 2020 – 12<sup>th</sup> October 2020.

**0139. OTHER REPORTS/CONSULTATIONS:**

i) Consultation Spreadsheet – The document was noted.

**0140. PAYMENTS FOR INFORMATION:** The document was noted.

**The Chair closed the meeting at 8.35pm**

## Cllr C Wood Report

1. I am happy to confirm that the campaign to improve the Filton Avenue and Station Road Junction in Filton has been successful, with work set to commence next month. Vehicles will now be able to drive from north to south along Filton Avenue as well as turn right onto the A4174 Link Road outside of Peak Hours. The bus lane will remain in operation during the peak periods 7am to 10am and 3pm to 7pm weekdays, therefore all vehicles will be able to cross from north to south and onto the A4174 Link Road between 10am to 3pm and 7pm to 7am during the week and at all times over the weekend. The works are being instigated under an Experimental Traffic Order, therefore they are installed on a temporary basis whilst feedback is sought from local residents.
2. Works to install a northbound cycleway on Southmead Road have been approved, the works form part of our efforts to encourage cycling across South Gloucestershire. Additionally a southbound cycle route has been proposed to take cyclists on a safer route away from the congested Southmead Road via Dunkeld Avenue. This will involve the removal of southbound vehicle access to Dunkeld Avenue from Charborough Road and Rannoch Road. I have suggested this vehicle restriction could be limited to peak hours to reduce any negative effects on local residents' access. Feedback from residents is currently being gathered.

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 8<sup>th</sup> September 2020 on held remotely via **ZOOM CONFERENCE CALLING**.

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**PRESENT: Cllrs:** - M Chaudhry (Chair), B Mead, K Briffett, D Collins, A Doyle, A Kenyon, T Mewies, I Scott, A Robinson, J Tucker, C Wood

**ALSO PRESENT:** L Reuben (Town Clerk) C Westcott (Administrator)

**APOLOGIES: Cllrs:** - A Monk

**NON-ATTENDANCE: - Cllrs:** - J Tucker, C wood

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**Part 1**

**F.117 APOLOGIES FOR ABSENCE:** Cllrs apologies were noted.

**F.118 DECLARATION OF INTEREST:** There were none.

**F.119 MINUTES:** Minutes from meeting 12<sup>th</sup> July 2020 were approved as accurate.

**F.120 MATTERS OF REPORT ARISING FROM MINUTES:**

**F.109** Risk Assessment summary had been sent to all councillors prior to the meeting, the detailed documents to be circulated to members.

**F.110** It was proposed and seconded **Voted: unanimous for** to ask the accountant to meet with Councillors and Leisure Centre staff and discuss Filton Town Council finances, budget predictions and effects of COVID 19.

It was also agreed for the Town Clerk to arrange regular updates with the accountant after this.

**Action: Town Council Office**

**F.121 PUBLIC PARTICIPATION:** The Council office has received a complaint from a resident of Sixth Avenue. Keys have been issued to resident from Eden Grove for the back lanes. The lanes adjoin both roads and supply rear access to both. The residents from sixth Avenue feel that its against the law for a Bristol resident to have access keys.

It was discussed and agreed for the Council Office to investigate with South Gloucestershire Council the legality of sharing access.

**Action: Town Council Office**

**F.122 FILTON TOWN COUNCIL - THE GENERAL POWER OF COMPETENCE:** It was resolved that this council meets the eligibility required for the 'The General Power of Competence' as i) the number of councillors elected at the last election exceeded two thirds of its total number of seats. ii)The Clerk is fully qualified in the recognised sector and has completed the relevant training designed as part of the National Training Strategy for local councils. This eligibility will need to re-affirmed at every annual meeting of the council to confirm it still meets the criteria.

**F.123 REVIEW OF SERVICES WORKING GROUP:** The Town Clerk updated that the consultant was now engaged to soft test the market, it was agreed that the Town Clerk would arrange a meeting for the working group and the consultant in the upcoming weeks.

**F.124 MUGA UPDATE:** All quotes have all been received and circulated with papers. Discussion regarding how best to proceed with the public consultation options such as deadlines, where and when to publicise public notice for the consultation. It was agreed to have one month from published date for the

consultation to gain all responses, to have all 3 companies to give virtual presentations that video presentations would be displayed on web page. Filton Voice offered to help with the publicising and would liaise with the Town Clerk to discuss. Plans would be displayed in the Leisure Centre and in the Bar area.

**F.125 FENCING ISSUES:** The Town Clerk updated the council with the reports regarding the fencing issues on Elm Park.

It was ***unanimously agreed***: -

- i) To carry out the proposed works to replace the fencing near the top football pitch to reduce the risk of footballs entering the properties on Elm Park.
- ii) Glos Rd North boundary with the Community Garden - it was resolved to erect chain link fencing within the council's boundary at the rear of the properties on Glos Rd North that border the community garden. Councillors would like it documented that this was exceptional circumstances and that this would not set a precedent.

**F.126 INCOME AND EXPENDITURE REPORTS MONTH 4:** Discussion over the impact of Furlough. The report was then noted.

**F.127 BALANCE SHEET MONTH 4:** The Report was noted

**F.128 PAYMENTS FOR INFORMATION:** The document was noted.

*Part 2 excluding press and public*

**F.129 STAFFING COMMITTEE MINUTES OF MEETING HELD 7<sup>TH</sup> JULY 2020:**

i) Several issues had been raised regarding treatment of an employee. ***Agreed unanimously*** that there were issues that needed addressing quickly and efficiently. Therefore, to obtain South Gloucestershire Council HR advice on a way forward, whether that be at a cost to the council or not and to report back to Full Council.

ii) It was agreed that the keys to the tennis hut and Town Council Garage could be issued for the use of the community garden - subject to agreement with the Council's Grounds Team. These would be handed to and kept in the care of Councillor Collins and Councillor Kenyon as members of the Community Garden Committee.

There being no further business the meeting closed at 8.55 PM

F.3722	P20/14992/F	<b>99 Northville Road Filton South Gloucestershire BS7 0RJ</b> Erection of two storey side and single storey side/rear extension to provide additional living accommodation.	Thu 01 Oct 2020
F.3723	P20/16687/F	<b>64 Northville Road Filton South Gloucestershire BS7 0RG</b> Erection of a single storey rear extension and installation of 1 no. rear dormer to facilitate change of use from dwelling (Class C3) to 8 bedroom HMO (Sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Fri 02 Oct 2020
F.3726	P20/15605/F	<b>28 Charborough Road Filton South Gloucestershire BS34 7QZ</b> Internal and external alterations to facilitate conversion to 7no bed HMO.	Fri 09 Oct 2020
	P19/3937/F	<b>1 Tenth Avenue Filton Bristol South Gloucestershire BS7 0QJ</b> Demolition of existing conservatory and detached garage. Erection of two storey side and rear extensions to form additional living accommodation. Erection of new detached double garage with storage space above.	Enforcement issue



Public Consultation Spreadsheet September 2020

Consultation	Consultation Period	Summary
Parkway Railway Bridge Engagement	1 Sep 2020	<p>During the Covid-19 Virus pandemic, we introduced changes to the road layout under Bristol Parkway railway bridge on Hatchet Road in Stoke Gifford. This was to help protect cyclists and pedestrians against coronavirus as they returned to school and work and as shops started to reopen.</p> <p>Historically this is a pinch point for people walking or cycling as the road narrows under the bridge, and our intention was to make improvements to allow people to socially distance and use the underpass with confidence.</p> <p>The extra space created either side of the running lane has been designated for people walking or cycling under the bridge and enables them to keep a safe distance from each other. Signs and road markings are in place to notify road users of the new road layout and direct cyclists and pedestrians to use it safely and appropriately</p>

Time: 10:47

## BANK ACCOUNT-GENERAL

## List of Payments made between 23/08/2020 and 24/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/08/2020	British Gas	DD01	766.23		979454983/4379/British Gas
24/08/2020	British Gas	DD02	2,930.86		979454982/4380/British Gas
28/08/2020	Pitney Bowes	DD03	32.67		BH541104/4389/Pitney Bowes
16/09/2020	C. Brewer & Sons Ltd	5427	60.19		4445-Dulux paint+filler
16/09/2020	British Telecommunications plc	5428	273.26		4435-Monthly phone charge
16/09/2020	CryoService Ltd	5429	209.30		4433-Monthly charge
16/09/2020	DCK Accounting Solutions Ltd	5430	601.62		4423-Contract accounting Aug
16/09/2020	D&G Flooring	5431	3,459.60		4447-Uplift vinyl + dispose
16/09/2020	Filton Voice Ltd	5432	150.00		4424-Semtpember advert space
16/09/2020	Gazprom Marketing & Trading Re	5433	5,052.81		4426-Gas August 2020
16/09/2020	Glacier environmental Ltd	5434	594.00		4429-Water sampling test
16/09/2020	JTS Snack Foods	5435	146.87		4453-Bar stock purchase
16/09/2020	Red Dog Technology Ltd	5436	254.03		4451-Day rate engineer callout
16/09/2020	Rentokil Initial UK Ltd	5437	237.73		4436-Service 24.09.20-23.12.20
16/09/2020	Ricoh UK Ltd	5438	381.63		4422-Copier charge June-Aug20
16/09/2020	ST JOHN AMBULANCE SUPPLIES	5439	354.00		4437-Battery for Defibrillator
16/09/2020	Ernest Till (South West) & co	5440	4,768.80		4446-Call-loss of plant rmpump
16/09/2020	Travis Perkins Trading Co Ltd	5441	713.07		4450-Redwood planed timber
16/09/2020	Viridor Waste Management Ltd	5442	866.58		4430-Mixed waste collection
16/09/2020	WCS Environmental Limited	5443	1,455.46		4459-LP Samples July 2020
23/09/2020	BRENNTAG	5444	0.00		VOID CHEQUE
23/09/2020	CRANHAM	5445	0.00		VOID CHEQUE
23/09/2020	AIR PRODUCTS - DD	5446	0.00		VOID CHEQUE
23/09/2020	FILTON VOICE	5447	0.00		VOID CHEQUE
23/09/2020	FLEET LTD	5448	0.00		VOID CHEQUE
23/09/2020	JP LENNARD	5449	0.00		VOID CHEQUE
23/09/2020	LOCKERTEK	5450	0.00		VOID CHEQUE
23/09/2020	RLSS	5451	0.00		VOID CHEQUE
23/09/2020	ERNEST TILL	5452	0.00		VOID CHEQUE
23/09/2020	TRAVIS PERKINS	5453	0.00		VOID CHEQUE
23/09/2020	Brenntag UK Ltd	5454	99.99		47SI4791129/4494/Brenntag UK L
23/09/2020	Miss Rosalind A Cranham	5455	80.00		013/4495/Miss Rosalind A Cranh
23/09/2020	CryoService Ltd	5456	17.59		414586736/4493/CryoService Ltd
23/09/2020	Filton Voice Ltd	5457	525.00		4631/4491/Filton Voice Ltd
23/09/2020	Fleet (Line Markers) Ltd	5458	204.72		SI202309/4499/Fleet (Line Mark
23/09/2020	J P Lennard Ltd	5459	168.43		976337/4502/J P Lennard Ltd
23/09/2020	Lockertek Ltd	5460	358.62		18772/4503/Lockertek Ltd
23/09/2020	RLSS UK Enterprises Ltd	5461	82.00		SI644891-1/4506/RLSS UK Enterp
23/09/2020	Ernest Till (South West) & co	5462	548.40		00012206/4498/Ernest Till (Sou
23/09/2020	Travis Perkins Trading Co Ltd	5463	29.86		3015APE408/4507/Travis Perkins

<b>Total Payments</b>	<u>25,423.32</u>
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