



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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19th November 2020

Dear Members

You are hereby summonsed to a VIRTUAL meeting of the FULL COUNCIL will be held on Tuesday 24th November 2020 at 7pm. via Zoom Remote Link

Join Zoom Meeting

<https://us02web.zoom.us/j/88448065536?pwd=bIZHOEOxNTYwbEh6d3hpbE1UT2trZz09>

Meeting ID: 884 4806 5536

Passcode: 478962

Dial by your location

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 884 4806 5536

Passcode: 478962

Find your local number: <https://us02web.zoom.us/u/kde54eJnUB>

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 need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting 27th October 2020 – (pages1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
"The Council directs the clerk to write to the executive member of South Glos Council Planning Group and ask how they plan to address the issue of excessive and ever-increasing number of HMO's within Filton area." (page 3)
7. Filton Beat Team Update (tabled)
8. South Gloucestershire Reports:
Cllr A Monk – (tabled)
Cllr C Wood – (tabled)
9. Submission from members:
10. Reports from Committees, Working Groups and the Town Clerk:

- i) Full Council (Finance) draft minutes of the meeting held 10th November 2020 (*page 4-5*)
- ii) MUGA – meeting details
- iii) Annual Report - discussion required around this year report (page 6)

11. Other Reports/Consultations/ Planning applications (pages 7-8)

12. Consultation Spreadsheet (pages 9-10)

13. Payments for Information (pages 11-12)

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, T Mewies, A Monk, A Robinson, I Scott, J Tucker, C Wood, A Johnstone,
ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Administrator)
APOLOGIES: Cllrs: A Kenyon, B Mead, A Doyle
NON-ATTENDANCE: N/A

0153. APOLOGIES FOR ABSENCE: Apologies were noted.

0154. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0155. DECLARATIONS OF INTEREST: There were none.

0156. SUBMISSIONS FROM PUBLIC: No Submissions

0157. TO APPROVE MINUTES OF THE MEETING HELD 29th September: The minutes were approved as an accurate record.

0158. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: there were none.

0159. FILTON BEAT TEAM REPORT: The report was noted. Councillors would like confirmation as to what the number for racial and hate crimes are included within. The one way system around the school was discussed and as a Council what measures what can be done? The Chair is investigate the current situation there.

0160. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Councillor Monks report was discussed and noted.
- i) Councillor Wood - No submission

7.25pm Councillor Wood joined the meeting

0161. SUBMISSIONS FROM MEMBERS

i) Several concerns were raised for answering by Councillor Wood.

These were discussed and answered. Councillor Wood agreed to update all of Filton Town Council before posting on social media

ii) Notice of Motion- Proposed and Seconded. *"The Council directs the clerk to write to the executive member of South Glos Council Planning Group and ask how they plan to address the issue of excessive and ever-increasing number of HMO's within Filton area. We also request the Clerk investigate the possibility of setting up a good landlord scheme within Filton to ensure quality accommodation is provided and that key information about the local area is properly communicated to tenants helping them become part of the Filton community".*

Concerns were raised and discussed. Voted unanimously FOR

0162. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting held 13th October 2020 were noted.
- ii) MUGA update – The Town Clerk gave an update on the consultation, lots of feedback received and will be collated for the next meeting.

iii) Review of Services – Positive feedback from the consultant with several parties interested the FLC. Several companies are attending the site in the following weeks to walk around the whole site.

0163. OTHER REPORTS/CONSULTATIONS:

i) Planning Applications – Council to object to P20/1886/F 26 Braemar Crescent. On the grounds of insufficient parking provided, increased traffic generation, reduction in highway safety as a result of increased traffic congestion and additional parking on the public highway, increased noise and disturbance resulting from additional bedrooms and occupancy and unacceptable increase in building density.

i) Consultation Spreadsheet – The document was discussed and it was decided for Filton Town Council Office to add concerns to the Greener Places Engagement to help protect Elm Park from any land grab.

0164. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.40pm

Lesley,

Thank you for your email. The uncontrolled proliferation of HMOs affects much of the northern arc above Bristol, as it does much of Bristol.

I have long held the view that there needs to be the proper planning controls to enable HMOs to be located where they are not detrimental to the area or community.

That is not to say there should'nt be any, they are a valuable form of accommodation.

I have initiated the process for the creation of what is called a SPD, Supplementary Planning Document (apologies if you already know this). This document add guidance on how a policy should be used.

This document can not introduce new policy.

It will form part of the new local plan that is being developed but will, importantly, be able to be used, in part, with the current core strategy (the current Local Plan).

The purpose of this document will fill in the existing gaps in current procedures.

I am unable at this stage able to say when this will be completed, but I can assure you it is being done as a matter of urgency. There have been a few instances recently where a HMO was allowed because there was not mechanism to refuse permission. IF we had the applicant could have gone to appeal and would almost certainly have won.

Please note, whilst included in the SPD, we will not be able to use Article 4 directions until the new Local Plan is in place because that would be an introduction of new policy.

I hope that goes some way to answering your councillors query.

I would have no more to add than above at a meeting at this stage. But happy to attend when the SPD is more developed.

Yours sincerely

Cllr Steve Reade

Cabinet Member for Regeneration Environment and Strategic Infrastructure

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 10th November 2020 on held remotely via **ZOOM CONFERENCE CALLING**.

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

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

APOLOGIES: Cllrs: - K Briffett, A Robinson, J Tucker

NON-ATTENDANCE: - Cllrs: -

F.141 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.142 DECLARATION OF INTEREST: There were none.

F.143 PRESENTATION OF 2021/2022 DRAFT BUDGET BY DEREK KEMP

ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the draft 2020/21 budgets. It was explained that these budgets were by no means a proposal due to COVID 19 effects on Filton Town Council and Filton Leisure Centre/Bar.

The current climate makes it near impossible to project accurately so the previous year's figures are based with the assumption of minimal change. As the future of the leisure centre bar is currently under review, these figures would not be relevant if changes are made for the forth coming financial year.

A further set of proposals will be put together and presented by the accountants in January 2021 when more facts and figures would be available in regard to future management options and accurate forecasts can be made.

The accountant was thanked for his time and it was noted that budgets would be looked at again in January.

F.144 MINUTES: Minutes from the meeting held 13th October 2020 were approved.

F.145 MATTERS OF REPORT ARISING FROM MINUTES: F140.The Town Clerk answered the queries from these points previously asked.

F.146 PUBLIC PARTICIPATION: There were none.

F.147 SUBJECT ACCESS REQUEST: The Town Clerk expressed concerns regarding the need to ensure the recent request SAR from a resident was completed accurately and in a timely manner. Discussions took place regarding the best way to ensure this. It was suggested using an outside source to complete an independent response, although this would be costly. It was agreed that contact be made with the Information Commissioner Office to seek further advice on the best course of action if the request exceeded recommended timeframes and costs.

ACTION Town Council Office

F.148 REVIEW OF SERVICES: The consultant had confirmed that there had been interest and discussions with a number of potential operators and was expecting bidders to submit by 23rd November 2020. Updates will be given shortly afterwards and this will be brought to a Full Council Meeting.

F.149 INCOME & EXPENDITURE REPORTS MONTH 6: The reports were noted.

F.150 BALANCE SHEET MONTH 6: The report was noted

F.151 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public

F.152 STAFFING COMMITTEE MINUTES OF MEETING HELD 6th OCTOBER 2020:
were noted.

Discussion regarding staff levels and furlough arrangements took place and it was agreed *Furlough arrangements* to be an agenda item for the next finance meeting.

F.153 BAR YEARLY COMPARISONS: Figures and Graphs were discussed and noted.

There being no further business the meeting closed at 9.15 PM

Annual Report discussion Full Council 24th November 2020.

The annual report is normally produced and circulated in advance of the annual meeting which is held in May. A report was not produced in May of 18/19 due to the elections.

This year has been challenging with a very different way of working but our main goal has always been to bring down expenditure with the obvious aim to reduce any increase in the precept.

All the financial requirements are included in the Annual Return/Governance Statements and are available on the website (which are legal requirements).

The cost of the annual report, to print and deliver to households is around £2,000/£2500 plus officer time. Alongside the point that there is no legal requirement to produce the report it was deemed that this year that it was not the best use of public money.

There has been a small amount of criticism on social media that this year the report was not produced. Therefore, I would like to suggest that this year we release a short summary report over a couple of pages, possibly in the Christmas edition of 'Filton Voice'. It would be nice to announce an improved financial position of the council and we could by then have some updates on the MUGA and the overall review of services.

Please let me know your thoughts?

Lesley Reuben
Town Clerk & RFO

SCHEDULE OF PLANNING APPLICATIONS 19.10.2020

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3735	P20/21004/F	<u>12 Rodney Crescent Filton South Gloucestershire BS34 7AG</u> Erection of two storey side extension to form additional living accommodation.	Thu 19 Nov 2020	
F.3736	P20/21338/F	<u>1 Shanklin Drive Filton South Gloucestershire BS34 7EL</u> Erection of a building to form 2 no flats with access and associated works.	Tue 24 Nov 2020	
F.3737	P20/21221/F	<u>38 Gayner Road Filton South Gloucestershire BS7 0SW</u> Erection of two storey side and single storey side/rear extension, installation of rear dormer window and 4 no. roof lights to front elevation to facilitate loft conversion to form additional living accommodation. Creation of new vehicular access point and formation of new vehicular parking area.	Sat 28 Nov 2020	
F.3738	P20/22143/F	<u>7 Holmdale Road Filton South Gloucestershire BS34 7HT</u> Erection of a two storey side and a single storey rear extension to form additional living accommodation.	Mon 30 Nov 2020	
F.3739	P20/20748/CLP	<u>106 Lower House Crescent Filton South Gloucestershire BS34 7DL</u> Erection of single storey rear extension to provide additional living accommodation.	Fri 04 Dec 2020	
F.3740	P20/21783/F	<u>718 Southmead Road Filton South Gloucestershire BS34 7QT</u> Installation of enlarged rear dormer, erection of two storey side/rear extension and single storey rear extension to provide additional living accommodation. Erection of two storey, detached building with external staircase to form garage and annex ancillary to the main dwellinghouse.	Fri 04 Dec 2020	
F.3741	P20/22196/F	<u>58 Northville Road Filton South Gloucestershire BS7 0RG</u> Erection of a single storey rear extension, installation of 1 no. rear dormer to facilitate change of use from residential dwelling (Class 3) to a large house in multiple occupation for up to 7 people (sui generis).	Sat 05 Dec 2020	

SCHEDULE OF PLANNING APPLICATIONS 19.10.2020

F.3742	P20/21990/F	<p><u>578 Filton Avenue Horfield South Gloucestershire BS7 0QQ</u> Demolition of existing conservatory. Erection of single storey front and rear extension to form additional living accommodation. Alteration to roofline to form loft conversion. Alteration to roofline of existing garage. Construction of new vehicular access onto Filton Avenue</p>	Mon 07 Dec 2020	
F.3743	<p>P20/01834/F Appeal reference: APP/P0119/W/20 /3261052</p>	<p><u>37 Sixth Avenue Filton Bristol South Gloucestershire BS7 0LT</u> Erection of 1no. attached dwelling with access and associated works (Resubmission of P19/09282/F).</p>		<p>The appeal is against the refusal of planning permission.</p>

Public Consultation Spreadsheet November 2020

Consultation	Consultation Period		Summary
<p>FILTON - Filton Avenue (north of A4174) Experimental Part-Time Southbound Bus Lane - STATUTORY NOTICE</p>	<p>26th October 2020</p>	<p>26th April 2021</p>	<p>The Council made an order the effect of which is to 'open up' the movement of vehicles as an Experimental Traffic Regulation Order outside the weekly peak periods (07:00-10:00 and 15:00- 19:00) Monday to Friday on the existing southbound bus lane of Filton Avenue between Conygre Grove and A4174 Station Road. Have your say about the opening up of the existing southbound bus lane on Filton Avenue heading towards the A4174 Station Road outside of peak periods. The trial and its consultation will start from 26th October 2020 with a 6 month period for any person to make comments and submit objections, stating on what grounds you are objecting to the measures being put in place indefinitely.</p>
<p>FILTON - Southmead Road - COVID-19 cycling Improvements - Mandatory cycle lane</p>		<p>4th April 2021</p>	<p>The above is part of the Council's network management duty and guidance announced by the Secretary of State for Transport, Grant Shapps on 9th May 2020. Proposed cycling improvements along Southmead Road by introducing a northeast bound on-carriageway mandatory cycle lane between Braemar Avenue and Brandon House junction. With supporting double yellow lines for effective operation for the cycle lane. Members of the public will be able to send in feedback regarding this cycling improvement scheme.</p>

Public Consultation Spreadsheet November 2020

FILTON - Southmead Road - Pedestrian Refuge Island	9 Nov 2020	30 Nov 2020	The proposed scheme is to install a pedestrian refuge island on Southmead Road near Rannoch Road.
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BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2020 and 20/11/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/10/2020	Aitkens Sportsturf Ltd	5464	272.40		3725/4522/Aitkens Sportsturf L
05/10/2020	Avon Extinguishers	5465	322.20		29093/4523/Avon Extinguishers
05/10/2020	British Telecommunications plc	5466	250.02		M079JX/4524/British Telecommun
05/10/2020	Capital Cleaning (Kent) Ltd	5467	274.70		0000329344/4525/Capital Cleani
05/10/2020	DCK Accounting Solutions Ltd	5468	2,838.48		TPC9230/4529/DCK Accounting So
05/10/2020	DL I.T. Solutions Ltd	5469	472.44		555117/4559/DL I.T. Solutions
05/10/2020	Glacier environmental Ltd	5470	594.00		SI-11943/4556/Glacier environm
05/10/2020	Instyle Marketing Services	5471	120.00		15278/4530/Instyle Marketing S
05/10/2020	Online Leisure Systems Ltd	5472	1,270.20		7163/4531/Online Leisure Syste
05/10/2020	Lister Wilder	5473	357.35		660161/4557/Lister Wilder
05/10/2020	Rialtas Business Solutions Ltd	5474	636.00		SM22306/4532/Rialtas Business
05/10/2020	RLSS UK Enterprises Ltd	5475	221.28		SI644914-1/4533/RLSS UK Enterp
05/10/2020	St Austell Brewery Company Ltd	5476	4,340.68		2495485/4554/St Austell Brewer
05/10/2020	Ernest Till (South West) & co	5477	273.60		00012246/4555/Ernest Till (Sou
05/10/2020	Co-Op Bank	DDR	10.00		Service Charge
05/10/2020	Co-Op Bank	DDR	14.70		Commisasion
05/10/2020	Delta Card Fee	DDR	0.20		Delta Card Fee
08/10/2020	POOL TAKINGS CASHBOOK	PCC08	264.70		Pool Cards 8.10.10
08/10/2020	South Gloucestershire Council	Std Ord	6,246.00		Sports Centre Rates 20-21
12/10/2020	Barclays Bank PLC	DDR	44.00		4637-Monthly card fee charge
20/10/2020	A4 Asbestos Limited	5478	282.00		4613-Remove asbestos
20/10/2020	Brenntag UK Ltd	5479	527.92		4608-Pool chemicals
20/10/2020	A.M.P Window Cleaning Services	5480	45.00		4632-Cleaning windows 12.10.20
20/10/2020	C. Brewer & Sons Ltd	5481	89.58		4621-V//Matt mid base
20/10/2020	Capital Cleaning (Kent) Ltd	5482	346.22		4602-Dustpan, cloth, sweep
20/10/2020	Complete Weed Control (North W	5483	314.40		4614-Supp+apply weed control
20/10/2020	C & R Fencing	5484	3,836.40		4623-Fencing work 27.06.20
20/10/2020	DCK Accounting Solutions Ltd	5485	1,582.86		4640-Contract accounting
20/10/2020	DL I.T. Solutions Ltd	5486	63.00		4642-Fibre broadband-Bar
20/10/2020	Filton Voice Ltd	5487	300.00		4610-Filton voice-Oct
20/10/2020	Fleet (Line Markers) Ltd	5488	100.70		4643-Whit 5ltr
20/10/2020	Gazprom Marketing & Trading Re	5489	2,783.68		4636-Gas Sept 2020
20/10/2020	GM Engineering (Bristol) Ltd	5490	240.00		4645-Remove broken lock
20/10/2020	HCI Data Ltd	5491	90.00		4631-Renew website to Dec 2022
20/10/2020	J P Lennard Ltd	5492	218.12		4644-Barrier tape no entry
20/10/2020	Cape Meridian Ltd	5493	78.00		4633-Alarm activation callout
20/10/2020	OFCOM	5494	75.00		4641-Licence fee-Radio equip
20/10/2020	RLSS UK Enterprises Ltd	5495	102.50		4628-NPLQ renewal
20/10/2020	St Austell Brewery Company Ltd	5496	1,249.67		4627-Bar stock purchase
20/10/2020	Ernest Till (South West) & co	5497	615.00		4617-Lost power-steward flats
20/10/2020	Travis Perkins Trading Co Ltd	5498	96.92		4619-Wood screws, glue
20/10/2020	Viridor Waste Management Ltd	5499	904.92		4611-Waste disposal
20/10/2020	British Gas	5500	776.46		4688-Elec June 2020
04/11/2020	Brenntag UK Ltd	5501	246.21		47SI4792762/4715/Brenntag UK L
04/11/2020	Avon Data Care	5502	33.00		2648/4697/Avon Data Care
04/11/2020	Bristol Locksmiths	5503	65.78		13126/4701/Bristol Locksmiths
04/11/2020	British Telecommunications plc	5504	210.02		M080P9/4702/British Telecommun

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2020 and 20/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2020	Fitronics Ltd	5505	158.40		C4001220/4703/Fitronics Ltd
04/11/2020	Miss Rosalind A Cranham	5506	80.00		015/4704/Miss Rosalind A Cranh
04/11/2020	DCK Accounting Solutions Ltd	5507	956.82		TPC9374/4705/DCK Accounting So
04/11/2020	Rentokil Initial UK Ltd	5508	195.95		33641583/4708/Rentokil Initial
04/11/2020	RLSS UK Enterprises Ltd	5509	29.52		SI648887-1/4710/RLSS UK Enterp
04/11/2020	South Gloucestershire Council	5510	933.78		3804490894/4711/South Gloucest
04/11/2020	Splash About International Ltd	5511	53.10		53889/4712/Splash About Intern
04/11/2020	Ernest Till (South West) & co	5512	412.80		00012297/4707/Ernest Till (Sou
04/11/2020	Travis Perkins Trading Co Ltd	5513	58.66		3015APH169/4713/Travis Perkins
Total Payments			<u>36,975.34</u>		