



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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3rd December 2020

Dear Members

You are hereby summonsed to a VIRTUAL meeting of the FULL COUNCIL will be held on Tuesday 8th December 2020 at 7pm. via Zoom Remote Link

Join Zoom Meeting

<https://us02web.zoom.us/j/82522618406?pwd=YmkzZVFheWgxbEJ6bmVlalpvZDJBdz09>

Meeting ID: 825 2261 8406

Passcode: 263760

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: 825 2261 8406

Passcode: 263760

Find your local number: <https://us02web.zoom.us/u/kbZHoeWka0>

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. Leisure Centre Review – RPT Consulting
5. **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)
6. To approve the minutes of the meeting 24th November 2020 – (pages1-2)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update (pages3-4)
9. South Gloucestershire Reports:
Cllr A Monk – (tabled)
Cllr C Wood – (tabled)
10. Submission from members:
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 10th November 2020 (page 5-6)
 - ii) MUGA update on meeting (page 7)

12. Other Reports/Consultations/ Planning applications (page 8)

13. Consultation Spreadsheet (page 9)

14. Payments for Information (page 10)

Part 2 – Confidential Session

1. Ongoing HR Issues

PRESENT: Cllrs: D Collins (Chair), A Doyle, M Chaudhry, T Mewies, A Monk, A Robinson, I Scott, C Wood, A Kenyon

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Council Support Officer) Carla Westcott (Administrator)

APOLOGIES: Cllrs:, B Mead, A Johnstone, J Tucker, K Briffett

NON-ATTENDANCE: N/A

0165. APOLOGIES FOR ABSENCE: Apologies were noted.

0166. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0167. DECLARATIONS OF INTEREST: There were none.

0168. SUBMISSIONS FROM PUBLIC: No Submissions

7.20pm Councillor Monk joined the meeting

0169. TO APPROVE MINUTES OF THE MEETING HELD 27th October: Councillor Wood would like minutes 0160 and 0161 amended. The minutes were approved with amendments as an accurate record

0170. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: Update was given to Council from the Town Clerk regarding the request to instigate the HMO problems. It was confirmed that Cllr Monk would be attending a Topic Forum on the matter and will update accordingly.

0171. FILTON BEAT TEAM REPORT: No Submission, Council would like an update on recent increase in burglaries.

Action : Filton Town Council Office

0172. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Councillor Monks : No submission
- i) Councillor Wood - No submission

7.25pm Councillor Wood joined the meeting

0173. SUBMISSIONS FROM MEMBERS : None Submitted

0174. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting held 10th November 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 meeting arranged for 1st December 2020.
- iii) Annual report – A few residents have queried as to why Filton Town Council have not produced an annual report this year. It was explained that as it was not legally required it had been deemed an ideal opportunity to save public money. The Town Clerk had suggested a summary report to go out in the Christmas edition of Filton Voice. A discussion took place taking around costings, content and accessibility. It was proposed and seconded to produce a report in February 2021 and publish over 4 pages Filton Voice. **VOTED UNANIMOUSLY FOR.**

0175. OTHER REPORTS/CONSULTATIONS:

i) Planning Applications – Council to object to P20/22196/F. 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.

ii) Consultation Spreadsheet – The document was discussed. The Town Clerk reminded councillors to add concerns if they hadn't already done so, to the Greener Places Engagement to help protect Elm Park from any land grab. The need for updated signage at the King George Junction was also discussed.

0176. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.40pm

Filton Town Council Report – November 2020

Number of reported crimes below are statistics of those reported crimes which effect the area. Please also be aware that these statistics still include some of Little Stoke due to our boundary issues. (This is still trying to be rectified)

There was a query about hate crime statistics last month. In total there have been 4 hate crimes recorded in October, and 1 recorded in November.

<u>October</u>	<u>November</u>
Arson & Criminal Damage – 13	5
Burglary (dwelling & non-dwelling) – 4	23
Drug offences – 0	0
Public Order –16	10
Theft –24	23
Vehicle Offences –7	6
Violence against the person – 36	21

As reflected in the statistics you can see an increase in burglaries. These have been non-dwelling burglaries, which means from a shed or garage. We believe the main target of these are pushbikes. We are asking residents to make sure the rear of their house including sheds and garages are secure. Following this link <https://www.avonandsomerset.police.uk/crime-prevention-advice/protecting-your-home-and-property/> Residents can read advice on how to protect their homes and gardens. If any residents wish for us to attend, to assess their security then please get in contact with us through 101 or through the website.

We will be conducting high visibility patrols in hotspot areas and rear lanes. We will be asking residents who have CCTV to assist in our enquiries. It is also important that residents call in as soon as possible. If the incident is in progress to call 999 and if already happened to call on 101.

As discussed in a previous meeting it is vital that residents make us aware of crime/issues in the community. This helps us to collate information to be able to deploy resources to relevant and hotspot areas meaning we can try to tackle issues and reduce crime. We understand that Facebook is a great platform for residents to make others aware of issues within the community, however again we ask that this is done so after it has been reported to the Police so that a crime reference or log number can be included in the post. We are also in the process of setting up a South Gloucestershire Neighbourhood Policing Facebook page which residents can view to see an up to date insight in the work we are doing locally.

During November we have been engaging and educating the community in line with recent government guidelines and legislation and enforcing where appropriate. We want to thank the residents of Filton for as a whole complying with these during this challenging time.

Along with this we have also been dealing with regular missing persons, multi-agency safeguarding strategy meetings and neighbour disputes. Beat manager Rick Woodland has also assisted Op Trader which is checking the roadworthiness of vehicles in the local area, helped CID with the arrest of a wanted male and completed safeguarding and patrols in relation to a recent Crown Court case.

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 firm 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 using 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 were to be 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.

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 after wards and this will be brought to a future 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:

The minutes 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

PRESENT: Cllrs: D Collins (Chair), A Doyle, T Mewies, A Monk, A Robinson, C Wood, A Monk, B Mead

ALSO, PRESENT: Lesley Reuben (Town Clerk), Natasha Gould (Council Support Officer) Carla Westcott (Administrator)

APOLOGIES: Cllrs:N/A

NON-ATTENDANCE: M Chaudhry, I Scott, A Kenyon, A Johnstone, K Briffett, J Tucker

0177. APOLOGIES FOR ABSENCE:

0178. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0179. DECLARATIONS OF INTEREST: There were none.

0180. MUGA CONSULTATION PRESENTATION: Presentation given.

0181. QUESTIONS FROM MEMBERS:

Queries were raised regarding noise levels affecting Springfields. Filton Town Council have approached Springfields and informed them of the details of the project and invited them to attend the meetings but were asked to keep them updated.

Vandalism prevention options, height of fences, CCTV, design of the pitches, activities included within the area, disabled accessibility, these queries were able to be answered by a HACS representative who was in attendance.

It was confirmed that all designs are able to be subject to change when specifications are finally decided.

0182. QUESTIONS FROM PUBLIC

Queries were raised regarding noise from users not equipment, drainage needs addressing in the designing process as flooding is already an issue, parking could become an issue if no further parking options were incorporated in the development Many of the queries were able to be answered by a representative who was in attendance, the rest will be included in the tender process and taken into consideration when designing the MUGA

It was confirmed all of the feedback and MUGA presentation would uploaded to Filton Town Council web site.

0183. RESOLUTION TO MOVE FORWARD WITH MUGA PROJECT

It was proposed and seconded to move forward to the next stage of the process using preferred design 2 taking into consideration points raised.

AGREED NEM-COM

The meeting closed at 8.05p.m.

SCHEDULE OF PLANNING APPLICATIONS 2.12.2020

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3744	P20/23256/F	3 Stanley Crescent Filton South Gloucestershire BS34 7NH Erection of single storey rear and two storey side extension to form additional living accommodation.	Tue 15 Dec 2020	
F.3745	P20/23542/F	2 Wades Road Filton South Gloucestershire BS34 7EE Demolition of existing front and side boundary wall and erection of new 1.8m wall with iron gates (amendment to previously approved scheme P20/17375/F)	Sat 19 Dec 2020	
F.3746	P20/23739/PNH	81 Kenmore Crescent Filton South Gloucestershire BS7 0TP The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.6m, for which the maximum height would be 3.7m, and for which the height of the eaves would be 3.4m.	Mon 21 Dec 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>

BANK ACCOUNT-GENERAL

List of Payments made between 22/11/2020 and 03/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2020	Avoira Ltd	5514	375.00		4768-ICOM portable
02/12/2020	British Telecommunications plc	5515	56.42		4735-TV Service
02/12/2020	CryoService Ltd	5516	237.29		4739-Food gas cylinder
02/12/2020	DCK Accounting Solutions Ltd	5517	967.90		4761-Budget setting visit
02/12/2020	DL I.T. Solutions Ltd	5518	885.48		4772-Call charge Oct 20
02/12/2020	Everflow Ltd	5519	5,167.29		4752-Water charge 18.12-17.01
02/12/2020	FACE	5520	2,500.00		4762-2nd annual grant 2020/21
02/12/2020	GM Engineering (Bristol) Ltd	5521	216.00		4734-Fit new lock to gate
02/12/2020	Rentokil Initial UK Ltd	5522	357.32		P/Ledger Electronic Payment
02/12/2020	Cape Meridian Ltd	5523	351.00		4750-Alarm activation callout
02/12/2020	Riaitas Business Solutions Ltd	5524	70.80		4773-MTD VAT Annual fee
02/12/2020	South Gloucestershire Council	5525	1,257.22		4760-Premises annual fee
02/12/2020	Splash About International Ltd	5526	301.16		4753-Pool stock
02/12/2020	St Austell Brewery Company Ltd	5527	1,058.03		4748-Bar stock purchase
02/12/2020	Ernest Till (South West) & co	5528	688.80		4770-Replace faulty shower
02/12/2020	Travis Perkins Trading Co Ltd	5529	81.68		4765-Wood screw
02/12/2020	Viridor Waste Management Ltd	5530	1,545.54		4764-Waste collection Oct
02/12/2020	Waterlogic GB Ltd	5531	179.27		P/Ledger Electronic Payment
Total Payments			16,296.20		