



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 866 698

24th June 2021

Dear Members

You are hereby summonsed to a meeting of the **FULL COUNCIL** will be held on **Tuesday July 6th 2021 at 7pm**. Being held in the Badminton Hall, Elm Park, BS34 7PS

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. Presentation from YTL
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)
 - i) The Council to investigate enclosing the small area of grass at the bottom of Elm Park adjacent to The Brimbles and Brabazon Road, which could be used for the purpose of letting dogs off the lead in a safe area. (page 1)
6. To approve the minutes of the meeting 25th May 2021- (pages 2-4)
22nd June 2021 – (page 5)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update (page 6)
9. South Gloucestershire Reports:
 - Cllr A Monk – (page 7)
 - Cllr C Wood – (page 8)
10. Submission from members
 - i) Community Assets
 - ii) Charborough Road Grounds
 - iii) Notice of Motion proposed by Cllr Ian Scott *“That in light of the current capital position, Filton Town Council seek tenders for a Bandstand for the Community Garden Area”*
 - iv) Notice of Motion of by Cllr Andy Robinson *“ Propose the council request quotations to repair the fences and install a gate as per the public submission.*
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 8th June 2021. (page 9)
 - ii) Defibrillator
 - iii) Wessex Reserve Lease (pages 10-11)
12. Other Reports/Consultations/ Planning applications

13. Consultation Spreadsheet (*pages 12-14*)
14. Payments for Information (*page 15*)
15. Planning Applications – previously circulated

Hi Andy

It was great to chat with you the other evening on Elm Park.

I just wanted to put into an email, one of the things we discussed.

I asked if there might be any possibility of safely enclosing the small area of grass at the bottom of Elm Park adjacent to The Brimbles and Brabazon Road, which could be used for the purpose of letting dogs off the lead in a safe area.

I have three rescued sight hounds and I have not let them let off the lead for over a year now. Rescued adult dogs can sometimes have very little recall and the last time I tried letting them off the lead in the Millenium Green one of my dogs bolted straight out of a motorcycle gate and on to Northville Road. Fortunately she was unharmed but it was a very stressful experience and I haven't risked it since.

I know of other dog owners with similar experiences. Up until now I have had to drive my dogs to Malmains Drive in Frenchay to an enclosed area now due for development. This was recommended by the Filton branch of DAWG (Dog Action Welfare Group) who rescue sight hounds for rehoming. They also travel out to the Malmains Drive area.

I have considered paying to go to a fenced off field, none of which are local, but feel it is not environmentally friendly to regularly drive my dogs out for a walk and very time consuming and costly.

I prefer to walk locally on some of the public green spaces in Filton twice a day with my dogs.

It would be great for all dog walkers if there was a safely fenced off area where we can relax and allow our dogs to run safely

Please pass this on to Filton Town Council for consideration

Many thanks

Minutes of the Full Council and Annual Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 25th May 2021**.

PRESENT: Cllrs: D Collins (Chair), K Briffett, A Doyle, T Mewies, A Robinson, C Wood, A Kenyon, B Mead, I Scott, M Chaudhry, A Monk, Alan Bird, Dan Boardman

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

APOLOGIES: N/A

NON-ATTENDANCE: N/A

0249. ELECTION OF CHAIR: Cllr Darryl Collins was proposed and seconded as Chair of Filton Town Council. It was voted unanimously **FOR**.

0250. ELECTION OF VICE CHAIR: Cllr Brian Mead was proposed and seconded as Vice Chair of Filton Town Council. It was voted unanimously **FOR**.

0251. APOLOGIES FOR ABSENCE: All councillors were in attendance

0252. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0253. DECLARATIONS OF INTEREST: None declared

0254. CONYGRE WARD CO-OPTION VOTE:

i) Dan Boardman – 10 votes

ii) Shane Gibson – 1 vote

1 abstain

Dan Boardman was confirmed as the co opted candidate and new councillor for Filton Town Council.

0255. SUBMISSIONS FROM PUBLIC:

i) Elm Park Defib - A resident requested that Filton Town Council consider installing a defib on the outside wall of the leisure Centre. This would allow access 24 hours from the playing fields, park outside gym, Community Garden and Boules Courts. After a discussion it was agreed to put as agenda item at the next Full Council Finance and General meeting.

Action: Filton Town Council Office

ii) Lighting at Millennium Green - An email query had come through from a resident who would like Filton Town Council to consider lighting on Millennium Green to improve safety there. After a discussion it was agreed for Filton Town Council Office staff to investigate the costs and environmental impact of this and reporting the findings back to the next Full Council Meeting.

iii) Ratepayers and the Snooker Hall - It was confirmed that Ratepayers would be discussed at the next Council Meeting where decisions regarding the Ratepayers would be made. It was confirmed the Snooker Hall reopened 17th May.

iv) Review of Services Consultation - A resident queried the quality of the recent survey monkey questionnaire regarding the consultation for the review of services. It was explained that in fact the questionnaire had been popular amongst residents and the results would be published on the web site. It was confirmed more information would be made public at the next stage of the process. It was confirmed also that public referendums are a process available for the residents, after a discussion it was

requested that Town Clerk is to forward the information regarding processes and costs to Cllr Wood.

- 0256. TO APPROVE MINUTES OF THE MEETING HELD 27th April 2021:** The minutes were approved an accurate.
- 0257. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:** None reported
- 0258. TO APPROVE AND ADOPT :-**
Standing Orders: The Standing Orders were approved unanimously.
Financial Regulations: The Financial Regulations were approved unanimously.
- 0259. REVIEW OF INVENTORY & LAND ASSETS:** The document was noted,
- 0260. TO VOTE ON REAL LIVING WAGE:** The recent figures regarding Filton Town Council becoming an accredited “Real Living Wage” employer were discussed. It was proposed and seconded that Filton Town Council take the real living wage and implement it at the lowest pay scale and back date to affected staff from May 4th 2021.
An amendment was then proposed and seconded to wait to make the decision until confirmation from the details in the quotations from the current bidders for FLC. The amendment to the proposal was voted 4 FOR and 9 against. It was requested that a named vote be recorded for the original proposal. The vote was recorded as **FOR 9** (Cllrs Chaudhry, Bird, Monk, Mead, Mewies, Doyle, Collins, Briffett, Scott), **AGAINST 3** (Cllrs Robinson, Wood, Kenyon), **ABSTAIN 1** (Cllr Boardman). The original proposal was passed.
- 0261. DEBT RECOVER POLICY:** The Policy was approved unanimously
- 0262. REVIEW OF PRICES:** The prices were approved unanimously.
- 0263. CONFIRMATION OF INSURANCE ARRANGEMENTS:** The document was noted.
- 0264. REVIEW OF COMPLAINTS PROCEDURE:** The document was noted.
- 0265. SUBMISSIONS FROM MEMBERS:**
i) Appointment of committee members and outside bodies: -
Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. This meeting can have a separate chair.
It was unanimously agreed to continue to these twice monthly meetings.
ii) Representatives on outside bodies; Discussed and councillors agreed the list and their roles.
- 0266. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**
i) Full Council Finance and General Minutes of meeting held 9th March 2021 – Document was noted
ii) Internal Audit Report – Document was noted.
iii) Approval to open Unity Bank Account – agreed unanimously to open account
iv) Filton Community Garden request for a gate – The Town Clerk shared her response from South Glos Council informing her that it was not legal to install the gate on a public footpath. Cllr Wood disputed this and confirmed he would seek further information on the matter.
v) Location of memorial bench- The location was approved unanimously

0267. Consultation Spreadsheets: Discussions regarding the current HMO consultations took place. It was proposed, seconded and voted 12 For and 1 abstained for Filton Town Councillors to form a delegated authority group to ensure a planned response from Filton Town Council is submitted in time. All councillors to be contacted with a date and time for the arranged the meeting.

0268. Payments for information: The document was noted.

There being no further business the meeting closed at 8.47 p.m.

Minutes of the Full Council Extra Ordinary Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 22nd June 2021**.

PRESENT: Cllrs: D Collins (Chair), K Briffett, , C Wood, A Kenyon, I Scott, M Chaudhry, A Monk, Alan Bird, Dan Boardman

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Council Administrator)

APOLOGIES: A Doyle, B Mead, A Robinson, T Mewies

NON-ATTENDANCE: N/A

0268. APOLOGIES FOR ABSENCE: Apologies were noted

0269. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0270. DECLARATIONS OF INTEREST: Cllr Wood declared he was Chair for the Audit Committee at South Glos Council. Cllr Adam Monk declared he also sat on the Audit Committee at South Glos Council.

0271. TO APPROVE MINUTES OF THE MEETING HELD 25th May 2021: It was agreed to defer the approval until Full Council Meeting 29th June 2021

0272. PRESENTATION OF 2021 FINANCIAL STATEMENTS BY D KEMP (ACCOUNTING SOLUTIONS): D Kemp presented the financial statements explaining that after a year of challenges COVID 19 pandemic Filton Town Council we're actually in a good position financially due to the decrease in outgoings whilst the pool was closed. He confirmed the reserves were above the minimum and Filton Town Council budgets will reflect this for next year.

0273. APPROVAL AND ADOPTION OF FINANCIAL STATEMENTS 20/21: Financial Statements were approved and adopted unanimously

0274. APPROVAL OF AGAR ANNUAL GOVERNANCE STATEMENT 20/21: The AGAR Governance Statements was approved and adopted unanimously

0275. APPROVAL OF AGAR STATEMENT OF ACCOUNTS 20/21: Statements were approved and adopted unanimously.

0276. CONFIRMATION OF THE DATE OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS AND COPY OF NOTICE: Approved and dates agreed unanimously ready to publish.

0277. TO ACCEPT THE ANNUAL INTERNAL REPORT: The Audit was accepted unanimously.

CHAIR ENDED MEETING AT 7.40 PM

Filton Town Council Report – June 2021

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)

| <u>May</u> | <u>June (to date)</u> |
|--|-----------------------|
| Arson & Criminal Damage – 4 | 8 |
| Burglary (dwelling & non-dwelling) – 4 | 8 |
| Drug offences – 1 | 0 |
| Public Order –17 | 8 |
| Theft –27 | 18 |
| Vehicle Offences –9 | 10 |
| Violence against the person – 47 | 27 |

Over the last 2 weeks we have seen an increase in shed/garage breaks and also theft from motor vehicle. We are looking into where these offences are taking place and implementing a patrol plan so that we can target out patrols to hotspot areas.

We again encourage residents to report any suspicious behaviour. If any residents have CCTV of any incidents or suspicious behaviour then please get in contact with us via 101 or on the Avon and Somerset Police website.

Filton will be losing PCSO Georgia Bush as she moves to a different area in a new role. In the coming months Filton will be recruiting another PCSO to fill this position and are also looking to recruit an additional beat manager.

Message from PCSO Georgia Bush –

I will be leaving the Filton Neighbourhood Policing Team after 6 years of working in Filton. It has been a pleasure to work with the councillors and the Filton Town Council staff. Thank you for all your support over the years and I wish you all the best for the future.

HMO.

The HMO Task Group continues to work to resolving the issue of the density of HMO's within areas of South Glos including Filton. There will be a report resented to the Cabinet member for decision in September. This process has highlighted that there isn't a silver bullet solution. There will be a requirement for South Glos to have stronger enforcement of policy.

Other items

I will continue as one of the South Glos representatives on Avon Fire Authority.

Councillor Chris Wood Report

1. I am very pleased that our two new traffic islands have been installed on Filton Avenue and Southmead Road. I have received very positive responses from local residents who believe these islands have made it safer to cross these busy roads.
2. The new EV charging points on Church Road are nearly finished, there has been a slight delay on these being delivered by the manufacturer.
3. Dozens of faded road marking have been reported to the council to be repainted.
4. South Gloucestershire's Digital Strategy is progressing, of particular note we will be making it easier for residents to report and track issues. This summer we'll be going live with a new set of services on the website that are linked to our Council Customer Account. These will focus on highways-related services (e.g. potholes) at this stage. Later this year we are expanding this out to cover most other Streetcare services. At the same time, we are introducing a new and integrated mobile solution that enables our Streetcare delivery teams to schedule and track jobs in real time and provide updates on status. A customer-friendly version of these updates will be available via the Customer Account on the website.

D R A F T

Minutes of the meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 8th June 2021 held in the Pavilion, Elm Park, Filton

PRESENT: Cllrs: - D Collins, D Boardman, A Bird, K Briffett, M Chaudhry, A Doyle, T Mewies, I Scott, A Monk, B Mead, A Kenyon, A Robinson

ALSO PRESENT: N Gould (Town Council Support Officer), R Thompson (RBT Consulting)

APOLOGIES: Cllrs: - B Mead

NON-ATTENDANCE: - Cllrs: -

F.189 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.190 DECLARATION OF INTEREST: Cllr Monk declared he had a nephew who worked at Filton Sports & Leisure Centre.

F.191 MINUTES: Minutes from the meeting held 09th March 2021 were approved as an accurate record.

F.192 MATTERS OF REPORT ARISING FROM MINUTES: Arising from Minute F.183 – It was noted that an officer would be coming to present about a community plan at the September meeting.

Action: Town Council Office

F.193 REVIEW OF SERVICES PRESENTATION: Robin Thompson presented the final tender evaluation report to Councillors which outlined the bidders plans and financial . Questions were asked resulting in the suggestion to get a building conditions survey completed.
It was proposed and seconded to get a structural survey completed before commencing with any new contract, this was **Agreed:** unanimously.
A second motion was put forward to go ahead with the preferred bidder and a reserved bidder, this was seconded and **Agreed:** 12 in favour 1 against.

F.194 DATE FOR PRESENTATION OF END OF YEAR ACCOUNTS: Councillors agreed to hold an extra ordinary meeting on Tuesday 22nd June 2021.

There being no further business the meeting closed at 8.35PM

Dear Sir or Madam

I act for Wessex Reserve Forces & Cadets Association and understand that you are the landlord of the Lease to the Air Training Corps.

I attach a copy of the Land Registry details for the freehold and leasehold titles and a copy of the Lease. My client would like to make a substantial investment in this site but their lease is due to expire in 2025 – I have been asked to approach you to see if you would consider granting them a fresh 25/30 year lease.

I look forward to hearing from you.

Kind regards

Nicola

Nicola Janus-Harris

Senior Associate



Reproduced by permission of Ordnance Survey on behalf of HMSO © Crown copyright and database right 2010. All rights reserved. Ordnance Survey Licence Number 100023818. Imagery Licensed to: DGC for PGA, through Nexip Perspectives for MOD core business only. 0 10m

Title : Pine Grove Filling
 Contact: Scale 1: 1250

FOR MOD USE ONLY

Map coordinate system: British National Grid

UNCLASSIFIED

This map has been produced from a web browser and should not be used to generate definitive measurements of length or area



09-01-2010

H. E. J.

Ambridge

| Consultation | Consultation Period | Summary |
|--|--|---------|
| <p>Greener Places Strategy Greener places Green Infrastructure Strategy We are working with our partners, communities, and residents on a strategy for greener places in South Gloucestershire. The aim of this new strategy is to strengthen the way we work together towards a shared vision for 'greener places where people and nature thrive'. About the strategy The strategy explains why we need to improve the network of green spaces and water courses (green infrastructure) across our area, and the action we plan to take. It shows how we will link our work to regional, national, and global commitments to protect the environment and how important that is. We call this the 'green thread'. What it means By putting this strategy into action, we aim to achieve: protected and restored nature greater resilience to the changing climate sustainable water management improved health and wellbeing for all sustainable places valued healthy landscapes sustainable and local food production a green and resilient economy stronger working together This will help us to do what we promise in the: West of England Joint Green Infrastructure Strategy 2020 (JGIS) Climate Emergency Strategy Council Plan 2020 – 2024 How to have your say</p> | <p>17th June 2021</p> <p>12th September 2021</p> | |

Public Consultation Spreadsheet June 2021

| | | |
|--|-------------------------------------|--------------------------------------|
| <p>You can read the draft strategy document on our website and you can also download a summary by clicking on the link at the bottom of the page.</p> <p>We would like to know what you think and you can do this by: Completing our online survey by clicking on the following link: https://southglos.researchfeedback.net/GreenerPlacesStrategy</p> <p>Downloading a paper copy of the questionnaire which you can print and send back to us using the FREEPOST address. You can download a paper copy by clicking this link or requesting a copy by phone.</p> <p>Telephone: 01454 866 895 Email us at: consultation@southglos.gov.uk</p> | | |
| <p>Joint Health & Wellbeing Strategy</p> <p>The Health and Wellbeing Board is a statutory committee of South Gloucestershire Council set up in 2013 under the Health and Social Care Act 2012. It aims to provide leadership to achieve, for all ages, improvements to the health and wellbeing of the people living and working in South Gloucestershire. The Board is a partnership chaired by Cllr Ben Stokes, Executive Member for Adult Social Care.</p> <p>This is the South Gloucestershire Joint Health & Wellbeing Strategy (JHWS) for 2021-25, which guides the strategic direction of the board itself. This strategy should be used by community organisations and other partners to identify and align actions, influence decision making and enable them to work closely with the Board.</p> <p>We would like to hear your opinions about the strategy, and the priorities within it.</p> <p>Find out more and have your say Download this information as a consultation document Read the Initial Equalities Impact Assessment Complete our online survey Download a PDF of the survey to print, fill out and post to us Email: Consultation@southglos.gov.uk Telephone: 01454 866895</p> | <p>24th May 2021</p> | <p>19th July 2021</p> |

Write to:

Freeport Plus RTX-L-YHGY-GSYS
South Gloucestershire Council
Corporate Consultation Team
Council Offices
Badminton Road
Yate
BRISTOL
BS37 5AF

BANK ACCOUNT-GENERAL

List of Payments made between 23/06/2021 and 23/06/2021

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 23/06/2021 | British Telecommunications plc | 5685 | 293.56 | | 100-Monthly phone charge |
| 23/06/2021 | Capital Cleaning (Kent) Ltd | 5686 | 220.30 | | 89-Face mask, gloves |
| 23/06/2021 | Chandlers (Farm Equipment) Ltd | 5687 | 98.98 | | 119-Belt |
| 23/06/2021 | Miss Rosalind A Cranham | 5688 | 120.00 | | 111-NPLQ Assessment |
| 23/06/2021 | DL I.T. Solutions Ltd | 5689 | 455.27 | | 103-New office 365 online plan |
| 23/06/2021 | Everflow Ltd | 5690 | 1,458.95 | | 98-Water 18.07.21-17.08.21 |
| 23/06/2021 | Filton Voice Ltd | 5691 | 300.00 | | 97-June Advert 2 Pages |
| 23/06/2021 | Gazprom Marketing & Trading Re | 5692 | 3,452.80 | | 109-Gas May 2021 |
| 23/06/2021 | Gem Security Systems Limited | 5693 | 46.39 | | 118-Digital Lock Sc Optional |
| 23/06/2021 | Glacier environmental Ltd | 5694 | 606.60 | | 107-Water hygiene maint June |
| 23/06/2021 | GM Engineering (Bristol) Ltd | 5695 | 384.00 | | 116-Replace steel plate-play |
| 23/06/2021 | Robert Haddow | 5696 | 140.00 | | 112-NPLQ Assessment 06-06-21 |
| 23/06/2021 | Rentokil Initial UK Ltd | 5697 | 195.95 | | 104-Cleaning supplies |
| 23/06/2021 | Octopus Energy Limited | 5698 | 82.49 | | 93-Elec 21.04.21-13.06.21 |
| 23/06/2021 | PPL PRS Ltd | 5699 | 57.50 | | 106-PPL Licence to 05.04.22 |
| 23/06/2021 | Rentokil Initial UK Ltd | 5700 | 254.14 | | 105-Service Jun-sept |
| 23/06/2021 | Ricoh UK Ltd | 5701 | 427.91 | | 96-Copier usage Mar-May |
| 23/06/2021 | RLSS UK Enterprises Ltd | 5702 | 20.50 | | 110-NPLQ Renewal |
| 23/06/2021 | Travis Perkins Trading Co Ltd | 5703 | 5.96 | | 117-Smart straw |
| 23/06/2021 | Viridor Waste Management Ltd | 5704 | 743.76 | | 120-Mixed waste collection |
| 23/06/2021 | Waterlogic GB Ltd | 5705 | 96.43 | | 114-Gen Rental |
| 23/06/2021 | YZDesigns | 5706 | 495.00 | | 92-Website maint June 21/22 |
| Total Payments | | | 9,956.49 | | |