



# FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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22nd November 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 29<sup>th</sup> November 2022**. To be held at **7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS

Yours sincerely,

L.A.Reuben,  
Town Clerk & RFO.

**Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. [office@filtontowncouncil.gov.uk](mailto:office@filtontowncouncil.gov.uk)**

## AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Co-Option Presentation
  - i) Esther Adjeivi
5. Submissions from the Public (max. 15mins).
6. To approve the minutes of the meeting held 25<sup>th</sup> October 2022 (*pages 1-3*)
7. Matters of report arising from the minutes not otherwise included on the agenda.
8. Filton Beat Team Update – (*page 4*)
9. South Gloucestershire Reports:  
Cllr A Monk – *No submission*  
Cllr C Wood – (*page 5*)
10. Submission from members  
Proposed by Cllr Darryl Colins, Seconder Cllr Adam Monk  
“That this council will identify buildings within Filton that should be considered as community assets.”  
Proposed by Cllr Alan Bird FTC to investigate, using Filton Voice to ask the following question.  
“FTC to ask the residents of Filton to assist in understanding the mix of households within Filton.”
11. Reports from Committees, Working Groups, and the Town Clerk:
  - i) Planning Committee held 22<sup>nd</sup> November 2022 (Meeting Not held)
  - ii) Full Council (Finance) draft minutes (*pages 6-7*)
  - iii) Leisure Centre Construction update
  - iii) Ongoing Updates (*pages 8-10*)
  - iv) Friends of Millennium Green
  - v) Northville Community Garden (Land Behind Bulldog)
12. Consultation Spreadsheet (*pages 11-12*)
13. Payments for Information (*page 13*)

**PRESENT: Cllrs:** D Collins (Chair), Brian Mead (Vice Chair) , Alan Bird, Dan Boardman, A Doyle, A Kenyon, T Mewies, A Monk, A Robinson, C Wood, D.Harris (duly elected during meeting)

**ALSO, PRESENT:** Lesley Reuben (Town Clerk & RFO)

**APOLOGIES: Cllrs:** M Chaudhry, C.Wood

**NON-ATTENDANCE:**

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**0323. APOLOGIES FOR ABSENCE:** Apologies noted

**0324. DECLARATIONS OF INTEREST:** Cllr Adam Monk – Filton Festival

**0325. CO-OPTION** – Two candidates had shown an interest in the two ward vacancies. Mr Daniel Harris introduced himself and responded to questions from councillors. The other candidate had been given incorrect information regarding the date of the meeting, so had been invited to a future meeting convenient to her. It was proposed and seconded to duly elect Mr Harris to be co-opted to fill one of the vacancies. *Vote was carried Nem.Com. Mr Harris signed his declaration of office and joined the meeting;*

**0326. SUBMISSIONS FROM PUBLIC:**

**i)Park Road** – residents again raised concern on the lack of action in repairing their road & pavements. It was made clear to the residents that this was a south glos matter and delays were due to South Glos budgets and priorities.

After a lengthy discussion it was proposed and seconded to look into the cost of repairs and if possible, FTC explore covering the cost of repairs in conjunction with South Glos. *Vote carried, 9 For with 1 Abstention*

It was also agreed to invite a South Glos highway officer to a future meeting to explain how they prioritise road repairs and the health & safety criteria for point scoring within the priority system.

**ii)Community Garden Group**– were holding their annual Remembrance Service on Friday 11<sup>th</sup> November at 11am and invited council members to attend. They were also in search of a bugle player and asked for details to be forwarded if anyone had any contacts.

It was also reported that the Community Garden AGM would be held on 19<sup>th</sup> November 2022 and would be celebrating their 10<sup>th</sup> Anniversary. Councillors were welcomed to attend and to join the group in any capacity.

Signage – the garden were requesting signage and would liaise with the Town Clerk. *Local Nature Action Plan* – Council had signed up to register a plan and were encouraged to be more involved and act.

**0327. TO APPROVE MINUTES OF THE MEETING HELD 26<sup>th</sup> JULY 2022:** The minutes were approved with the following amendments: -

**i)Apologies** – Cllr Mead and Doyle had submitted their apologies

**ii)It was requested that the reason to Relocate the outside Pavilion changing into the main building as part of the changing provision to replace sauna & steam room be recorded in the minutes... the reasons being as below: -**

- Covid has resulted in 80% loss in sauna/steam room use in other sites
- Sauna & Steam are energy hungry – circa 1 tonne per annum to retain

- The pavilion being located into the main building enables flexibility to use group change for outdoor use  
**The benefits being:-**
- Brings in a further multi-purpose space for use for health and wellbeing, such as physio, sports massage, yoga, cardiac rehab, GP referral space, other potential activities
- Enables flexibility in use of changing accommodation between use by football and group change. This provides the ability for outdoor change to use additional changing which wouldn't be possible with separate pavilion
- These changes will provide greater potential for Active Nation to save on the contingency within the capital which would result in savings to the Council
- In addition to this the multi-purpose room and replacement of the sauna/steam room will provide Active Nation greater opportunity to deliver an improved operating position, which will provide the Council with greater revenue through the surplus share
- Reduces the energy use and improves the building's carbon position to contribute to the benefit on climate change.

iii) Typo's to be corrected in 319ii (space needed in long as) and vi) (Capital letter for surname)

**0328. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:** There were none

**0329. FILTON BEAT TEAM UPDATE:** Report was circulated to members.

**0330. SOUTH GLOUCESTERSHIRE REPORTS:**

**CLLR A MONK** – (no submission)

**CLLR C WOOD** – (no submission)

Cllrs were asked if they could return to submitting reports in advance of the meeting.

**0331. SUBMISSIONS FROM MEMBERS:**

**i) Brightwell Centre**... were a local charity that had reported they'd had their energy prices increased by their energy supplier despite being on a fixed contract and it was suggested that the council write to complain.

It was agreed by all that although the council were sympathetic it would not be appropriate for FTC to get involved. However, if the councillor felt it necessary the member could write in his own name.

**ii) Millenium Green** – The Council's Grounds team had advertised that a variety of daffodil bulbs had been purchased for the planters and were organising a bulb planting session at Millenium Green for the last weekend in November. Whilst the friend's group were very pleased with this, it was requested that further information be circulated regarding equipment being provided etc.

**0332. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

**i) Planning Schedule** 11<sup>th</sup> October 2022 – Noted and the group were thanked for their efforts in scrutinising and commenting on applications with the hope that it is making a difference.

ii) **Leisure Centre update.**

Final plans for the centre were circulated and agreed to be signed off as the final design if the changing rooms met expected standards and regulations.

Key dates were as follows: -

- Start on site Date - 24th November 2022
- Temporary Carpark installation 9th - November 2022
- Completion of Phase 1 - 19th October 2023
- Completion of Phase 2 - 11th January 2024

iii) **Filton Festival** (*Cllr Monk declared an interest*)

Notes of the meeting held had been circulated and it was noted that the festival would be held on Saturday 22<sup>nd</sup> July and the organiser will be attending the Finance meeting in January to discuss further with members.

- iv) Filton Neighbourhood Plan – had been registered on the south glos website. The setting up of a steering group would be the next course of action. It was agreed that due to current commitments this side of the election it would not be a good time to start this piece of work. It was agreed to ensure there was a budget heading and funds available for the next financial year and to establish a steering group and identify aspirations following the May elections.

**0333. CONSULTATION SPREADSHEETS-** Councillors to become familiar with ongoing consultations.

**0334. PAYMENTS FOR INFORMATION-** Accepted

***There being no further business the meeting closed at 9pm.***

## Police Report November 2022

Currently levels of burglary are down against the previous month and lower than this time last year. The offences in and around Airbus and Golf course lane have stopped since the recent arrest.

Levels of vehicle crime appear similar to the previous month and slightly down on this time last year.

Theft offences appear slightly higher this month. These offences involve a variety of theft offences from retail theft to theft from pedal cycle. There is still ongoing investigation in relation to one theft of pedal cycle and attempts to try and link other offences in and around the area.

There has been an increase in calls regarding Anti- social behaviour. Areas of note appear to be College way and around Filton college. A lot of calls have been made regarding Mopeds being ridden inappropriately by students. We have contacted the college to identify individuals involved. We are also looking to work with the college about educating students about road safety. Patrols will continue in and around the college at relevant times with Anti-social behaviour legislation considered for those found committing offences.

There have also been several reports in and around Elm Park regarding youths causing damage and climbing over buildings. When possible, patrols will continue in and around the area to identify individuals involved.

### Councillor Chris Wood Report

South Gloucestershire Council is working to address a potential budget gap of £29.3m in the next financial year. Whilst the council has already benefitted from a fixed energy price contract this comes to an end in the spring and when coupled with rising inflation, higher than forecast staff pay offers, increased demand for services, in particular adult social care, increasing capital costs affecting road and school building and global factors such as the war in Ukraine, the council faces significant challenges.

It is right and proper that the council should be as efficient as possible and must legally deliver a balanced budget, however this challenge goes beyond efficiency savings alone so to achieve this reviews of service provision, fees, charges and our council tax levy are currently underway. As announced by the Chancellor earlier this month council tax rises without the need for a referendum are limited to 2.99% with a further 1.99% for adult social care.

Service reviews include garden waste charges, library and One Stop Shop opening times, the dimming of street lights, community grants, street care and home to school transport. Reviews also include those services provided to vulnerable adults, these go beyond providing the same level of service more efficiently and I will be scrutinising proposals in this area particularly closely.

**PRESENT: Cllrs:** A Doyle (Chair), T Mewies(Vice Chair), B Mead, A Bird, D Boardman, M.Chaudhry, D Collins, A Kenyon, A Monk, A Robinson, C Wood,

**ALSO, PRESENT:** Lesley Reuben(Town Clerk &RFO)

**APOLOGIES: N/A**

**NON-ATTENDANCE: N/A**

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**0415. APOLOGIES FOR ABSENCE:** There were none

**0416. EVACUATION PROCEDURE:** Chair of Council gave evacuation procedures

**0417. DECLARATIONS OF INTEREST:** Cllr A Kenyon declared an interest in the Twinning Association.

**0418. TO APPROVE THE MINUTES OF THE MEETING HELD 4<sup>th</sup> October 2022**

The minutes were approved as an accurate record.

**0419. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:**

i)Park Road – Cllr Wood updated the Committee that South Glos back office had responded that the case was now closed. This was being challenged.

ii)Twinning Association – it was queried why the twinning association had been granted £800 rather than the £1000 previously suggested. It was confirmed that rather that set a precedent, the Association had been advised they could apply for any remaining funds at a later date if needed.

iii)Meeting Venue – it was suggested that Pyramid Youth Club, Filton Library and Filton District Social Club were all explored as alternative venues for meetings.

**0420. PUBLIC PARTICIPATION:** A group member of the Northville Community Garden (behind the Bulldog PH) had approached FTC as he had been offered a large amount of soil and had requested that it be allowed to be spread on the land. There had been a problem with fly tipping in the area and South Glos officers were about to use enforcement powers to which would include Community protection warnings. It was therefore agreed to inform the resident to hold off with the soil until South Glos officers report back. The garden group should attempt to call a committee meeting to at least attempt to achieve a majority decision with the soil proposal and then to attend FTC meeting with to view to co-opt councillors onto the group.

**0421. GRANT APPLICATIONS**

Pyramid Youth Club – The youth worker addressed council and explained the financial difficulties and falling numbers that the club had experienced since the pandemic. The club now run a session for ages 10-14 year old youths and hoped that numbers will grow. The grant had been requested for repairs to the lighting and improvements to help them keep the doors open for the children of families that appreciate and rely on the facility being open.

It was proposed, seconded and vote carried to award the full amount requested £4,950.

**0422. INCOME & EXPENDITURE REPORTS**

Reports for Month 6 (September 22) were discussed.

It was noted that Filton TC no longer pay energy bills and the question was asked as to how much had been saved following the transfer to Active Nation?

**0423. Balance Sheet (Month 6)**

i)390 & 391 deferred grants clarification was required on these figures.

**0424. BANK RECONCILIATION (Month 6) – confirmed**

**0425. LEISURE CENTRE UPDATE** – a project update had been circulated.. it was noted that the temporary car park would be installed on 9<sup>th</sup> November 2022.

Permission to start the demolition was still awaited from South Glos council due to conditions being addressed – Cllr Monk to request an update.

Due to future planning on KVA requirements based on western power documentation, a new electrical supply could be required from the sub station at the bottom of the field. This had not yet been confirmed but FTC would be kept up to date.

Location of the gas main needed to be confirmed as it was thought that it ran under the council office – however staff remembered it being moved prior to development.

**0426. NOVEMBER FULL COUNCIL** – it had been suggested to move the full council meeting to an earlier date due to the popularity of the England v Wales world cup game. After discussion, it was proposed and seconded **not** to change the date of the meeting;  
**Vote carried 6 For, 2 Against and 1 Abstention.**

**0427. Payments for Information** – Approved.

BT – it was confirmed that this payment was for a previous period and the council no longer pay BT phone lines.

There being no further business, the Chair closed the meeting at 7.45p.m.



Motions 2022

Motion	Cllr	Date of meeting	Motion Update	Date Completed	Any Comments
This council review it's newsletter arrangements.	Cllr Brian Mead	26.7.2022	ongoing		
That this council explores alternative venues for council meetings during the Leisure Centre construction work.	Cllr Brian Mead	26.7.2022	Several venues contacted and unable to facilitate FTC. FTC office to continue looking for alternative venues.	1.9.2022	
Filton Town Council shall organise a Filton Festival 2023, to take place on 23 July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget).	Cllr T Mewies	28.6.2022	LAR and CW have met with re energise and have started researching with re energise	11.10.2022	An amendment to the motion was proposed and seconded Filton Town Council shall organise a Filton Festival 2023, to take place on a Sunday in July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget). Date to be confirmed after checking possibly conflicts. Motion was voted 10 UNANIMOUSLY FOR. 27.9.2022 It was voted and agreed to go with the company Re Energise to arrange Filton Festival. Festival will be held on Saturday 22nd July and the organiser will be attending the Finance meeting in January 2023 to discuss further with members.
1. Proposal: Town Clerk to advise Danny Dixon at South Glos we intend to create a plan and request him to issue the paperwork to start the process 2. Proposal: the whole of Filton to be encompassed by the neighbourhood plan 3. Proposal: the neighbourhood plan to be focused on the two policy areas outlined above (1. Balanced Housing & Community and 2. Environment) 4. Proposal: have the neighbourhood plan as a standing item on the full council agenda	Dan Boardman	28.6.2022	LAR ongoing contact with D Dixon Working Group not yet set up  We have now published the Filton Neighbourhood Area designation on our website. It can be found on our neighbourhood planning page under the 'current neighbourhood plans' tab.  In terms of the next steps has the group has any thoughts on some of the objectives of the neighbourhood plan? Also, has there been any progress on forming a steering group?	Ongoing  12.10.2022	An Amendment was proposed and seconded to have a working group set up and report to full Council regularly. Vote Carried Nem.com 25.10.2022 It was agreed to ensure there was a budget heading and funds available for the next financial year and to establish a steering group and identify aspirations following the May elections

FTC to produce a welcome to Filton style leaflet to be inserted into the Filton Voice as an mode of information for new students moving to the area for the new term in September	Cllr Adam Monk	28.6.2022	CW and Rich Coulter produced leaflet for FV	14.8.2022	
1 FTC to Proactively look at employing someone to help tidy up Filton on a 15 to 20 hrs per week basis	Cllr Brian Mead	29.3.2022	Work in Motion carried out / these works to continue after Being dealt with at Staffing Committee		An amendment was added FTC to Proactively look at redeploying or employing staff to help tidy up Filton on a 15 to 20 hrs per week basis. Motion with amendment carried
FTC to Proactively talk to those who use the skate park and those who use the BMX park to find out what needs doing to improve them both and put it into practice;	Cllr Brian Mead	29.3.2022	CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use	1.6.2022	An amendment was added. Remove the "put into practice" wording from original motion Motion with amendment carried
FTC to proactively look at sorting out the lights and paths around Elm Park to make improvements for all who use it;	Cllr Brian Mead	29.3.2022	ongoing		An amendment was added: FTC to proactively investigate maintenance issues at Elm Park and draw up a list of priorities. Then have these put into the next budget figures. A second amendment was added: FTC do not accept South Glos Council response that the footpaths at Elm Park are rural and believe that South Glos Council be responsible to repair them. Motion with amendments carried
FTC to proactively look at hosting a parkrun in Elm Park	Cllr Brian Mead	29.3.2022	NP ongoing liaising with the company no update as yet Due to our lack of staff unable to run as a solely FTC group. FTC Office have now taken on to research this motion.		An amendment was added. To remove the wording "Park run" and add "Community run". Motion with amendment carried
Expanding the wildflower areas in Millennium Green and Elm Park	Cllr Dan Boardman	29.3.2022	ongoing		An amendment was added: to ask South Glos Council Biodiversity team to attend a council meeting and advise us on the best locations for wildflowers Motion with amendment carried
To obtain quotations for new gates to be fitted to all entrance/exits of Millennium Green. Design of gates to: 1) restrict access for motorcycles.	Cllr Andy Robinson	25.1.2022	Quotes obtained regarding all options being taken to Council 27.9.2022	27.9.2022	

<p>2) secure enough to stop dogs running out on to the road. 3) enable access for pushchairs, please note the construction of the path is made up of chippings &amp; scalping and is uneven and not user friendly.</p>		<p>Gates ordered and will be installed by FTC and S Glos Ranger as agreed 27.9.2022</p>		
<p>To obtain a plaque (with spike) for the oak trees donated to Filton by the Queens Green Canopy legacy? The two gifted English oaks were planted in millennium green by Filton Town Council. Plaques must be from official vendors, The QGC legacy also suggests that local children or groups be the guardians of the trees. Discussions took place and it was decided to obtain 3 quotes for best price and to involve the local schools to be guardians of the trees.</p>	<p>8.2.2022</p>	<p>CW arranged for the plaques and FTC Grounds put them in</p>	<p>1.5.2022</p>	
<p>Filton Town Council agrees to install a flagpole and Union Flag to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II. The council further agrees to fly the Union Flag at all times from the point of its installation and ensure that flags meet and are maintained to an appropriately high standard".</p>	<p>25.1.2022</p>	<p>LAR/CW research Flag pole, order and installed No planning permission needed</p>	<p>1.6.2022</p>	

Consultation	Consultation Period	Summary
Annual Council Budget 2023/24	17 Oct 2022 -15 Jan 2023	<p>Have your say on the council budget proposals for 2023/24</p> <p>South Gloucestershire Council is responsible for a range of local services including refuse collection and disposal, street cleaning, planning, education, social care services and road maintenance.</p> <p>Each year, we ask residents for their views before agreeing what our budget and council tax levels will be for the year ahead. We are also consulting on the savings plan we propose putting in place to make sure we have a balanced budget.</p> <p>This is your opportunity to comment on what our funding priorities should be, the council tax levels you will pay and our proposals to improve services whilst continuing to deliver value for money.</p> <p>We will be running two phases to this year's consultation.</p> <p>The first phase started on October 17 2022 and asks for your views on the council's draft budget proposals.</p> <p>The second phase will run from Tuesday 6 December 2022 and will ask for your views on updated budget proposals which will consider up to date information on what funding will be available from central government and the options that we have for balancing the council's budget.</p> <p>As a local resident, it is important that you have a say in how we shape services in the future and our budget consultation is a key part of this.</p>

Public Consultation Spreadsheet November 2022

<p>All the information you need to know is given below, as well as in the consultation document which you can download and print.</p> <p>There is an online survey which is available until midnight on Sunday 15 January 2023 or you can download and send back a paper copy of the survey by Wednesday 11 January 2023. Should you complete the online survey before 6th December and provide us with your details, we can email you directly to ask for your input into phase 2.</p> <p>Email: <a href="mailto:consultation@southglos.gov.uk">consultation@southglos.gov.uk</a> Write to: South Gloucestershire Council, Insight and Engagement Team, Council Budget, PO Box 1953, Bristol, BS37 0DE</p>		

## BANK ACCOUNT-GENERAL

Payments made between 01/09/2022 and 30/09/2022

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
08/09/2022	British Telecommunications plc	BP1	493.44	493.44		500			Telephone
08/09/2022	Biffa Waste Services Ltd	BP2	725.06	725.06		500			130-Trade refuse
08/09/2022	Red Dog Technology Ltd	BP3	108.00	108.00		500			124-Remove alarm maint office
08/09/2022	Red Dog Technology Ltd	BP4	2,280.00	2,280.00		500			123-L/Centre CCTC Installation
08/09/2022	Cleveland Containers Ltd	BP5	5,550.00	5,550.00		500			122-2 x Shipping containers
14/09/2022	Kerry Hill	FP	450.00	450.00		500			223-First Aid training
22/09/2022	Safestore Limited	DD	348.15		58.02	4020	901	290.13	Safestore-Storage unit
26/09/2022	Avon Local Councils' Associati	BP1	230.00	230.00		500			147-CW CilCA support
26/09/2022	RPT Consulting Limited	BP10	3,000.00	3,000.00		500			133-L/Centre professional fees
26/09/2022	Ernest Till (South West) & co	BP11	231.60	231.60		500			126-Remove electrical installa
26/09/2022	Travis Perkins Trading Co Ltd	BP12	253.34	253.34		500			144-Topsoil
26/09/2022	Waste Source Ltd	BP13	820.08	820.08		500			125-Skip hire
26/09/2022	Biffa Waste Services Ltd	BP2	552.91	552.91		500			129-Trade refuse
26/09/2022	Chandlers (Farm Equipment) Ltd	BP3	136.03	136.03		500			131-Strimmer line/oil/grease
26/09/2022	Complete Weed Control (North W	BP4	314.40	314.40		500			135-Mill Green weed control
26/09/2022	DCK Accounting Solutions Ltd	BP5	319.26	319.26		500			132-Accounts July 22
26/09/2022	DL I.T. Solutions Ltd	BP6	415.09	415.09		500			138-Anti virus
26/09/2022	Filton Voice Ltd	BP7	300.00	300.00		500			139-Filton Voice
26/09/2022	Greenway Training Ltd	BP8	1,596.00	1,596.00		500			142-Pesticide training
26/09/2022	Greenway Training Ltd	BP8	-756.00	-756.00		500			Purchase Ledger
26/09/2022	Microshade Business Consultant	BP9	68.40	68.40		500			143-Citrix hosting
30/09/2022	Bank Charge Payable	CHRG	29.25			4051	901	29.25	Bank Charge Payable
<b>Total Payments:</b>			17,465.01	17,087.61	58.02			319.38	