

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk : Lesley Reuben

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18th May 2023

Dear Member

You are hereby summoned to the **Annual Meeting of FILTON TOWN COUNCIL** to be held on **TUESDAY 23rd May 2023 at 7.00p.m. (or immediately following the Annual Assembly) SHE7, Braemar Crescent, Filton, South Glos, BS7 0TD**

Yours sincerely

L.A.Reuben
Town Clerk.

AGENDA

1. Election of Chair and Declaration of Acceptance of Office
2. Election of Vice Chair and Declaration of Acceptance of Office
3. Apologies for Absence
4. Evacuation procedure
5. Declarations of interest
6. Submissions from the public max. 15mins) *members of the public are entitled to speak once and only in respect of business itemised on the agenda and shall not speak for more than 5 mins. as per Standing Orders (It is advised that questions are submitted to the Town Clerk 48hrs prior to the meeting)*
7. To approve the minutes of the Council meeting held 27th February 2023 (pages 1-2)
8. Matters of report arising from those minutes
9. To approve and adopt
 - i) Standing Orders 2023 (Appendix 1)
 - ii) Financial Regulations 2023 (Appendix 2)
10. To confirm eligibility of General Power of Competence
11. Confirmation of Insurance arrangements (pages 3-4)
12. Review of Complaints procedure (page 5)
13. Debt Recovery Policy (pages 6-9)
14. Submissions from members :-
15. 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.
 - ii) Representatives on outside bodies.

16. Any other item the Chair decides is urgent
17. Reports from Committees, Working Groups and the Town Clerk
 - i) Finance Committee Minutes 13th March 2023 (pages 10-11)
 - ii) Risk Assessments 2023 – circulated to members
 - iii) a) Planning Schedule 21st March 2023 (pages 12-14)
b) Planning Application PT23/01258/O Filton Central Garage. (page 15)
 - iv) Annual Report 2023 – to be circulated prior to the meeting
18. Reports from other Organisations
19. Other Reports/Consultations
 - i) Consultation Spreadsheet- No current consultations

PART 2 – Closed session (*Bring item forward to beginning of meeting if Assembly finishes early.*)

20. Active Nation Leisure Contract Management Fee

PRESENT: Cllrs: D Collins (Chair), Alan Bird, Dan Boardman, T Mewies, A Robinson, E Adjevivi, M Chaudhry

ALSO, PRESENT: L Reuben (Town Clerk & RFO), C Westcott (Town Council Support Officer)

APOLOGIES: Cllrs: A Doyle, C.Wood, A Monk, D.Harris, B Mead

NON-ATTENDANCE: A Kenyon

**Cllr M Chaudhry arrived 7.30pm.
The meeting then commenced.**

0362. APOLOGIES FOR ABSENCE: Apologies noted.

0363. DECLARATIONS OF INTEREST: Cllr A Robinson shared DOI in Millennium Green Group

0364. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0365. MILLENNIUM GREEN GROUP – LIGHTING. The Group discussed the proposal they had supplied with the different options for the lighting they have asked Council to consider. It was confirmed that Filton Town Council will now go out to get costings, produce a report to go out to the public consultation. Then a single agenda item public meeting to address and decide the outcome.

ACTION FTC Office

0366. SUBMISSIONS FROM PUBLIC: A member of the public asked for advice regarding issues with an HMO build and uses arising from it. Advice given to resident.

0367. TO APPROVE MINUTES OF THE MEETING HELD 23rd JANUARY 2023: 2 spelling errors noted. The minutes were approved as accurate -

0368. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: It was agreed to bring Filton Skate Park survey results to Finance. The Clerk to follow up on actions from Cllr Bird previous motions. The Community asset item was discussed and concluded for the Clerk to look at registering Natwest Bank, Filton Clinic, The Plough Inn and Conygre Surgery.

ACTION FTC Office

0369. FILTON BEAT TEAM UPDATE: Report was noted.

0370. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – No Submission

CLLR C WOOD – No submission

0371. SUBMISSIONS FROM MEMBERS: Proposed by Cllr A Bird "FTC to investigate the requirements that will allow it to grant council tax relief to residents of Filton"

0372. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Leisure Centre Update:** The Clerk updated Council on current progress. It was agreed to liaise with AN and get Filton Town Council on all branding and logos for the new signage.

ACTION FTC Office

ii) **Kings Coronation Activities.** Ideas were discussed and it was agreed to look at costing and bring to next Finance meeting.

ACTION FTC Office

iii) **Finance Committee Minutes held 13th February 2023:** Noted

v) **Ongoing Updates** – Jennings Garden to be added to the spreadsheet. It was decided to remove completed motions from the spreadsheet.

ACTION FTC Office

0373. CONSULTATION SPREADSHEETS- YTL to be invited to Full Council Meeting in the near future to address the parking and planning issues arising.

ACTION FTC Office

0374. PAYMENTS FOR INFORMATION- Accepted

There being no further business the meeting closed at 8.34 pm.

Mrs Lesley Reuben
Filton Town Council
c/o Filton Sports & Leisure Centre
Elm Park
Filton
Bristol
Avon
BS34 7PS

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720434453
Insured	Filton Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st May 2023
To	30 th April 2024
and any other period for which cover has been agreed.	
Renewal Premium	£ 9,765.54

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	111249270
Long term agreement active until	01 st May 2024
Preparation Date	02 nd April 2023
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACF07

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

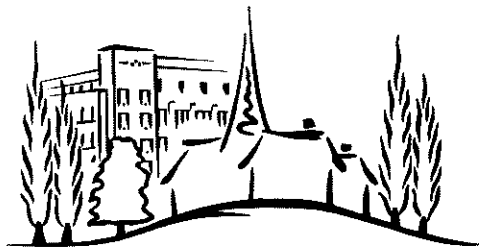
We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

FILTON TOWN COUNCIL
COMPLAINTS POLICY
(For adoption by full Council on 23rd May 2023)

1. This Policy sets out procedures for dealing with any complaints that anyone may have about the Town Council's **administration and procedures**.
Councillors are covered by Code of Conduct adopted by the Council. Complaints against **policy decisions** made by the Council shall be referred back to Council [but note Council's Standing Orders which says that issues shall not be re-opened for six months].
2. If the complainant prefers not to put the complaint to the Town Clerk he or she should be advised to put it to the Chair of Council.
3. (a) On receipt of a written complaint the Chair/ or the Town Clerk(*except where the complainant is about his or her own actions*), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.. ***Within 5 working days; Acknowledge and inform course of action and provide an timescale for further action***
- (b) Where the Town Clerk or the Chair receives a written complaint about the Town Clerks own actions, he or she shall refer the complaint to the Chair. The Town Clerk shall be notified and given an opportunity to comment. ***Within 5 working days; Acknowledge and inform course of action and provide an timescale for further action***
4. The Town Clerk or Chair shall report to the next meeting of the Council or by the Committee established for the purpose of hearing complaints, any written complaint disposed of by direct action with the complainant. ***Within 7 working days of consideration and decision by Clerk/Council; Provide update, decision and further action if required.***
5. The Town Clerk or Chair shall bring any written complaint that has not been settled to the next meeting of the Council. The Town Clerk shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter may be related to Grievance, Disciplinary or Standard Board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under Exempt Business to exclude any member of the public or the press, or deferred on appropriate advice received). ***Within 7 working days of consideration and decision by Clerk/Council; Provide update, decision and further action if required.***
6. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
7. As soon as may be after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
8. A Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.
9. Final Resolve / Conclusion; Inform when the matter is finally concluded and archived from our current records.



FILTON TOWN COUNCIL

Debt Recovery Policy approved at the Annual Meeting May 2023

OBJECTIVE:

1.1 The objective of the debt recovery policy is:

To ensure that money owed to the Council is collected as soon as possible using efficient, effective and fair debt recovery procedures.

1.2 The aims of the policy are to:

- take positive action to prevent arrears occurring, for example by maximising income and providing a range of payment methods;
- Take enforcement action against deliberate non-payers or those who delay payment.
- Ensure prompt billing and to remind people quickly if they do not pay; and
- Encourage early contact to avoid the build-up of debt.

SCOPE:

2.1 This policy covers the recovery of all money owed to the Council namely:

- Overpayment of employees
- Sundry Debts
- Allotment Rent
- Rental Income
- Service Debt

CONTEXT:

3.1 The Council has a duty to recover all sums due efficiently and effectively. This policy ensures that collection methods are fair to all debtors, especially those on low incomes.

3.2 The Council recognises that people and organisations do not pay their debts for a variety of reasons.

3.3 Some people, because of living in or on the margin of poverty, will have difficulty in paying. Some organisations may experience temporary hardship due to the local or national economic climate or cash flow problems. The Council will endeavour to help by providing choices for repayment and support on onward referral where appropriate.

3.4. Some people or organisations may deliberately set out to delay or not make payments and all methods of enforcement will be used to secure payment in these cases.

3.5 Some people or organisations may be able to pay but do not pay because of an oversight or personal difficulties which is not a deliberate decision to avoid or delay payment. The Council will seek to help such people develop a culture of payment by providing a number of ways in which payment can be made including, card payments over the telephone, and the establishment of direct debit or standing order payments.

- 3.6 Where payment difficulties arise, the need for debtors to get in touch is central to the Policy. Where a person or organisation makes contact their circumstances will be considered with a view to agreeing a reasonable payment arrangement, minimising recovery action and helping to alleviate hardship. Where contact is not made or repayment arrangements not followed, recovery action will continue.

DETERMINING LIABILITY:

- 4.1 The Council will provide clear and prompt information about bills and liabilities. The information provided will show:
- What the Invoice is for
 - The amount due
 - Who is liable for the payment
 - How to make a payment
 - A contact point for all enquiries.
- 4.2 Where appropriate a summary of outstanding liability will be provided for debts covering multiple years or invoices.
- 4.3 Management will ensure that, wherever possible, liability is confirmed through a contract, a signature or other evidence confirming the request for provision of a service and a contact name where it is an organisation that will be charged.

MAKING PAYMENTS:

- 5.1 The Council will provide a number of methods of payment, including methods that do not disadvantage debtors who do not have access to bank accounts.
- 5.2 Whatever payment method is used, the funds must reach the Council by the due date to ensure recovery action is not triggered.
- 5.3 Instalments or repayment arrangements must be adhered to unless prior consent is given for a variation.
- 5.4 Where possible, payment in advance of a service should be in place. This particularly applies where the sums involved are small and therefore uneconomical to collect.

DEBT COLLECTION:

- 6.1 Details of all reminders, whether verbal or in writing, should be maintained. Where a letter is issued, a copy must be retained on file.
- 6.2 Should a debt need to be taken beyond two reminder letters, formal written evidence may have to be produced.
- 6.3 It is therefore important that at least one, but preferably two, written reminders are sent.

Initial 'overdue payment' reminder

- 6.4 An initial reminder may be informal and can be made either in person, or by telephone.
- 6.5 In general, the Town Council Office or Leisure Centre Manager will notify the person/organisation.
- 6.6 The date of the initial reminder should be recorded.

First 'overdue payment' letter

6.7 A formal reminder letter should be issued 2 weeks after the informal reminder / the date of supply.

If action is to proceed further, it is necessary to prove that all reasonable attempts have been made to recover the debt, and that these attempts have been made in a timely manner, i.e. at the time that the debt first became overdue.

6.8 The date of the initial reminder should be recorded.

Second 'overdue payment' letter

6.9 A second reminder letter will be issued 2 weeks after the First Reminder Letter.

7.0 The date of the initial reminder should be recorded.

Failure to respond to reminders / settle a debt

7.1 If after 2 reminders, a response or payment is not received, a letter will be sent to the debtor advising them that the matter will be taken further to the small claims court. At the discretion of the Council the debtor may be advised that they will be required to pay in advance for all future supplies or the supply will no longer be available to them.

7.2 This decision and its basis will be recorded and reported to the Management Committee held once a week.

Negotiation of repayment terms

7.3 Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue payment' reminder.

However, if people are unable to pay;

The Council may reduce or cancel a debt in certain circumstances. A sensitive approach to debt recovery will be carried out, taking the following factors into account.

- **Hardship:** Where paying the debt would cause financial hardship.
- **Ill Health:** Where our recovery action might cause further ill health.
- **Time:** Where the debt is so large compared to the person's income that it would take an unreasonable length of time to pay it all off.
- **Cost:** Where the value of the debt is less than the cost of recovering it.
- **Multiple Debt** – Where someone owes more than one debt to the School. In this situation an attempt to agree one repayment plan to include all debts will be established.

7.4 If a debtor requests 'repayment terms' these may be negotiated at the discretion of the Council.

7.5 A record of all such agreements entered into will be retained.

7.6 In all cases, a letter will be issued to the debtor confirming the agreed terms for repayment.

7.7 The settlement period should be the shortest that is judged reasonable.

- 7.8 The Council will decide whether any debtor who has been granted extended settlement terms will not be offered any further use of the facilities and will, in future, be required to pay in advance.
- 7.9 This decision and its basis will be recorded and reported to the Finance Committee.

POLICY REVIEW:

- 8.1 This policy will be reviewed and approved annually.(next review May 2024)

PRESENT: Cllrs: A Doyle (Chair), T Mewies, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, Cllr M Chaudhry A Monk, B Mead

ALSO, PRESENT: Lesley Reuben (Town Clerk &RFO), Carla Westcott (TCSO), Phil Aitken and Shaun Tasker (Active Nation)

APOLOGIES: Cllrs:- E Adejevi, D.Harris, C Wood

NON-ATTENDANCE: N/A

0452. APOLOGIES FOR ABSENCE: Apologies noted

0453. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0454. DECLARATIONS OF INTEREST: None

0455. TO APPROVE THE MINUTES OF THE MEETING HELD 13th FEBRUARY 2023.

The minutes were approved as an accurate record.

0456. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0457. PUBLIC PARTICIPATION: No Submission

0458. INCOME & EXPENDITURE REPORTS: The following queries were raised Page 6 code 4001 £85.00 in salaries, Page code 4061 LC Management fee, Page 13 code 4080 localism charge, page 14 code 302 Filton Festival should have more then £10,000. The Town Clerk to contact DCK confirmation

ACTION- FILTON TOWN COUNCIL OFFICE

0459. BALANCE SHEET (Month 10): The Town Clerk has had no reply A query regarding the valuation price. Filton Town Council office to investigate how often it is valued and when is it due again?

ACTION-FILTON TOWN COUNCIL OFFICE

0460. BANK RECONCILIATION (Month 10) – CCLA confirmed that the balances are found in balance sheet. Code 245 and 246. The Town Clerk to investigate the CCLA accounts and assurance.

ACTION-FILTON TOWN COUNCIL OFFICE

0461. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i) Leisure Centre Construction Update: Active circulated an update.

ii) Replacement Tractor requirement. The report was discussed and a motion was proposed and seconded "To Allow the Clerk to proceed with the tractor purchase of the preferred model but to ensure the deal is to include best warranty, that the product meets Euro 6 standards and to include Filton Town Council branding. All this was to be kept under £65,000.00. Voted UNANIMOUSLY FOR NEM-COM.

It was suggested that it would be best practice for yearly budgets to include an asset replacement fund to grow yearly.

iii)Skate Park consultation: After a discussion it was proposed and seconded " Filton Town Council to collate the report in sub sections Lights, Gates, Refurb. Expansion and

New. The to contact Skate Park developers and get quotes for the works on each level of work" VOTED UNANIMOUSLY FOR. NEM-COM

ACTION-FILTON TOWN COUNCIL OFFICE

It was proposed and seconded for "the Clerk to arrange for the installation of a kissing gate to the skate park" VOTED UNANIMOUSLY FOR. NEM-COM

ACTION-FILTON TOWN COUNCIL OFFICE

iv) Community Assets. The Town Council office has begun the process of applying for Community Assets. It was proposed and seconded" Councillor to select an asset and follow through the actions at the Council Office to complete the nomination.". VOTED UNANIMOUSLY FOR NEM-COM.

0462. Payments for Information month 10– Accepted.

There being no further business, the Chair closed the meeting at 8.27 pm.

DRAFT

SCHEDULE OF PLANNING APPLICATIONS 21.03.2023

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3963	P23/00722/F	524 Filton Avenue Horfield South Gloucestershire BS7 0QE Proposed refurbishment of existing shop and erection of single storey rear extension to facilitate the creation of 1 no. self-contained flat with associated works.	Thu 16 Mar 2023	EXPIRED
F.3964	P23/00781/CLP	11 Sixth Avenue Filton South Gloucestershire BS7 0LT Installation of rear and side dormer to facilitate loft conversion.	Mon 20 Mar 2023	Link with P23/00901/F Overdevelopment, parking survey inadequate due to parking restrictions consultation around the majority of Filton.
F.3965	P23/00779/F	86 Northville Road Filton South Gloucestershire BS7 0RL Demolition of existing garage, erection of two storey side and single storey rear extension to facilitate a change of use from a small house in multiple occupation (HMO) (Use Class C4) to form a nine bed HMO (Sui Generis use).	Mon 20 Mar 2023	EXPIRED
F.3966	P23/00845/PNH	7 Charles Road Filton South Gloucestershire BS34 7ES The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6.0 metres, for which the maximum height would be 3.8 metres, and for which the height of the eaves would be 3.0 metres.	Thu 23 Mar 2023	OBJECTION Overdevelopment, taking existing changes to the property
F.3967	P23/00901/F	11 Sixth Avenue Filton South Gloucestershire BS7 0LT Change of use from a small HMO to a seven-bedroom large HMO (Sui Generis) for up to seven people including vehicle parking, bin storage and cycle parking.	Wed 29 Mar 2023	Link with P23/00781/CLPF Overdevelopment, parking survey inadequate due to parking restrictions consultation around the majority of Filton.

SCHEDULE OF PLANNING APPLICATIONS 21.03.2023

F.3968	P23/00965/F	134 Gloucester Road North Filton Erection of rear extension to facilitate loft conversion to form 1no. flat with associated works.	Thu 30 Mar 2023	COMMENT FTC would like to see use of a green roof
F.3969	P23/00704/HH	31 Mackie Grove Filton South Gloucestershire BS34 7NG Erection of a two storey side extension to form garage and additional living accommodation.	Thu 30 Mar 2023	Application noted
F.3970	P22/07025/F	668 Southmead Road Filton South Gloucestershire BS34 7RD Enlargement of vehicular access onto Southmead Road, a classified B highway.	Fri 31 Mar 2023	COMMENT Removal of wall is not in keeping with original roads houses and front gardens
F.3971	P23/00301/F	798 Filton Avenue Filton South Gloucestershire BS34 7HB		Link with P23/00977/HH Overdevelopment, parking inadequate due to parking restrictions consultation around the majority of Filton. Over 50% use of original house
F.3972	P23/01029/HH	55 Northville Road Filton South Gloucestershire BS7 0RQ Erection of rear conservatory.	Tue 04 Apr 2023	Application Noted
F.3973	P23/00977/HH	798 Filton Avenue Filton South Gloucestershire BS34 7HB Erection of annexe ancillary to the main dwelling.	Wed 05 Apr 2023	Link with P23/00301/F Overdevelopment, parking inadequate due to parking restrictions consultation around the majority of Filton. Over 50% use of original house
F.3974	P23/01041/CLE	615 Filton Avenue Filton South Gloucestershire BS34 7LB Continued use as small House in Multiple Occupation (HMO) for 5 persons (Class C4). Hip to gable roof extension and 1 no. rear dormer to roof.	Thu 06 Apr 2023	OBJECTION FTC require evidence of previous tenancies
F.3975	P23/00854/F	10 Hollyleigh Avenue, Filton South Gloucestershire BS34 7QU Erection of 1no. dwelling with new access, parking and associated works	Mon 10 Apr 2023	COMMENT Sewage and drainage need addressing
F.3976	P23/01056/PN1	Land at Filton Ave, Filton South Gloucestershire BS34 7AP Installation of 15.0m monopole and associated ancillary works.	Weds 12 Apr 2023	Application Noted

SCHEDULE OF PLANNING APPLICATIONS 21.03.2023

F.3977	P23/01089/CLP	103 Mortimer Road Erection of single storey rear extension. Installation of hip to gable roof extension to facilitate loft conversion.	Mon 17 Apr 2023	Application noted
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P23/01258/O

Filton Central Garage 166 Gloucester Road North Filton South Gloucestershire BS34 7QA

Demolition of existing buildings and erection of 3 storey building to form 71 bed student accommodation (Sui Generis), 1 no. ground floor commercial unit (Use Class E) with associated parking, cycle and bin storage (Outline) with access, layout, appearance and scale to be determined, all other matters reserved.