

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 86 6698

25th January 2018

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 30th January 2018 at 7.30pm** in the **Doug Daniels Pavilion, Elm Park, Filton, BS34 7PS**

Yours sincerely

L.A.Reuben,
Town Clerk.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 60. (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. 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*
5. To approve the minutes of the meeting held 12th December 2017 (pages 1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team
8. South Gloucestershire Reports
 - i) Cllr R Hutchinson (page 3-4)
 - ii) Cllr A Monk (page 5)
 - iii) Cllr I Scott (page 6)
9. Submission from members:
10. Reports from Committees, Working Groups and the Town Clerk
 - a) **Resolution to approve the 2018/19 Precept to be set at £675,000 (an increase of 2.95% per band D property) as recommended by the January 2018 Finance Committee. (Papers previously circulated – please advise if you would like a further copy)**
 - b) Resolution for Town Clerk to place investments with CCLA :-
“That this council resolves to permit the Town Clerk to place investments with CCLA – Public Sector Deposit Fund

- c) To resolve to sign the declaration regarding amendments of signatories with the Co-op Bank A/c as per *page 7*
- d) Equalities and Diversity training – dates.....
Tuesday evenings 13th, 20th & 27th March and/or Saturday morning 24th February
- e) FTC - Meeting Dates 2018 (*page 8*)

11. Other Reports/Consultations –

- i) Local Plan – Presentation/Workshops for Town/Parish Councils
19th February, 21st February (**prov. Filton**), 22nd February

- ii) see consultation spreadsheet (*Page 9*)

12. Payments for information – January 2018 (*Pages 10-16*)

13. Planning Applications

- i) Feedback to date (*page 17*)
- ii) Current Planning Applications 2017 (*Page 18*)

PRESENT: Cllrs: D Collins (Chair), J Ward (Vice Chair), K Briffett, M Chaudhry, A Kenyon, I Scott, E Seymour, R Taylor, A Tink, J Tucker,

ALSO PRESENT: Lesley Reuben (Town Clerk), Ben Morgan (Town Council Support Officer - *Minutes*)

APOLOGIES: Cllrs: B Mead, A Monk

1597. APOLOGIES FOR ABSENCE: Apologies were noted.

1598. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1599. DECLARATIONS OF INTEREST: K Briffett (Conygre House), Alan Tink (SHE7)

1600. SUBMISSIONS FROM PUBLIC: Coat hangers on kitchen door in Pavilion brought up: relayed that door is on a fire route and this could cause access problems. Litter brought up from last meeting with questions of what is being done about it, citing Patchway Town Council, who hired outside help. It was reiterated that bins outside of Elm Park are S. Glos' responsibility and that they have a dedicated employee for this. Some councillors rose that they personally hadn't seen this person frequently. Action to find out price of getting outside help similar to Patchway and advertising this to local residents (suggestion it might raise council tax prices). Motion proposed and seconded (unanimous).

1601. TO APPROVE MINUTES OF THE MEETING HELD 28TH NOVEMBER 2017: Cllr A Tink wasn't present at meeting on 28th but was recorded as having been there, otherwise approved as accurate record.

1602. MATTERS TO REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDBA: Update requested on progress made with booking diversity training. CVS to provide refresher and to help with policy to work towards. Various options as to when training can be provided (Saturday sessions or split up before council meetings). To go back to CVS and clarify options, which will be circulated to councillors to find best time to provide training (approved, unanimous).

1603. FILTON BEAT TEAM: Beat team unable to attend, but report provided by PC Shaun White outlined "unusually settled" period considering time of year.

1604. SOUTH GLOUCESTERSHIRE REPORTS: Cllr Monks report detailed S. Glos' policy and details of litter and rubbish collection (Covered in **1600.**) Other S. Glos Councillors reports tabled.

1605. SUBMISSIONS FROM MEMBERS: No submissions.

1606. REPORTS FROM COMMITTEES: Community Plan meeting with various councillors, PCs, housing officers etc. outlined, explained that public sessions will be next and that issues brought up were covered, future plan to help tackle them hopefully to come from this and public feedback.

a) Parish Charter - approval to sign declaration: framework for FTC/SGC working relationship to be approved, question of accountability if S.Glos didn't fulfil their requirements (eg PSP). Approved (unanimous).

b) Resolution for Town Clerk to place investments with CCLA: suggested by accountants, subject to risk assessment. Fund has highest safety rating no penalty to withdraw funds and specifically tailored to public money. Questions of whether the

low interest rates are worth investment, suggestion to be shown alternatives before making decision. Noted that money is sitting in current account making no interest at the moment. Motion to get presentation from person who advertised this fund to clerk and accountants for more information. (Passed 6:3)

c) Council Archives: suggested that council minute archives be sent to Gloucester Archives for safe keeping and to be scanned for easier public access (collected for free). Suggestion to see if more local options would take archives (Bristol Records Office/Museum etc.) Issue of not being in S. Glos territory and not Bristol.

1607. GRANT APPLICATIONS: Grants approved as per the grant schedule.

1608. OTHER REPORTS/CONSULTATIONS:

- i) No issues brought up with Food Plan
- ii) Consultation Spreadsheet: some councillors replied to individual consultations, encouraged other to do the same.

1609. PAYMENTS FOR APPROVAL (INFORMATION): Noted

1610. PLANNING APPLICATIONS:

i) Feedback to date

F.3540: Mc Donalds Abbey Wood Retail Park Station Road Filton Bristol South Gloucestershire BS34 7JL - Relocation of 3no. static illuminated white "McDonalds" letterset signs and installation of 4no. static illuminated yellow "golden arch" symbols. – *Approved*

F.3561: 93 Station Road Filton Bristol South Gloucestershire BS34 7JN - Application to vary condition 3 of PT14/2226/F to state the maximum height of the hedge to east boundary. - *Withdrawn*

F.3571: 809 Filton Avenue Filton Bristol South Gloucestershire BS34 7HQ - Conversion of 1no existing dwelling into 2no. self-contained flats with associated work - *Approve with Conditions*

160 Station Road Filton Bristol South Gloucestershire BS34 7JW - Demolition of existing dwelling. Erection of 3 No. Flats and associated parking. - *Approved*

ii) Current Planning Application: See Attached

The Chair closed the meeting at 9:15pm.

Cllr Roger Hutchinson - report to Filton Town Council meeting on Tuesday 30th January 2018

South Glos. Council Boundary changes - The Boundary Committee has now published the approved revision of Council Boundaries reducing the number of councillors from 70 to 61. The boundaries for Filton are unchanged but the number of councillors will reduce from 3 to 2. Elections will take place in May 2019.

Highways I have reported in the past that I was pursuing a change to the lane painting on Filton Roundabout and having met with officers on site there is an agreement that the lines on the middle lane northbound will be extended across to the other side making it clearer that this is a straight ahead lane and not a right turn. The other issue is the MoD roundabout where traffic turns across traffic to enter the Abbey Wood centre by increasing the hatching on the entry road to make it clearer that the entry is for 1 lane of traffic only.

Just to flag up that there is a major resurfacing of the A38 taking place between the 27 February to 3 March of the section from and including the junction with Filton Avenue North and the Patchway flyover, work will take place between 20:00hrs and 06:00 hrs.

Houses in Multi Occupation I have reported in previous reports that I have served on a working group on HMOs looking at how we could reduce the spread in areas like Filton which is one of the 2 areas with a large number of HMOs.. A method of stopping the automatic right to turn a house into an HMO is to designate an area with a large concentration with an Article 4 direction. This means that once the direction is approved by Government anyone wanting to turn a house into this use in the designated area would not benefit from Permitted Development Rights but would need to apply for planning permission which the Council could refuse if it didn't comply with planning rules, as is the case for any other application. However the applicant would still have the right to appeal and the council decision could be overturned and permission granted by an Inspector. In order for the council to properly defend a refusal decision at appeal our policies must be robust and changes to current policy will be considered through the local plan process. Additionally we are now advised that the licensing of all HMOs is expected to be introduced this year and should help the council to be able to affect the management of HMOs.

Elm Park At a recent meeting of opposition spokes and Executive members there were reports on the work being done on the transport issues in the Late and Thornbury Areas. This gave me an opportunity to ask whether this would affect the designation by the WECA. of that part of the A4174 as a Key Transport Route and therefore the designation. I also asked what the timetable would be for reviewing green spaces, to which I haven't yet had a reply, but I am attending or will have attended by the 30th, a briefing on the local plan process.

Empty Merlin Houses in Conygre - I have been following up on concerns about Merlin Houses that are due for redevelopment in the Conygre Ward. I understand the situation that there are issues of access in Rodney Crescent and repairs to voids in Canberra Grove. A decision is expected next month on a way forward to doing the work as soon as they are able to do so.

Since the November meeting I have attended the following:

Friday 1st December - I attended a briefing on the local plan	Yate
Saturday 2nd December - I attended our regular weekly surgery	Filton
Wednesday 6th December - I attended a topic briefing on "the Built Environment"	Kingswood
Thursday 7th December - I attended the consultation meeting on the Community Plan	Filton

Saturday 9th December - I attended our regular weekly surgery Filton

Wednesday 13th December - I attended a meeting of South Gloucestershire Full Council Kingswood

Thursday 14th December - I attended a meeting of Development Control West Planning committee Thornbury

Saturday 16th December - I attended our regular weekly surgery Filton

Wednesday 20th December - I attended the first meeting of the Scrutiny Group which is looking at the possibility of the Council setting up a Housing Company Yate

Saturday 30th December - I attended our regular weekly surgery Filton

Friday 5th January I attended a meeting with the Cabinet members for ECS as Labour Spokes. Yate

Tuesday 9th January - I attended a meeting of the Scrutiny Group that is considering the Yate Area Future Transport Yate

Friday 12th January - a meeting of the DC West Sites Inspection Panel Thornbury

Saturday 13th January - I attended our regular weekly surgery Filton

Wednesday 17th January - I attended the Filton and Patchway Community Engagement Forum Patchway

Saturday 20th January - I attended our regular weekly surgery Filton

Monday 22nd January - I attended a second meeting of the House Company scrutiny group. Yate

Tuesday 23 January - I attended a member briefing on the developments of the land East of Harry Stoke Yate

Wednesday 24th January - I attended a briefing on the Homelessness Reduction Act Kingswood

Between today 24th January and the Council Meeting I expect to attend the following:

Friday 26th January - a meeting of the LGA Public Transport Consortium London

Saturday 27th January - our regular weekly surgery Filton

Cllr Roger M Hutchinson
 Labour Lead Member for Planning and Communities.
 Monday 20th November 2017
Email: roger.hutchinson@southglos.gov.uk
Tel: 07875 158423

to see back copies of these reports please go to my blog: rmhutchinson.com

I can also be found on Facebook Roger Hutchinson and Twitter @rogerhutch

As per Rogers report the Boundary Commission has completed its review and the number of South Glos Councillors will reduce and the effect this has on Filton is the councillors on South Glos will reduce from 3 to 2.

Scrutiny

At this time of year South Glos is busy drafting its budget. At the most recent meeting of the Scrutiny Commission I tabled the following questions.

To each of the Directors of South Glos.

“What challenges and opportunities does the provisional local government finance settlement for our council present to your directorate for the next and future financial years?

“In drafting your next and future financial years’ budget for presentation to elected members, what proposals are being considered and what have been rejected for your directorate in relation to:

- (a) Service reductions
- (b) Staffing and redundancies
- (c) Efficiencies
- (d) Revenue maximisation
- (e) Fees and charges?”

I made it clear my expectation was for the Directors to attend the meeting so follow up questions could be asked on their response.

I was informed that the Directors were not attending the meeting and the budget is to be drawn up in confidence with the Cabinet and Directors.

In my opinion this is treating not only Councillors with contempt but more importantly not allowing members of the public to see those accountable justify their decisions in a public forum.

This means Councillors are not able to influence budgetary decisions.

Following my clear expression of disapproval another meeting of the Scrutiny Commission has hastily been convened for Feb 7th, however this will be too late to have any meaningful impact as the Cabinet will have already met on the 5th and voted on the budget but will provide an real opportunity to go through the figures.

Full Council voted on the Budget on Feb 14th.

At this point no one can advise what will or will not be included in that budget.

Educational outcomes

One of the task & finish groups established by Scrutiny is to take an in-depth view into why South Glos Schools don’t perform as well as expectations in Key 4 Stage and above.

The group has interviewed a number of Stake holders and is really beginning to gain some traction on particular recurring themes. This group will be reporting back formally in the near future and will present its findings to the Cabinet and I along with other members of this group will be pushing for the recommendations of the report to be implemented. It too soon to report on what those recommendations may be,



Cllr Ian Scott Filton Town Council Report November 2017

South Gloucestershire Council Tax

The council provides a wide range of services and expects to spend in the region of £571m in the next financial year on areas including refuse collection, street cleaning, planning, social care and road maintenance. The Conservative controlled council is proposing to repeat last year's council tax increase of 1.99 per cent and to levy the additional 3 per cent adult social care precept. It is anticipated that these changes will mean an increase of approximately £67.84 per year in overall council tax bills (or equivalent to £5.65 per month) for a band D household.

Despite increases in previous years, they still anticipate that current annual spending will be more than the income through to 2021/22. This means that further tough decisions will be needed in the coming years.

There is still a predicted budget gap amounting to £15.7m by 2021/22. This means that work is ongoing by the Council to identify further potential cuts in order to balance the books.

ALLOCATION OF PROVISIONAL 2018/19 LOCAL COUNCIL TAX REDUCTION SUPPORT GRANT TO FILTON TOWN COUNCIL

Town Council	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Filton	£68,303	£61,983	£61,545	£33,839	£21,519	£12,058

Source: <http://moderngov/documents/s88818/Appendix%20B%20Allocation%20of%20Provisional%20LCTR.pdf>

The Conservative Government has cut revenue support grant to South Gloucestershire Council who have subsequently cut the annual support grant to Filton Town Council by over £50,000 a 70% cut over 5 years!

**Cllr Ian Scott report to Filton Town Council – For more information email:
ian.scott@southglos.gov.uk**

Section 2

Declaration

Voluntary Organisations, Charities, Societies, Credit Unions, Trusts, Schools, Clubs and any other Unincorporated Association.

Certified Copy of Resolutions Made by the organisation named In Section 1.



Note:

Registered Charities

Two current Trustees must sign this section.



Note:

Voluntary Organisations, Societies, Trusts, Schools, Clubs and any other Unincorporated Association

Two officials must sign this section (i.e. chair, treasurer or secretary), and must hold this position at the time of signing. Any individual that signs who is not a signatory will need to complete Section 3b.



Note:

Credit Unions

Two currently FCA registered officials must sign this section.



Note:

Parish, Town and Community Councils

The Clerk and one Councillor must sign this section.

The following resolutions were passed at a meeting of the committee held on:

Date: _____

It was resolved that:

- The Co-operative Bank p.l.c. ("the Bank") shall continue as our bankers in accordance with our original application
- the Bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 4b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)
- the Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 4b
- the Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property, as shown in the account signatories Section 4b
- the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions
- the Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations, constitution, rule book or byelaws
- the Bank shall be notified in writing of any change of Directors, Trustees, Members or Officials, where applicable some charities are also registered as Ltd, so will need to include full list
- the Bank shall be notified in writing of any change of official authorised to sign on our behalf
- the Bank shall otherwise continue to operate our account(s) in accordance with the business account mandate
- the Bank shall be notified in writing of any overall change of control in the organisation
- all signatories to the account are aged 18 or over
- in the case of joint account holders, we agree that on application by one of us for an overdraft on the account the Bank may provide oral pre-contractual information to one of us only prior to the overdraft being agreed. In this case any overdraft terms will be sent to multiple account holders after the overdraft is agreed and available to use.

Authority for additional signatories to draw on account

N.B. Each additional signatory must complete Section 3b.

I/We† authorise and request that until you receive written notice from me/us† to the contrary to treat and consider additional signatories listed in Section 3b as fully empowered by me/us and on my/our† behalf:

- to draw, sign and endorse cheques and other orders for payment on my/our account(s) with you
- to draw, sign, accept and endorse bills of exchange and promissory notes on my/our account(s) with you
- to receive cheques, statements and other vouchers relating to my/our account(s) with you
- to withdraw all or any of my/our securities, documents, or other property or anything else held by you by way of security or for safe custody collection or any other purpose whatsoever on my/our account(s)
- to arrange terms with you for the negotiation or discount of any documents
- to negotiate with you for and take advances whether by way of loan, overdraft discount or otherwise with or without security
- to charge, pledge and deposit with you any of my/our property upon such terms as you may require to secure the payment or discharge to you on demand of all monies and liabilities which shall for the time being (and whether on or at time after such demand) be due owing or incurred to you by me/us whether actually or contingently and whether solely or jointly with any other person and whether as principal or surety including interest discount commission and other banking charges
- generally to act on my/our behalf in all transactions and matters of business with you and to comply fully with any account terms and conditions and security requirements you may operate in connection with my/our account(s) with you now or in the future
- to act on the above instructions and in particular to pay and honour all such cheques, orders, bills, notes or requests as above mentioned notwithstanding that any such payment may cause my/our said account(s) to be overdrawn or may increase any existing overdraft.

It is certified that these resolutions have been recorded in the minute book and that the specimen signatures shown in the account signatories Section 4b are correct.

Name	_____	Signature
Position in company	_____	
Date	_____	
Name	_____	Signature
Position in company	_____	
Date	_____	

† Please delete as appropriate throughout

FILTON TOWN COUNCIL MEETING DATES 2018

January

9 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
30 th	7.30pm	Full Council	Doug Daniels Pavilion

February

13 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
27 th	7.30pm	Full Council	Doug Daniels Pavilion

March

13 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
27 th	7.30pm	Full Council	Doug Daniels Pavilion

April

10 th	7.00p.m	Finance & General Purposes	Doug Daniels Pavilion
24 th	7.30pm	Full Council	Bethany Hall

May

8 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
29 th	7.30pm	Full Council & Annual Meeting	Doug Daniels Pavilion

June

12 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
26 th	7.30pm	Full Council	Doug Daniels Pavilion

July

10 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
24 th	7.30pm	Full Council	Bethany Hall

August

There are no meetings held in August

September

11 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
25 th	7.30pm	Full Council	Doug Daniels Pavilion

October

9 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
30 th	7.30pm	Full Council	Bethany Hall

November

13 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
27 th	7.30pm	Full Council	Doug Daniels Pavilion

December

11 th	7.30pm	Full Council	Doug Daniels Pavilion
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Consultation	Consultation Period		Summary
Climate Change Strategy 2018 - 2023	22 nd Nov '17*	12 th Mar '18*	Our Climate Change Strategy develops on existing work delivered through the Low Carbon Plan and Climate Change Adaptation plan. This revised strategy now covers the period up until 2023 and combines climate change mitigation and adaptation into one document. The strategy aims to help South Gloucestershire become climate resilient with a thriving Low Carbon economy and lifestyle reflected in our travel, homes, businesses and communities. https://consultations.southglos.gov.uk/consult/ti/Climate18/consultationHome
HomeChoice Re-Housing Policy Consultation 2018	12 th Jan '18	6 th Apr '18	The HomeChoice Rehousing policy sets out how the Council assesses applications for housing and the process for letting to social housing that the Council has nomination rights to. The current policy contains three (3) bandings. These bands are broad based and applicants within each banding have the same level of priority although their housing circumstances can be very different. https://consultations.southglos.gov.uk/consult/ti/HomeChoice2017/consultationHome
Special Educational Needs and/or Disability Draft Strategy 2018-2023	15 th Jan '18	12 th Mar '18	We have been listening to the views of children, families, schools, settings, colleges and stakeholders at the engagement sessions that ran in June, September and October 2017 in South Gloucestershire. As a result of the collective feedback, this draft Special Educational Needs and/or Disability (SEND) Strategy has been co-produced and sets out the vision and strategic priorities for South Gloucestershire local area for the period 2018-2023. https://consultations.southglos.gov.uk/consult/ti/send2018/consultationHome
Blenheim Road and Congre Road area – Proposed Prohibition of Waiting Order – STATUTORY NOTICE	16 th Jan '18	9 th Feb '18	The Council proposes to make an order prohibiting vehicles waiting at any time in parts of Blenheim Drive, Bridgman Grove, Bude Road, Canberra Grove, Congre Grove, Congre Road, Holmdale Road, Lower House Crescent and Sandown Road, Filton. https://consultations.southglos.gov.uk/consult/ti/PT.5836BlenCongreWt/consultationHome

At : 4:22 PM

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Acorn Health & Safety Limited	ACORNHS				
05/01/2018	INV3729	840/Health and Safety Course		390.00	0.00	390.00	0.00
				0.00		390.00	
				Above paid on : 11/01/2018 By Cheque			4210
		Brenntag UK Ltd	ALBIONCHEM				
19/12/2017	47SI4747230	832/Sodium Hypo, Pump Chrg		334.30	0.00	334.30	0.00
19/12/2017	47SI4747231	831/Polyaluminium Chloride		142.56	0.00	142.56	0.00
				0.00		476.86	
				Above paid on : 11/01/2018 By Cheque			4211
		Arboricultural Association	ARBOR				
14/12/2017	14712	853/Billy Osmond/Mark Hoskins		492.00	0.00	492.00	0.00
				0.00		492.00	
				Above paid on : 11/01/2018 By Cheque			4212
		Artisan Hire Centre	ARTISAN				
20/12/2017	346427	849/Fence Panel C/W Block		62.40	0.00	62.40	0.00
				0.00		62.40	
				Above paid on : 11/01/2018 By Cheque			4213
		Box Steam Brewery Limited	BOXSTEAM				
12/12/2017	INV051036	868/Bar Stock		79.78	0.00	79.78	0.00
				0.00		79.78	
				Above paid on : 11/01/2018 By Cheque			4214
		C. Brewer & Sons Ltd	BREWERS				
31/12/2017	FLT/312023	852/Durable matt base		155.74	0.00	155.74	0.00
31/12/2017	FLT/312024	851/Durable matt base		51.91	0.00	51.91	0.00
				0.00		207.65	
				Above paid on : 11/01/2018 By Cheque			4215
		Bristol & Avon Stocktakers	BRISTOLAVO				
31/12/2017	31/12/17	870/Bar Stock Taking 15.12.17		100.00	0.00	100.00	0.00
				0.00		100.00	
				Above paid on : 11/01/2018 By Cheque			4216
		Tolchards Ltd	CASCADE				

At : 4:22 PM

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
19/12/2017	401904	864/Bar Stock		303.55	0.00	303.55	0.00
					0.00	303.55	
			Above paid on : 11/01/2018	By Cheque			4217
		C & R Fencing	CRFENCING				
22/12/2017	16985	850/Fencing Works		344.40	0.00	344.40	0.00
					0.00	344.40	
			Above paid on : 11/01/2018	By Cheque			4218
		CR Windows Avon Ltd	CRWINDOWS				
04/12/2017	39521	847/Suppl & Fit + Door		1,850.00	0.00	1,850.00	0.00
					0.00	1,850.00	
			Above paid on : 11/01/2018	By Cheque			4219
		DCK Accounting Solutions Ltd	DCKBEAVERS				
31/12/2017	TPC7864	818/Contract Accounting		1,201.02	0.00	1,201.02	0.00
					0.00	1,201.02	
			Above paid on : 11/01/2018	By Cheque			4220
		Express Cleaning Supplies	EXPRESS01				
04/01/2018	118014987	841/Cleaning Supplies		301.56	0.00	301.56	0.00
					0.00	301.56	
			Above paid on : 11/01/2018	By Cheque			4221
		Gazprom Marketing & Trading Retail Ltd	GAZPROM				
14/12/2017	5744873	823/Gas 31.10.17-30.11.17		460.04	0.00	460.04	0.00
14/12/2017	5744976	838/Gas 19.10.17-30.11.17		5,021.70	0.00	5,021.70	0.00
					0.00	5,481.74	
			Above paid on : 11/01/2018	By Cheque			4222
		J P Lennard Ltd	JPLENNARD				
27/09/2017	100008395	833/Armbands, Shuttlecocks, etc		201.83	0.00	201.83	0.00
16/10/2017	100008558	834/ Speedo		249.70	0.00	249.70	0.00
					0.00	451.53	
			Above paid on : 11/01/2018	By Cheque			4223
		JTS Snack Foods	JTSSNACK				

At : 4:22 PM

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
15/12/2017	16067419	865/Bar Stock		88.45	0.00	88.45	0.00
05/01/2018	16067637	872/Bar Stock		107.22	0.00	107.22	0.00
				0.00		195.67	
				Above paid on : 11/01/2018 By Cheque			4224
		Keith Jones	KMDISCO				
11/12/2017	0189	869/New Year Disco 31.12.17		250.00	0.00	250.00	0.00
				0.00		250.00	
				Above paid on : 11/01/2018 By Cheque			4225
		Loomis UK Ltd	LOOMIS				
15/12/2017	0109549	835/Janurary services + Fuel		455.30	0.00	455.30	0.00
				0.00		455.30	
				Above paid on : 11/01/2018 By Cheque			4226
		Cape Meridian Ltd	NSG				
31/12/2017	2017/12/024	824/Security-alarm call out		115.20	0.00	115.20	0.00
31/12/2017	2017/12/025	825/Security- Alarm Call Out		76.80	0.00	76.80	0.00
				0.00		192.00	
				Above paid on : 11/01/2018 By Cheque			4227
		Office Watercoolers South West Ltd	OFFICEWATE				
30/09/2017	INV0507468	863/Monthly Rental		40.85	0.00	40.85	0.00
				0.00		40.85	
				Above paid on : 11/01/2018 By Cheque			4228
		Rentokil Pest Control	RENTOKILPE				
04/12/2017	20650407	828/Pest Control Contract		194.60	0.00	194.60	0.00
				0.00		194.60	
				Above paid on : 11/01/2018 By Cheque			4229
		South Gloucestershire Council	SGLOS2				
29/12/2017	3803701746	857/Grass Cutting Oct/Nov/Dec		925.31	0.00	925.31	0.00
				0.00		925.31	
				Above paid on : 11/01/2018 By Cheque			4230
		Society of Local Council Clerks	SLCC				

At : 4:22 PM

Reprint of Purchase Ledger Payments Entered

Ledger No : 1

Month No : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
11/01/2018	11/01/2018	875/Membership		308.00	0.00	308.00	0.00
11/01/2018	11/090118	829-SLCC 01.03.18 AGM		40.00	0.00	40.00	0.00
					0.00	348.00	
				Above paid on : 11/01/2018 By Cheque			4231
		Tailor Made Office Supplies Ltd	TAILOR				
11/01/2018	IN00164101	876/Stationery Items		16.38	0.00	16.38	0.00
11/01/2018	IN00164102	877/Stationery Items		5.46	0.00	5.46	0.00
					0.00	21.84	
				Above paid on : 11/01/2018 By Cheque			4232
		Tan.365 LTD	TAN365				
11/01/2018	46007	878/EQ L4 Token x 100		128.34	0.00	128.34	0.00
					0.00	128.34	
				Above paid on : 11/01/2018 By Cheque			4233
		Ernest S Till (South West) & co Ltd	TILL				
19/12/2017	00009658	848/Boiler in Skittle Alley		78.00	0.00	78.00	0.00
29/12/2017	00009676	00009676/854/Ernest S Till (So		250.54	0.00	250.54	0.00
03/01/2018	00009653	858/Loss of power-plant room		66.00	0.00	66.00	0.00
05/01/2018	00009661	859/Faulty emergency switch		66.00	0.00	66.00	0.00
10/01/2018	00009690	00009690/861/Ernest S Till (So		150.00	0.00	150.00	0.00
					0.00	610.54	
				Above paid on : 11/01/2018 By Cheque			4234
		Virgin Media Payments Ltd	VIRGINMEDI				
21/11/2017	737169401/001/	773/Monthly charge November		59.99	0.00	59.99	0.00
19/12/2017	737169401/001/	819/Monthly Telephone Charge		59.99	0.00	59.99	0.00
					0.00	119.98	
				Above paid on : 11/01/2018 By Cheque			4235
		Viridor Waste Management Ltd	VIRIDOR				
31/12/2017	000223313AB	855/Refuse Disposal		517.20	0.00	517.20	0.00
05/01/2018	0002247613AB	860/Refuse disposal		117.60	0.00	117.60	0.00
					0.00	634.80	
				Above paid on : 11/01/2018 By Cheque			4236
		WCS Group The H2O Experts	WCS				

At : 4:22 PM

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
14/12/2017	ENG90851	837/Swimming pool training day		600.00	0.00	600.00	0.00
18/12/2017	SO91103	836/Monthly visits December		242.50	0.00	242.50	0.00
					0.00	842.50	
				Above paid on : 11/01/2018 By Cheque			4237
		Wickwar Brewing Co	WICKWAR				
20/12/2017	97872	867/Bar stock		77.40	0.00	77.40	0.00
					0.00	77.40	
				Above paid on : 11/01/2018 By Cheque			4238
		World Snooker Services Ltd	WORLD斯诺克				
05/01/2018	8131	8131/862/World Snooker Service		1,384.20	0.00	1,384.20	0.00
					0.00	1,384.20	
				Above paid on : 11/01/2018 By Cheque			4239
				PAYMENT TOTALS	0.00	18,163.82	

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Filton Concert Brass Band			FILTONBRAS				
11/01/2018	GRANT2017/18	880/Grant		1,250.00	0.00	1,250.00	0.00
					0.00	1,250.00	
			Above paid on : 11/01/2018 By Cheque No 4242				
Supplier : Girlguiding			GIRLGUIDE				
11/01/2018	GRANT2017/18	881/Grant		500.00	0.00	500.00	0.00
					0.00	500.00	
			Above paid on : 11/01/2018 By Cheque No 4243				
Supplier : Jessie May Charity			LISAGABDER				
11/01/2018	GRANT2017/18	883/Grant		500.00	0.00	500.00	0.00
					0.00	500.00	
			Above paid on : 11/01/2018 By Cheque No 4244				
Supplier : St Peters Hospice			STPETERHOS				
11/01/2018	GRANT2017/18	882/grant		500.00	0.00	500.00	0.00
					0.00	500.00	
			Above paid on : 11/01/2018 By Cheque No 4245				
Supplier : Patchway Filton & Stokes Volunteer			VOLUNTEER				
11/01/2018	GRANT2017/18	879/Grants		250.00	0.00	250.00	0.00
					0.00	250.00	
			Above paid on : 11/01/2018 By Cheque No 4246				
			PAYMENT TOTALS		0.00	3,000.00	

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Glacier environmental Ltd			GLACIER				
11/01/2018	ON ACC 1	Purchase Ledger Payment		0.00	0.00	442.67	-442.67
					0.00	442.67	
Above paid on : 11/01/2018				By Cheque No 4247			
Supplier : Water2Business			WESSEX				
04/01/2018	8049854566	Water 02.12.17-02.01.18		43.39	0.00	43.39	0.00
04/01/2018	8049854575	843/Water 02.12.17-02.01.18		95.71	0.00	95.71	0.00
04/01/2018	8049854584	844/Water 02.12.17-02.01.18		822.14	0.00	822.14	0.00
					0.00	961.24	
Above paid on : 11/01/2018				By Cheque No 4248			
PAYMENT TOTALS				0.00		1,403.91	

FEEDBACK: 9th January 2018 - To Date

F.3587: 91 Kenmore Crescent Filton Bristol South Gloucestershire BS7 0TP - Erection of single storey rear extension to provide additional living accommodation. Installation of raised decking area and privacy screen. – *Approve with conditions*

F.3586: 77 Wades Road Filton Bristol South Gloucestershire BS34 7EB - Erection of single storey rear extension to provide additional living accommodation. - *Approve with conditions*

F.3589: 87 Gloucester Road North Filton Bristol - Erection of single storey rear conservatory. - *Approve with conditions*

F.3581: 14 Kenmore Drive Filton Bristol South Gloucestershire BS7 0TT - Erection of a single storey rear and side extension to form additional living accommodation. Installation of 1no rear dormer to facilitate loft conversion. - *Approve with conditions*

F.3565: Land Adjacent To Conygre House Conygre Road Filton Bristol South Gloucestershire BS34 7DD - Erection of 1no two storey building to form 9no flats with parking, landscaping and associated works. - *Refusal*

F.3575: The Gloucester 83 Gloucester Road North Filton Bristol South Gloucestershire BS34 7PT - Part demolition of existing building. Part conversion and single storey rear and first floor extension to form 1 no. self-contained dwelling with associated works. - *Approve with Conditions*

F.3593: Filton House Golf Course Lane Filton South Gloucestershire BS34 7QS - Consent to display 2no flag signs and erect 2no flagpoles. - *Approve*

SCHEDULE OF PLANNING APPLICATIONS JANUARY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3601	PT17/5720/CLP	12 Mackie Grove Filton Bristol South Gloucestershire BS34 7NF - Application for a certificate of lawfulness for the proposed change of use from residential dwelling (Class C3) to 6no. bedroom HMO (Class C4). No building works except creation of an internal shower room.	30/01/2018	
F.3602	PT18/0059/F	884 Filton Avenue Filton Bristol South Gloucestershire BS34 7AY - Erection of front porch.	30/01/2018	
F.3603	PT17/5921/F	25 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SG - Demolition of existing garage and erection of 2 no. flats and associated works.	30/01/2018	
F.3604	PT17/5864/F	Fairways Southmead Road Filton Bristol South Gloucestershire - Erection of two storey front extension and first floor front extension with balcony to form annexe ancillary to main dwelling. Installation of window on side elevation.	01/02/2018	
F.3605	PT17/5533/MW	Viridor Waste Management Northway Gloucester Road North Filton South Gloucestershire BS34 7QG - Demolition of existing building. Erection of replacement waste transfer building and associated works	02/02/2018	
F.3606	PT18/0142/F	35 Braemar Avenue Filton Bristol South Gloucestershire BS7 0TF - Sub-division of existing dwelling to form 4 new flats and associated works.	05/02/2018	
F.3607	PT18/0215/F	Horseshoe Inn 133 Gloucester Road North Filton - Erection of two storey and single storey rear extension and installation of dormer window to facilitate loft conversion for staff area and 2 no additional guest bedrooms.	09/02/2018	
F.3608	PT18/0239/ADV	Airbus Gloucester Road North Filton Bristol BS99 7AR - Display of 2no. non-illuminated fascia signs and 2no. non-illuminated monolith signs.	12/02/2018	
F.3609	PT18/0269/PNRR	25 Gloucester Road North Filton Bristol South Gloucestershire BS34 7PY - Prior notification of a change of use from Retail (Class A1) to Residential (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)	13/02/2018	
F.3610	PT18/0324/PNH	23 Mayville Avenue Filton Bristol South Gloucestershire BS34 7AB - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 4.2 metres, for which the maximum height would be 3.65 metres and for which the height of the eaves would be 2.4 metres.	23/01/2018	

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, A Kenyon, A Monk, I Scott, E Seymour, R Taylor, A Tink, J Tucker,

ALSO PRESENT: Lesley Reuben (Town Clerk), Ben Morgan (Town Council Support Officer - *Minutes*)

APOLOGIES: Cllrs: B Mead

1612. APOLOGIES FOR ABSENCE: Apologies were noted.

1613. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1614. DECLARATIONS OF INTEREST: K Briffett (Conygre House), Adam Monk (Pyramid Youth Club)

1615. SUBMISSIONS FROM PUBLIC: Member of public voiced concern with grass verges on Conygre Road (tire tracks), asked who's responsibility this area was for work when weather is better. Cllr explained issue came up in surgery and is being chased. Request for Community Garden awards to be displayed in Pavilion agreed to go along with FTC historic photos.
Litter pick update, friends of Millennium Green in process of starting, will be at Community Plan meeting on 3rd Feb.

1616. TO APPROVE MINUTES OF THE MEETING HELD 28TH NOVEMBER 2017: approved as accurate record.

1617. MATTERS TO REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None.

1618. FILTON BEAT TEAM: Beat team unable to attend, but report provided by PC Shaun White highlighted crime statistics in Filton. Cllrs noted that while instances noted, outcomes weren't. To be passed on to beat team.

1619. SOUTH GLOUCESTERSHIRE REPORTS:

i) Concerns with HMO's, mention of upcoming housing act could help with issues by licensing land owners. Article 4 classification discussed but area not intensive as those that do get this categorisation. Proposal to ask around local councils to research/establish list of exceptional land owners.

1620. SUBMISSIONS FROM MEMBERS: No submissions.

1621. REPORTS FROM COMMITTEES:

a) Proposal from the finance committee to approve **2018/19 precept of £675,00 (£6.37/2.95% annual increase per Band D property)**

Amendment proposed and seconded to freeze precept – challenged as didn't offer sufficient solution to reduce budget that would cover freeze.

Amendment fell 4 votes to 6.

Original motion to accept the Finance Committee recommendation, proposed and seconded, carried 6 votes to 4. It was therefore resolved to approve the 2018/19 precept of £675,000.

b) Resolution to place investments in CCLA subject to range of parameters (%) being presented to council. To consult with accountants.

c) Resolve to sign declaration regarding amendments to signatories with Co-Op bank proposed and seconded passed unanimously as per page 7 of agenda.

d) Equalities and Diversity Training - Date agreed for Saturday 24th Feb, 10am-1pm.

e) 2018 Filton Town Council meeting dates agreed.

1623. OTHER REPORTS/CONSULTATIONS:

i) local plan – presentation/workshops for Town/Parish Councils, told not being held in Filton Clerk to write questioning this decision.

ii) Consultation Spreadsheet: Housing consultation highlighted to councillors in light of discussion in **1619**.

1624. PAYMENTS FOR INFORMATION Noted

1625. PLANNING APPLICATIONS: 9th January to date

i) **F.3587: 91 Kenmore Crescent Filton Bristol South Gloucestershire BS7 0TP** - Erection of single storey rear extension to provide additional living accommodation. Installation of raised decking area and privacy screen. – *Approve with conditions*

F.3586: 77 Wades Road Filton Bristol South Gloucestershire BS34 7EB - Erection of single storey rear extension to provide additional living accommodation. - *Approve with conditions*

F.3589: 87 Gloucester Road North Filton Bristol - Erection of single storey rear conservatory. - *Approve with conditions*

F.3581: 14 Kenmore Drive Filton Bristol South Gloucestershire BS7 0TT - Erection of a single storey rear and side extension to form additional living accommodation. Installation of 1no rear dormer to facilitate loft conversion. - *Approve with conditions*

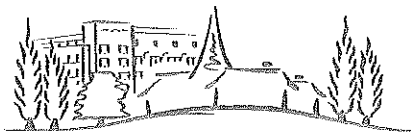
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F.3575: The Gloucester 83 Gloucester Road North Filton Bristol South Gloucestershire BS34 7PT - Part demolition of existing building. Part conversion and single storey rear and first floor extension to form 1 no. self-contained dwelling with associated works. - *Approve with Conditions*

F.3593: Filton House Golf Course Lane Filton South Gloucestershire BS34 7QS - Consent to display 2no flag signs and erect 2no flagpoles. - *Approve*

ii) Current Planning Application: See Attached

The Chair closed the meeting at 9:29pm.



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

22nd February 2018

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 27th February 2018 at 7.30pm** in the **Doug Daniels Pavilion, Elm Park, Filton, BS34 7PS**

Yours sincerely

L.A.Reuben,
Town Clerk.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 60. (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **Election of Vice Chair** (*following resignation of Cllr Ward*)
5. 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*
6. To approve the minutes of the meeting held 30th January – *pages 1-2*
7. To approve amended minutes from November 2017 to show Oct. minutes were approved – *pages 3-4*
8. Matters of report arising from the minutes not otherwise included on the Agenda
9. Filton Beat Team
10. South Gloucestershire Reports:
 - i) Cllr R Hutchinson – *page 5*
 - ii) Cllr A Monk – *to be tabled*
 - iii) Cllr I Scott – *page 6*
11. Submission from members
12. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes of Finance Committee held 13th February 2018 for information only – *pages 7-10*
 - ii) Equalities and Diversity training – *feedback*
 - iii) Councillor vacancy – *approval to advertise for co-option*
 - iv) Community Plan update – *page 11*
13. Other Reports/Consultations:
 - i) Local Plan – Public Consultation Events – *page 12*
 - ii) Consultation spreadsheet – *page 13*
13. Payments for information (February 2018) – *pages 14-16*
14. Planning Applications
 - i) Feedback to date – *page 17*
 - ii) Current Planning Applications 2017 – *page 17*

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, A Kenyon, A Monk, I Scott, E Seymour, R Taylor, A Tink, J Tucker,

ALSO PRESENT: Lesley Reuben (Town Clerk), Ben Morgan (Town Council Support Officer - *Minutes*)

APOLOGIES: Cllrs: B Mead

1612. APOLOGIES FOR ABSENCE: Apologies were noted.

1613. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1614. DECLARATIONS OF INTEREST: K Briffett (Conygre House), Adam Monk (Pyramid Youth Club)

1615. SUBMISSIONS FROM PUBLIC: Member of public voiced concern with grass verges on Conygre Road (tire tracks), asked who's responsibility this area was for work when weather is better. Cllr explained issue came up in surgery and is being chased. Request for Community Garden awards to be displayed in Pavilion agreed to go along with FTC historic photos.
Litter pick update, friends of Millennium Green in process of starting, will be at Community Plan meeting on 3rd Feb.

1616. TO APPROVE MINUTES OF THE MEETING HELD 28TH NOVEMBER 2017:
approved as accurate record.

1617. MATTERS TO REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None.

1618. FILTON BEAT TEAM: Beat team unable to attend, but report provided by PC Shaun White highlighted crime statistics in Filton. Cllrs noted that while instances noted, outcomes weren't. To be passed on to beat team.

1619. SOUTH GLOUCESTERSHIRE REPORTS:

i) Concerns with HMO's, mention of upcoming housing act could help with issues by licensing land owners. Article 4 classification discussed but area not intensive as those that do get this categorisation. Proposal to ask around local councils to research/establish list of exceptional land owners.

1620. SUBMISSIONS FROM MEMBERS: No submissions.

1621. REPORTS FROM COMMITTEES:

a) Proposal from the finance committee to approve **2018/19 precept of £675,00 (£6.37/2.95% annual increase per Band D property)**

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Amendment fell 4 votes to 6.

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b) Resolution to place investments in CCLA subject to range of parameters (%) being presented to council. To consult with accountants.

c) Resolve to sign declaration regarding amendments to signatories with Co-Op bank proposed and seconded passed unanimously as per page 7 of agenda.

d) Equalities and Diversity Training - Date agreed for Saturday 24th Feb, 10am-1pm.

e) 2018 Filton Town Council meeting dates agreed.

1623. OTHER REPORTS/CONSULTATIONS:

i) local plan – presentation/workshops for Town/Parish Councils, told not being held in Filton Clerk to write questioning this decision.

ii) Consultation Spreadsheet: Housing consultation highlighted to councillors in light of discussion in **1619**.

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F.3593: Filton House Golf Course Lane Filton South Gloucestershire BS34 7QS - Consent to display 2no flag signs and erect 2no flagpoles. - *Approve*

ii) Current Planning Application: See Attached

The Chair closed the meeting at 9:29pm.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 14th November 2017 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - D. Collins (Chair), K. Briffett, A. Kenyon, A. Monk, E. Seymour, R. Taylor & J. Tucker,

ALSO PRESENT: B. Morgan (Town Council Support Officer), L. Reuben (Town Clerk)

APOLOGIES: Cllrs: - A. Doyle, B. Mead, I. Scott & J. Ward

1315. APOLOGIES FOR ABSENCE: Apologies were noted.

1316. DECLARATION OF INTEREST: Cllr K Briffett declared a personal interest in Conygre House.

1317. MINUTES: The minutes of the meeting held Tuesday 10th October 2017 were approved as an accurate record.

1318. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Southern Brooks Breakdown brought up, explained at last full council meeting. Accountant report on **1310**. Brought up questions of overspend on wages and expenditure of Filton Festival. Clerk will pass on to accountant for clarification and circulate response.

1319. PUBLIC QUESTIONS: There were none received.

1320. MANAGERS' REPORTS: Managers reports noted,
i) Typo from last report persisted, will be passed onto Leisure Centre Manager. Requested that abbreviations be expanded. (DBS etc.)

1321. ANNUAL RETURN 2017 – EXTERNAL AUDIT REPORT (APPENDIX 1): Clerk explained that date change highlighted in last meeting has affected many Town and Parish Councils. Noted for next year's audit.

1322. INCOME AND EXPENDITURE REPORTS: see **1318**.

1323. BALANCE SHEET: Noted.

1324. DISABLED ROUNDABOUT: Disabled access roundabout - play area in need of repair/replacement, quoted £5000 to replace, £2000 to fit. Council office to look for grant funding, while S. Glos Councillors will discuss their funding, motion passed to use above and finances set aside by accountants to fund replacement, with aim to begin process by Spring 2018.

1325. PRESENTATION OF BUDGET AND PRECEPT REQUIREMENT 2018/19:
First draft for information only, to be prepared for next full council meeting.

1326. PLANNING APPLICATIONS: Proposal to establish planning in a different format. Time restricted before current finance meetings and doing planning on a different day with smaller group suggested. Talk of separating/creating space for staffing issues. Motion to be put to next meeting, seconded and decided (nemcom)

i) Feedback to date - 10th November 2017

F.3556 - 114 Lower House Crescent Filton Bristol South Gloucestershire BS34 7DL -
Demolition of existing rear lean-to extension and erection of single storey rear extension to form additional living accommodation. *Approve with Conditions*

F.3564 - Airbus Gloucester Road North Filton Bristol South Gloucestershire BS34 7PY - Erection of security kiosk and vehicle barriers, stationing of modular building to form office and alteration to car parking area. *Approve with Conditions*

F.3570 - 53 Shellard Road Filton Bristol South Gloucestershire BS34 7LX: Application for a certificate of lawfulness for the proposed installation of a dormer. *Refusal*

5 Nutfield Grove Filton Bristol South Gloucestershire BS34 7LJ - Erection of rear conservatory - *Approve with Conditions*

F.3569 - 6 Stanley Crescent Filton Bristol South Gloucestershire BS34 7NH: Erection of single storey and two storey rear extension to provide additional living accommodation. *Approve with Conditions*

F.3572 - 79 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP: Erection of single and two storey side extension to form 1 no. dwelling and associated works. - *Approve with Conditions*

Flat King George VI Filton Avenue Filton South Gloucestershire - Alterations to existing first and second floors to form 4no flats - *Approve with Conditions*

18 Conygre Grove Filton Bristol South Gloucestershire BS34 7DN - Demolition of existing garage and erection of two storey side extension and single storey rear extension to form annex ancillary to the main dwelling (Amendment to previously approved scheme PT16/5540/F). - *Approve with Conditions*

F.3573 - Conygre House Conygre Road Filton Bristol South Gloucestershire BS34 7DD - Conversion of part of existing building to form 1no. dwelling with new bin and cycle storage area. - *Approve with Conditions*

ii) Current Planning Applications: See Attached.

The Chair closed the meeting at 8:29pm

Cllr Roger Hutchinson - Report to Filton Town Council Meeting on Tuesday 27th February 2018

Privately Rented Houses A Scrutiny task and finish group has been proposed to investigate the possibility of licensing privately rented properties. We have looked at the system that is operating in Bristol, which is and can be only a partial scheme and covers Stapleton Road and some streets adjacent. I am a sponsor of the investigation and now wait to see if it has been accepted by the Scrutiny Commission.

Since the January meeting I have attended the following:

Wednesday 31st January - I attended a briefing on the local plan	Kingswood
Saturday 3rd January - I attended our regular weekly surgery	Filton
Friday 9th February - I attended a meeting of DC West Sites Inspection Panel	Thornbury
Saturday 10th February - I attended our regular weekly surgery	Filton
Wednesday 14th February - I attended a meeting of South Gloucestershire Full Council	Kingswood

Between today 24th January and the Council Meeting I expect to attend the following:

Saturday 24th February - our regular weekly surgery	Filton
Monday 26th February - SG Public Transport Forum	Kingswood

Cllr Roger M Hutchinson
Labour Lead Member for Planning and Communities.
Monday 20th November 2017

Email: roger.hutchinson@southglos.gov.uk

Tel: 07875 158423

to see back copies of these reports please go to my blog: rmhutchinson.com

I can also be found on Facebook Roger Hutchinson and Twitter @rogerhutch



Cllr Ian Scott Filton Town Council Report November 2017

South Gloucestershire Council Tax

TORIES PUT UP COUNCIL TAX BY MORE THAN £80 A YEAR 6%

FROM APRIL

The average household living in a band D property currently pay £1,359 in council tax to South Gloucestershire Council, but this will increase to a base rate of £1,441 in April. Residents in South Gloucestershire are set to see their council tax bill rise by more than £80 a year. The council has taken the decision to increase the annual charge by the maximum six per cent from April.

The figures have been revealed in this year's council budget which will see more than £1.5million slashed from waste, public toilets and library services as part of ongoing cuts to save £37.8million by 2020.

Labour councillors in South Gloucestershire have attacked the Conservative government's funding cuts and the Tory council's secrecy at the Council's annual budget-setting meeting. Conservative councillors voted through their budget which approved £36 million of unspecified cuts over the three years from 2019 to 2022. The precise nature of these cuts, and their impact on services, charges and staffing, remains unclear, despite Labour tabling formal questions before Christmas to obtain precisely this level of detail.

The response given to those questions was that "*directors are working confidentially with the administration*".

Our communities and residents are suffering because of the Tories' austerity ideology and their obvious disdain for local government over the past 8 years. Officers reported that between 2016 and 2020, local government's funding will reduce by £4.9 billion or 68%.

In South Gloucestershire we now face an additional £36 million of cuts on top of the millions already stripped out of the budget and the hundreds of jobs lost in recent years. This will pile on the pain, as the new savings programmes also seek to maximise current income streams and state that the council will no longer be able to do as much."

Close inspection of the papers shows their new fund for Bristol Aerospace visits being removed from the budget after just one year, as is much of the new money for the local Council for Voluntary Service."

Cllr Ian Scott report to Filton Town Council – For more information email: ian.scott@southglos.gov.uk

DRAFT MINUTES

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 13th February 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I. Scott, (Chair), D. Collins, K. Briffett, M. Chaudhry, A. Kenyon, E. Seymour, R. Taylor, A Tink, J. Tucker & B. Mead

ALSO PRESENT: B. Morgan (Town Council Support Officer), L. Reuben (Town Clerk)

APOLOGIES: Cllrs: - A. Monk

1337. APOLOGIES FOR ABSENCE: Apologies were noted.

1338. DECLARATION OF INTEREST: K. Briffett (Conygre House)

1339. MINUTES: The minutes of the meeting held Tuesday 9th January 2018 were approved as an accurate record.

1340. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None.

1341. PUBLIC QUESTIONS: At the chairs discretion, members of the public were allowed to speak about their concerns on one of the planning applications to be discussed on **1366**. Concerns were noted by the council and to be taken into account when deciding on said planning applications (PT18/0113/F & PT18/0507/F)

1342. MANAGERS' REPORTS: Managers reports noted,
i) Leisure Centre Manager presented his report, asking council to consider funds to help with automisation of swim school due to its continued expansion. Online system to reduce admin and increase accessibility for parents. Forward, 2nded & passed unanimously.
ii) Noted
iii) Noted

1343. INTERNAL AUDIT REPORT: Noted, minutes with wrong date on, October 2017 FGP to be recirculated next meeting.

1344. INCOME AND EXPENDITURE REPORTS:
Questions about various specifics of I&E reports noted and to be reported back at next meeting.

1345. BALANCE SHEET: Noted. (Depreciation of land value to be checked)

1366. PLANNING APPLICATIONS:

i) **FEEDBACK: 24th January 2018 - To Date**

F.3596: 764 Filton Avenue Filton Bristol - Creation of new vehicular access. - *Approve with Conditions*

ii) **Current Planning Applications:** See Attached.

1346. Confidential Session:

The Chair closed the meeting at 21:45

SCHEDULE OF PLANNING APPLICATIONS FEBRUARY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3611	PT18/0198/F	756 Filton Avenue Filton Bristol South Gloucestershire BS34 7HD - Creation of new vehicular access and new driveway.	15 th Feb 18	No Objection
F.3612	PT18/0306/ADV	Selco Selco Builders Warehouse Unit F1, Gipsy Patch Lane Little Stoke - Display of 1no internally illuminated static freestanding totem sign, 3no internally illuminated fascia signs and 17no nonilluminated fascia signs.	16 th Feb 18	No Objection
F.3613	PT18/0388/CLP	9 Park Road Filton Bristol South Gloucestershire BS7 0RH - Certificate of lawfulness for the proposed installation of a rear dormer to facilitate loft conversion.	16 th Feb 18	No Objection
F.3614	PT18/0113/F	25 Broncksea Road Filton Bristol South Gloucestershire BS7 0SE - Erection of two storey side/rear extension to facilitate conversion of 1no. dwelling into 5 no. flats with associated works.	20 th Feb 18	See addendum
F.3615	PT18/0507/F	25 Broncksea Road Filton Bristol South Gloucestershire BS7 0SE - Erection of 1 no. dwelling with new access and associated works.	22 nd Feb 18	See addendum

8.

FEEDBACK: 24th January 2018 - To Date

F.3596: 764 Filton Avenue Filton Bristol - Creation of new vehicular access. - Approve with Conditions

PT18/0/0113F 25 Broncksea Road Filton (5 Flats)

Objections

1. Overdevelopment of site.

- Footprint of the extension appears to be larger than the footprint of the original building.
- Not sure if that proposed can be contained within the site and allow for adequate side access. (SGC need to establish extent and ownership of land shown as beyond the boundary of the site)

2. Lack of Parking

- Only 2 off-site parking spaces for 5 flats (with 12 bedrooms)? This could be occupied by 12 separate renters. The bare minimum of parking spaces should be 10.
- Lack of off street parking spaces. (see photo A. taken on 09/02/2018) showing all spaces to side of property taken)
- The answer to Planning application question 10 says there are 2 existing spaces. This is incorrect! (see photo B. taken 09/02/2018. There are clearly multiple spaces, at least 4 and the room to create many more (possibly 10). Therefore this application seeks to remove existing spaces and create additional parking demand in an area already under pressure from Southmead Hospital parking overflow.
- Planning application question 6 asks if there is to be a new or altered access. Answer No. It would appear to be impossible to access the proposed 2nd parking space in the front garden without creating a 2nd crossover. (See photo B).

3. Trees & Hedges.

- The answer to Planning application question 15 (1) says there are no Trees or hedges on the development site. If this is an admission that the trees and hedges to the side of the site are not in the ownership of the developer. This could be correct. In which case SGC must ensure that they remain untouched.
- The answer to Planning application question 15 (2) says there are no Trees or hedges on land adjacent to the development site. This is clearly not correct. (see Photos A & B)
- If the answer to either question is yes, and it clearly is for question 2. A tree survey is required.

4. Trade effluent (or Waste)

- The answer to Planning application question 16, says there is no trade effluent or waste. However there is some asbestos sheets stacked on site (see Photo C, taken 09/02/2018) properly arising from demolition of the existing garage. (SGC need to ensure this is disposed of safely)

13th February 2018

PT18/0/0507F 25 Broncksea Road Filton (Single House)

Objections

1. Overdevelopment of site.

- The proposed building is too large for the site.
- The proposed building will be too close and be far higher than the neighbouring property (a bungalow)
- The site access is shown to be over adjacent land with no pavement. This strip of land has been measured at 1.85m where the pavement ends and is shown to be at least the same width again to the boundary of 25 Broncksea Road. That's a width of approximately 4 metres. (see Photo D)
- SGC need to establish the extent and ownership of this land. If it proves to be in the ownership of SGC access across it should be denied.
- As there is no public footpath the right to a crossover does not exist.

2. Lack of Parking

- Only 1 off-site parking space for a House? The minimum should be 2.
- Lack of off street parking spaces. (see photo A. taken on 09/02/2018) showing all spaces to side of property taken)
- The position of the parking space would require the removal of a mature tree which is right on the kerb line.

3. Trees & Hedges.

- The answer to Planning application question 15 (1) says there are no Trees or hedges on the development site. If this is an admission that the trees and hedges to the side of the site are not in the ownership of the developer. This could be correct. In which case SGC must ensure that they remain untouched.
- The answer to Planning application question 15 (2) says there are no Trees or hedges on land adjacent to the development site. This is clearly not correct. (see Photos A & B)
- However Drawing 25/BR/F?102/P says **“Existing Hedge to be removed”**
- If the answer to either question is yes, and it clearly is for question 2. A tree survey is required.
- There are a number of mature trees outside of the boundary of the site which SGC need to put preservation orders on.

4. Site Visit

- The answer to Planning application question 24, says the site can't be seen from the road. Currently correct but if the hedge and trees were removed for the access that would not be the case.

South Gloucestershire LOCAL PLAN 2018-2036

LOCAL PLAN
CONSULTATION
MARCH 2018

Local Plan Consultation Events

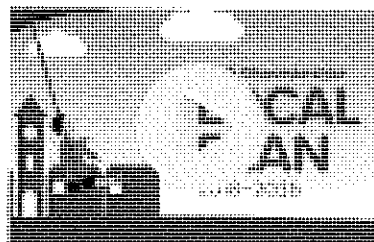
The new Local Plan Consultation Document considers how we can deliver the new homes and jobs that are needed, along with the infrastructure, services and facilities to support sustainable growth in our area up to 2036.

We are holding drop-in sessions, where you will be able to talk to officers, learn more and comment on the Local Plan. The following sessions have been arranged across South Gloucestershire:

- ◆ **Thursday 8 March** 5.30–7.30pm - Hanham, Community Centre BS15 3EJ
- ◆ **Friday 9 March** 6–8pm - Patchway, Coniston Community Centre BS34 5LP
- ◆ **Thursday 15 March** 4.30–6.45pm - Stoke Gifford, St Michael's Centre BS34 8PD
- ◆ **Monday 19 March** 5.30–7.30pm - Kingswood, Park Centre BS15 4AR
- ◆ **Tuesday 20 March** 6–8pm - Yate, Ridgewood Community Centre BS37 4AF

Full details of the consultation can be viewed at
www.southglos.gov.uk/newlocalplanfeb2018
in the One Stop Shops and libraries.

You can also view a short video on the
South Gloucestershire new Local Plan:
www.vimeo.com/256044518



▶ Watch our short video
on the Local Plan

Consultation	Consultation Period		Summary
Climate Change Strategy 2018 - 2023	18 th Dec '17	12 th Mar '18	Our Climate Change Strategy develops on existing work delivered through the Low Carbon Plan and Climate Change Adaptation plan. This revised strategy now covers the period up until 2023 and combines climate change mitigation and adaptation into one document. The strategy aims to help South Gloucestershire become climate resilient with a thriving Low Carbon economy and lifestyle reflected in our travel, homes, businesses and communities. https://consultations.southglos.gov.uk/consult/ti/Climate18/consultationHome
HomeChoice Re-Housing Policy Consultation 2018	12 th Jan '18	6 th Apr '18	The HomeChoice Rehousing policy sets out how the Council assesses applications for housing and the process for letting to social housing that the Council has nomination rights to. The current policy contains three (3) bandings. These bands are broad based and applicants within each banding have the same level of priority although their housing circumstances can be very different. https://consultations.southglos.gov.uk/consult/ti/HomeChoice2017/consultationHome
Special Educational Needs and/or Disability Draft Strategy 2018-2023	15 th Jan '18	12 th Mar '18	We have been listening to the views of children, families, schools, settings, colleges and stakeholders at the engagement sessions that ran in June, September and October 2017 in South Gloucestershire. As a result of the collective feedback, this draft Special Educational Needs and/or Disability (SEND) Strategy has been co-produced and sets out the vision and strategic priorities for South Gloucestershire local area for the period 2018-2023. https://consultations.southglos.gov.uk/consult/ti/send2018/consultationHome
South Gloucestershire Draft Playing Pitches, Indoor and Built Sports Facilities Strategies	30 th Jan '18	24 th Apr '18	Funded by Sport England and South Gloucestershire Council, the strategies focus on improving the quality of provision across the District, particularly in and around key emerging strategic housing locations. The strategies underpin a commitment to achieving the best for residents and their communities and they have been developed in partnership with a range of partners. The responsibility for delivering this strategy will therefore rest with a wide range of partners, not just with the council. https://consultations.southglos.gov.uk/consult/ti/sports_pitch/consultationHome
South Gloucestershire new Local Plan: Consultation document	5 th Feb '18	30 th Apr '18	The South Gloucestershire Local Plan will help identify the sustainable growth we need over the next 20 years. The Local Plan will guide how and where this will happen. It will include where homes, businesses, transport, schools and other services and facilities will go. We will use the completed Plan to decide whether planning applications that come forward are appropriate and meet our needs. https://consultations.southglos.gov.uk/consult/ti/NewLocalPlanFeb2018/consultationHome

List of Purchase Ledger Cheque Payments

Ledger : 1			Month : 11		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Nicole Blake			BLAKE				
29/01/2018	29/01/2018	929/4xNPLQ Renew Qualification		80.00	0.00	80.00	0.00
					0.00	80.00	
			Above paid on : 08/02/2018 By Cheque No 4269				
Supplier : C & R Fencing			CRFENCING				
31/01/2018	17042	941/Fencing work on Elm Prk		2,340.00	0.00	2,340.00	0.00
					0.00	2,340.00	
			Above paid on : 08/02/2018 By Cheque No 4270				
Supplier : DCK Accounting Solutions Ltd			DCKBEAVERS				
30/01/2018	TPC7900	925/Contract accounting		923.52	0.00	923.52	0.00
					0.00	923.52	
			Above paid on : 08/02/2018 By Cheque No 4271				
Supplier : Express Cleaning Supplies			EXPRESS01				
29/01/2018	3689917490	928/Cleaning materials		259.63	0.00	259.63	0.00
					0.00	259.63	
			Above paid on : 08/02/2018 By Cheque No 4272				
Supplier : Gladiator Ltd			GLADIATOR				
16/01/2018	2514	930/Gladiator banner 12 mths		480.00	0.00	480.00	0.00
					0.00	480.00	
			Above paid on : 08/02/2018 By Cheque No 4273				
Supplier : Henry Howard Finance Plc			HENRY				
06/02/2018	A4687/0008	951/Coffee machine Qtrly hire		924.53	0.00	924.53	0.00
					0.00	924.53	
			Above paid on : 08/02/2018 By Cheque No 4274				
Supplier : JTS Snack Foods			JTSSNACK				
26/01/2018	16067938	947/Stock Purchase		113.23	0.00	113.23	0.00
02/02/2018	16068036	946/Stock purchase		89.60	0.00	89.60	0.00

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	202.83	
					Above paid on : 08/02/2018 By Cheque No 4275		
		Supplier : Cape Meridian Ltd	NSG				
31/01/2018	2018/01/032	924/Alarm call out		90.00	0.00	90.00	0.00
					0.00	90.00	
					Above paid on : 08/02/2018 By Cheque No 4276		
		Supplier : Office Watercoolers SW Ltd	OFFICEBEV				
31/01/2018	INV0522662	931/Monthly rental		40.85	0.00	40.85	0.00
					0.00	40.85	
					Above paid on : 08/02/2018 By Cheque No 4277		
		Supplier : South Gloucestershire Council	SGLOS2				
26/01/2018	383722482	927/Provisional Audit Fee 3day		828.00	0.00	828.00	0.00
					0.00	828.00	
					Above paid on : 08/02/2018 By Cheque No 4278		
		Supplier : Swimrite Supplies Ltd	SRS				
08/01/2018	391107	932/Barracuda goggles		429.54	0.00	429.54	0.00
					0.00	429.54	
					Above paid on : 08/02/2018 By Cheque No 4279		
		Supplier : Ernest S Till (South West) & co Ltd	TILL				
03/01/2018	00009759	940/Boiler inspection		156.00	0.00	156.00	0.00
24/01/2018	00009779	937/Inspect faulty isolators		66.00	0.00	66.00	0.00
31/01/2018	00009784	939/Repair boiler/gas/plumbing		2,805.66	0.00	2,805.66	0.00
					0.00	3,027.66	
					Above paid on : 08/02/2018 By Cheque No 4280		
		Supplier : Travis Perkins Trading Co Ltd	TRAVIS				
24/01/2018	3015AMQ734	938/Miscellaneous		32.39	0.00	32.39	0.00
29/01/2018	3015AMR050	936/Portable fan heater		19.44	0.00	19.44	0.00
29/01/2018	3015AMR063	935/Painting materials		63.13	0.00	63.13	0.00

List of Purchase Ledger Cheque Payments

Ledger : 1			Month : 11		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	114.96	
				Above paid on : 08/02/2018 By Cheque No 4281			
		Supplier : Viridor Waste Management Ltd	VIRIDOR				
31/01/2018	0002251674AB	934/Refuse disposal		523.20	0.00	523.20	0.00
					0.00	523.20	
				Above paid on : 08/02/2018 By Cheque No 4282			
		Supplier : Water2Business	WESSEX				
24/01/2018	8049991376	933/Water allotment		41.81	0.00	41.81	0.00
					0.00	41.81	
				Above paid on : 08/02/2018 By Cheque No 4283			
		Supplier : Wickwar Brewing Co	WICKWAR				
24/01/2018	98357	948/Stock purchase		77.40	0.00	77.40	0.00
					0.00	77.40	
				Above paid on : 08/02/2018 By Cheque No 4284			
			PAYMENT TOTALS		0.00	10,383.93	

SCHEDULE OF PLANNING APPLICATIONS FEBRUARY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3616	PT17/1814/F	51 Kenmore Crescent Filton Bristol South Gloucestershire BS7 0TJ - Demolition of existing detached garage. Erection of 1no detached dwelling with access and associated works.	18th Feb 18	
F.3617	PT18/0497/RVC	Airbus Uk Golf Course Lane Filton South Gloucestershire BS34 7QQ - Variation of condition 2 attached to planning permission PT16/0328/F to now read The development hereby permitted shall be removed and the land restored to its former condition and function (including a car park of 100no.spaces) within 4 years from its implementation date of 8th August 2016. For the avoidance of doubt, this also includes the removal of the 23no. temporary parking spaces created to the south of Building 07M	5th Mar 18	
F.3618	PT18/0358/F	13 Clyde Grove Filton Bristol South Gloucestershire BS34 7RL - Erection of single storey front extension to form extension to existing garage.	7th Mar 18	
F.3619	PT18/0453/F	11 Boverton Road Filton Bristol South Gloucestershire BS34 7AH - Demolition of existing conservatory and garage. Erection of a two storey side and a single storey rear extension to form attached garage and additional living accommodation. Installation of decking, creation of new vehicular access and erection of new 1.8 metre high boundary fence.	14th Mar 18	

FEEDBACK: 14th February 2018 - To Date

F.3601: 51 Kenmore Crescent Filton Bristol South Gloucestershire BS7 0TJ - Demolition of existing detached garage. Erection of 1no detached dwelling with access and associated works. - *Approve with Conditions*

F.3608: Airbus Gloucester Road North Filton Bristol BS99 7AR - Display of 2no. non-illuminated fascia signs and 2no. non-illuminated monolith signs. - *Approve with Conditions*

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, A Kenyon, A Monk, E Seymour, R Taylor, J Tucker,

ALSO PRESENT: Lesley Reuben (Town Clerk), Naomi Bibi (Town Council Support Officer - *Minutes*)

APOLOGIES: Cllrs: B Mead, I Scott

1626. APOLOGIES FOR ABSENCE: Apologies were noted.

1627. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1628. DECLARATIONS OF INTEREST: K Briffett (Conygre House). A Monk and M Chaudhry both said they would be unable to participate in all of planning because of applications being presented.

1629. ELECTION OF VICE CHAIR: Cllr Monk nominated Cllr Taylor. Seconded by Cllr Chaudhry. Motion passed.

1630. SUBMISSIONS FROM PUBLIC: Member of public brought up the vacancy of *The Hatch* saying that it was a key community facility and such facilities were a pre-requisite of modern playgrounds, and ideally it should be up and running by summer. The Clerk updated those present that there had been two recent enquiries, but it was felt the rent was currently too high and needed to be negotiable. It was also discussed whether Filton Town Council Leisure staff could run it, or whether St Valliers Football club could run it at weekends only. It was agreed that *The Hatch* would be taken to the March Finance Meeting where all options could be looked at and discussed.

1631. TO APPROVE MINUTES OF THE MEETING HELD 28TH NOVEMBER 2017: approved as an accurate record.

1632. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: Cllr Chaudhry discussed setting up a Chamber of Commerce and said that a team was needed to go to local shops to gauge interest and gain opinions. The Town Clerk, Cllrs Chaudhry, Collins and Monk to be involved with this. **ACTION: Cllr Collins to advertise for potential new Chamber of Commerce on various Filton Groups.**

The Green Spaces Consultation and Millennium Green were discussed.

ACTION: The Town Clerk to make a submission re. the consultation on behalf of the public with a description of what Millennium Green is, what it is used for, and previous monies received as part of the Millennium Grant.

1633. FILTON BEAT TEAM: The Beat Team provided crime statistics in Filton, stating that burglaries in the last month, as well as anti-social behaviour, had decreased. Thefts from vehicles and criminal damage were at the same rate as the previous month. They also provided an update on no entry to Kenmore Drive saying that vehicles were being turned around or ticketed for contravening the no entry.

1634. SOUTH GLOUCESTERSHIRE REPORTS:

i) Cllr R Hutchinson – Noted.

ii) Cllr A Monk – Cllr Monk read his report as it had not been circulated.

ACTION: Town Council Office staff to circulate Cllr Monk's report via email.

iii) Cllr I Scott – Cllr Tucker questioned the accuracy of Cllr Scott's figures. As Cllr Scott was not present, it was advised that Cllr Tucker discuss this at Cllr Scott's next surgery.

1635. SUBMISSIONS FROM MEMBERS: No submissions.

1636. REPORTS FROM COMMITTEES:

- i) Draft Minutes of Finance Committee held 13th February 2018 – Noted.
- ii) Equalities and Diversities Training Feedback. It was noted that the training provided by Helen Black on Equalities and Diversities had been very interesting and informative.

ACTION: Naomi Bibi to write to Helen Black to thank her personally.

- iii) Councillor Vacancy – approval to advertise for co-option – Approved.
- iv) Community Plan update – Cllr Scott leading Health and Wellbeing. A meeting was called to take place on 13 March 2018 at 5:45pm before the Finance and General Purposes Meeting.

1637. OTHER REPORTS/CONSULTATIONS:

- i) Local Plan – Noted.
- ii) Consultation Spreadsheet: The point was raised that the Council should respond to the Special Educational Needs consultation.

ACTION: The Clerk and Chair should draft and circulate a reply and then submit.

1638. PAYMENTS FOR INFORMATION – Noted.

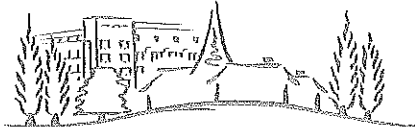
1638. PLANNING APPLICATIONS:

- i) Feedback 24th January 2018 to date:

F.3596: 764 Filton Avenue Filton Bristol - Creation of new vehicular access. - *Approve with Conditions.*

- ii) Current Planning Application: See Attached

The Chair closed the meeting at 9:30pm.



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

21st March 2018

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 27th March 2018** at **7.30pm** in the **Doug Daniels Pavilion, Elm Park, Filton, BS34 7PS**

Yours sincerely

L.A.Reuben,
Town Clerk.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 60. (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. 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*
5. Council Co-option – Interested individuals to present
6. To approve the minutes of the meeting held 27th February – *pages 1-2*
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team
9. South Gloucestershire Reports:
 - i) Cllr R Hutchinson
 - ii) Cllr A Monk – *page 3*
 - iii) Cllr I Scott
10. Submission from members
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes of Finance Committee held 13th March 2018 for information only – *pages 4-6*
 - ii) Community Plan update
 - iii) Community Garden (report) – *pages 7-10*
12. Other Reports/Consultations:
 - i) Local Plan
 - ii) Consultation spreadsheet – *page 11*
14. Payments for information (February 2018) – *pages 12-15*
15. Planning Applications
 - i) Feedback to date – *page 16*
 - ii) Current Planning Applications 2017 – *page 17*

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, A Kenyon, A Monk, E Seymour, R Taylor, J Tucker,

ALSO PRESENT: Lesley Reuben (Town Clerk), Naomi Bibi (Town Council Support Officer - *Minutes*)

APOLOGIES: Cllrs: B Mead, I Scott

1626. APOLOGIES FOR ABSENCE: Apologies were noted.

1627. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1628. DECLARATIONS OF INTEREST: K Briffett (Conygre House). A Monk and M Chaudhry both said they would be unable to participate in all of planning because of applications being presented.

1629. ELECTION OF VICE CHAIR: Cllr Monk nominated Cllr Taylor. Seconded by Cllr Chaudhry. Motion passed.

1630. SUBMISSIONS FROM PUBLIC: Member of public brought up the vacancy of *The Hatch* saying that it was a key community facility and such facilities were a pre-requisite of modern playgrounds, and ideally it should be up and running by summer. The Clerk updated those present that there had been two recent enquiries, but it was felt the rent was currently too high and needed to be negotiable. It was also discussed whether Filton Town Council Leisure staff could run it, or whether St Valliers Football club could run it at weekends only. It was agreed that The Hatch would be taken to the March Finance Meeting where all options could be looked at and discussed.

1631. TO APPROVE MINUTES OF THE MEETING HELD 28TH NOVEMBER 2017: approved as an accurate record.

1632. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: Cllr Chaudhry discussed setting up a Chamber of Commerce and said that a team was needed to go to local shops to gauge interest and gain opinions. The Town Clerk, Cllrs Chaudhry, Collins and Monk to be involved with this. **ACTION: Cllr Collins to advertise for potential new Chamber of Commerce on various Filton Groups.**

The Green Spaces Consultation and Millennium Green were discussed.

ACTION: The Town Clerk to make a submission re. the consultation on behalf of the public with a description of what Millennium Green is, what it is used for, and previous monies received as part of the Millennium Grant.

1633. FILTON BEAT TEAM: The Beat Team provided crime statistics in Filton, stating that burglaries in the last month, as well as anti-social behaviour, had decreased. Thefts from vehicles and criminal damage were at the same rate as the previous month. They also provided an update on no entry to Kenmore Drive saying that vehicles were being turned around or ticketed for contravening the no entry.

1634. SOUTH GLOUCESTERSHIRE REPORTS:

i) Cllr R Hutchinson – Noted.

ii) Cllr A Monk – Cllr Monk read his report as it had not been circulated.

ACTION: Town Council Office staff to circulate Cllr Monk's report via email.

iii) Cllr I Scott – Cllr Tucker questioned the accuracy of Cllr Scott's figures. As Cllr Scott was not present, it was advised that Cllr Tucker discuss this at Cllr Scott's next surgery.

1635. SUBMISSIONS FROM MEMBERS: No submissions.

1636. REPORTS FROM COMMITTEES:

- i) Draft Minutes of Finance Committee held 13th February 2018 – Noted.
- ii) Equalities and Diversities Training Feedback. It was noted that the training provided by Helen Black on Equalities and Diversities had been very interesting and informative.
ACTION: Naomi Bibi to write to Helen Black to thank her personally.
- iii) Councillor Vacancy – approval to advertise for co-option – Approved.
- iv) Community Plan update – Cllr Scott leading Health and Wellbeing. A meeting was called to take place on 13 March 2018 at 5:45pm before the Finance and General Purposes Meeting.

1637. OTHER REPORTS/CONSULTATIONS:

- i) Local Plan – Noted.
- ii) Consultation Spreadsheet: The point was raised that the Council should respond to the Special Educational Needs consultation.
ACTION: The Clerk and Chair should draft and circulate a reply and then submit.

1638. PAYMENTS FOR INFORMATION – Noted.

1638. PLANNING APPLICATIONS:

- i) Feedback 24th January 2018 to date:

F.3596: 764 Filton Avenue Filton Bristol - Creation of new vehicular access. - *Approve with Conditions.*

- ii) Current Planning Application: See Attached

The Chair closed the meeting at 9:30pm.

Report to Filton Town Council
Tuesday 27 March 2018
Filton Community Garden – Creation of a Pond

Purpose of the Report

To seek permission from the Council for the creation of a pond in the Community Garden.

Background

The Multi Award Winning Filton Community Garden continues to provide a fantastic space for all sections of the community, indeed the awards and accolades keep coming with the recent one from Wessex Water for water conservation.

Councillors will be aware that former Town Councillor Bill Moore died earlier this year after a long illness. Bill was the inspiration behind the Community Garden and it was his drive and determination which resulted in the creation of the garden.

It was always Bill's wish that a pond should be included in the garden design, but we as a Committee were concerned about the Health and Safety implications, and so each time it was raised after careful consideration and with some regret we decided that it was a risk we did not want to take.

Recently I have been in discussion with Avon Wildlife Trust and Airbus about how they could help us with the garden with a view to them delivering a project using AWT's design team and Airbus volunteer community labour days.

Without any prompting AWT suggested a pond, I voiced the concerns of my committee however in their view a pond project could be delivered with no risk. Rather than creating a traditional open pond one could be designed with a shallow draft limiting the risk of drowning and further, as an additional safety measure it could be covered with mesh to stop children getting in.

We agreed that this was a good way to go forward and AWT went away to draw up the specification for further discussion. Unfortunately the next contact with AWT was for them to advise us that they did not have the resources to deliver the project which was really disappointing.

However despite this we do have a way forward based on the advice given by AWT and we do have the support of Airbus who are really keen to get involved.

The main requirement for a pond is the liner and as already discussed in the report we need to cover it with a cage. The solution is the liquid carrier below which was given to the Council some time ago by a resident but is surplus to requirements

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 13th March 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I. Scott, (Chair), K. Briffett, M. Chaudhry, D. Collins, A. Doyle, A. Kenyon, A. Monk, E. Seymour, R. Taylor, A Tink, J. Tucker
ALSO PRESENT: L. Reuben (Town Clerk), N. Bibi (Town Council Support Officer)
APOLOGIES: Cllrs: - B. Mead

1349. APOLOGIES FOR ABSENCE: Apologies were noted.

1350. DECLARATION OF INTEREST: M. Chaudhry declared an interest on an item on the planning schedule.

1351. MINUTES: The minutes of the meeting held Tuesday 13th February 2018 were approved as an accurate record.

1352. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None.

1353. PUBLIC QUESTIONS: None received.

1354. BUS SHELTER – CHURCH ROAD: The Town Clerk raised the question as to whether the bus shelter on Church road could be removed given that it is costing the Council to maintain it, and yet it is not now used as is not on a bus route.
Councillors voted all in favour of removing the bus shelter.

1355. MANAGERS' REPORTS:

i) Grounds and Maintenance Manager (Appendix 1). Neil Palmer updated councillors on the situation with trees throughout the Council's open spaces. He said that a formal tree report had been conducted and that grounds staff were undergoing training as a commitment to maintaining the trees (which would also ultimately reduce costs by avoiding having to contract out work), and also general safety.

He explained that these were precautionary measures that must now be taken given that two trees had already come down in Millennium Green.

He asked that Council would also commit to this and requested for money to be made available for the necessary work. He said that £1.5k was needed for urgent work, but that a total figure of £5k was needed. This was not an annual cost prediction, but rather initial one-off costs only.

It was agreed to use £1.5k from unused 2017/18 budget, and to allocate the remaining required £3.5k from 2018/19 reserves.

ACTION: Neil Palmer to look into the cost of hiring equipment rather than buying all equipment.

The Town Clerk asked Neil Palmer to update councillors on the Plant Room. He advised that a lot of patching and repairing had taken place over the years and that the Plant Room was now in dire need of modernisation with some parts of equipment dating back to the 1970s. He said that it was possible to purchase heat exchangers now that recycled air.

ACTION: Neil Palmer to find out the cost of such heat exchangers as well as what the return value could be for the Council / Leisure Centre.

Cllr Scott said that the community needed to decide where they wanted to invest the money and so once Neil Palmer had gathered the information, the public would be able to decide.

ii) Bar Manger's Report – Noted.

iii) Leisure Centre Manager's Report – Noted.

1356. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS: Concerns were raised regarding the £11k over spend on salaries, but the Clerk said this was justified because it was comparative with the additional income generated. The Town Clerk provided an update on The Hatch by informing councillors that a couple had come forward with the proposal that the Council fit kitchen units, provide a grill, microwave and fridge-freezer, have a three-month lead-in rent free, and a monthly rent of £400 which could be reviewed in 12 months. The motion was put forward by Cllr Monk to allow the Clerk to proceed as she sees fit. This was seconded by Cllr Tucker. Motion passed all in favour. It was noted that if The Hatch re-opens, St Vallier's FC need to be notified that they will no longer be permitted to sell teas and coffees on a Saturday morning.
ACTION: Town Clerk to provide update at next Full Council meeting.

1357. BALANCE SHEET: Noted.

1358. GRANT APPLICATION – ST VALLIER FC: The Clerk explained that the previous St Vallier's grant request application had been withheld due to operational issues which had since been resolved. The club are looking for a £500 grant which the council has remaining in its grant budget. Councillors voted all in favour of awarding the grant.
ACTION: Cheque plus notification letter to be issued to St Vallier's FC.

1359. PLANNING APPLICATIONS:

FEEDBACK: 23rd February 2018 - To Date

PT17/5478/F (F.3594) - 77 Northville Road Filton Bristol South Gloucestershire BS7 0RJ
- Installation of 1no rear dormer and removal of chimney to facilitate loft conversion. - *Approve with Conditions.*

PT17/4691/F (F.3597) - 10 Kenmore Crescent Filton Bristol South Gloucestershire BS7 0TN
- Demolition of existing garage. Erection of single storey side and rear extension to form additional living accommodation and garage. Installation of rear and side dormer to create loft conversion. Amendment to previously approved scheme PT16/0311/F. - *Approve with Conditions.*

PT18/0324/PNH (F.3610) - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 4.2 metres, for which the maximum height would be 3.65 metres and for which the height of the eaves would be 2.4 metres. - *No Objection.*

PT18/0059/F (F.3602) - 884 Filton Avenue Filton Bristol South Gloucestershire BS34 7AY
- Erection of front porch. - *Approve with Conditions.*

PT14/3867/O - Former Filton Airfield Filton South Gloucestershire - Mixed use development on 143.73 hectares of land comprising: residential development for up to 2,675 dwellings and apartments (comprising 2,635 x Use Class C3 and 40 x Live Work Units - Sui Generis); 24ha of stand-alone employment land (comprising up to 12ha Use Class B1a and a minimum of 12ha Use Class B1b/c, B2); 120 Bed Hotel up to 3,800 sqm (Use Class C1); Rail Station (0.45ha Use Class Sui Generis); Education provision to include a Secondary School (8.31ha), 2no. Primary Schools (total 5ha) and 2 no. Childrens Nurseries (total 0.8ha) (all Use Class D1); Community Centre incorporating Library, Built Sports facilities and Doctors surgery up to 3,400sqm (Use Classes D1 & D2); Dental Surgery up to 800sqm; (Use Class D1); 70 Bed

Extra Care Facility up to 12,500sqm (Use Class C2); Shops/Financial Services/Food and Drink facilities upto 4,787sqm (Use Classes A1, A2, A3, A4 and A5) – comprising Retail Supermarket up to 2,787sqm gross maximum (Use ClassA1); Business Offices up to 500sqm (Use Class B1) together with; supporting infrastructure and facilities including demolition, ground works and remediation, highways, utilities, landscaping, sustainable urban drainage system, wildlife water basins and public open space. Outline application including access, with all other matters reserved. - *Approved - S106 Signed.*

PT17/5864/F (F.3604) - Fairways Southmead Road Filton Bristol South Gloucestershire - Fairways Southmead Road Filton Bristol South Gloucestershire - Erection of two storey front extension and first floor front extension with balcony to form annexe ancillary to main dwelling. Installation of window on side elevation. - *Refusal.*

ii) Current Planning Applications: See Attached.

1360. Confidential Session: Severnside TV Group

The Town Clerk reported that there was a provisional agreement with the group who had been using the loft space for an aerial and transmitter equipment. The suggestion was that the group could be given a filing cabinet for their equipment and would pay the sum of £50p/a, as well as electrical charges incurred (a meter would be installed to measure usage). They had in the interim come off-air. Cllr Scott moved to accept this suggestion and was seconded by Cllr Taylor. The motion was approved all in favour.

The Chair closed the meeting at 21:40

Report to Filton Town Council
Tuesday 27 March 2018
Filton Community Garden – Creation of a Pond

Purpose of the Report

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Background

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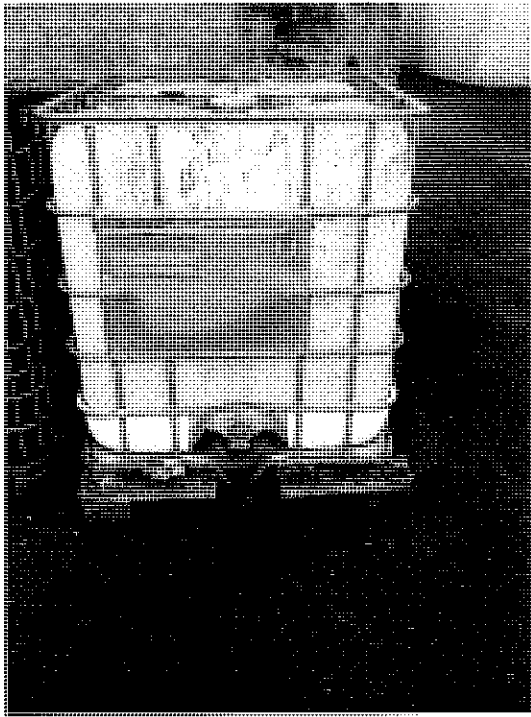
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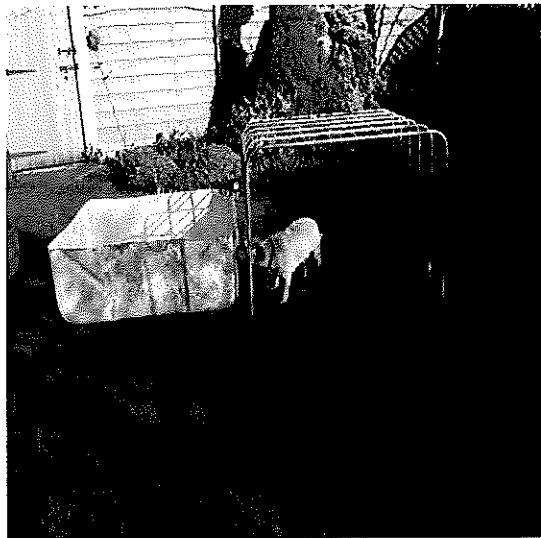
However despite this we do have a way forward based on the advice given by AWT and we do have the support of Airbus who are really keen to get involved.

The main requirement for a pond is the liner and as already discussed in the report we need to cover it with a cage. The solution is the liquid carrier below which was given to the Council some time ago by a resident but is surplus to requirements



The plan is to remove the water carrier from the cage and cut it in half to create the liner, the cage will then be adapted to cover the cut down water carrier see photo below .

Councillors will note that the cage is higher than the liner, this is so that the cage can be sunk into the ground, in its' final resting place it will sit directly on top of the liner.



Each of the rectangles making up the cage are 6 inches by 8 inches.

The photo below shows the cage sitting on top of the liner.



The location of the pond will be next to the bug house as in the photo below, the compost you can see is being removed to provide a level surface.



A small picket fence will be erected around the pond and beyond that an area of paving slabs which go around the pond and to the fence of the Springfield's boundary. Bill Moore's relatives will be donating a Purbeck Stone Bench which will be suitably inscribed.

The area around the pond and within the pond will be planted with shrubs and other plants and spring bulbs, the wildflower meadow will be extended so that it lies adjacent to the right hand edge of the pond.

Timescales

The wildflower meadow has lots of perennial weeds and nettles, the ground maintenance staff are going to treat it with a systemic weed killer as soon as possible. At the end of April Airbus Volunteers will help to dig it over, rake and reseed.

With regard to the pond we are looking to get this completed ready to open on 10 June 2018, work will probably commence mid May.

Bill spent much of his final months in St Peters Hospice, typical of Bill during his time there he raised money for them, as Councillors may be aware the hospice exists on charitable donations. Our plan is to hold a tea and cakes event in the garden with the proceeds going to the hospice and at the event open the pond area, we will probably ask Bill's family to conduct the proceedings.

The cost of constructing the pond will be financed by the Community Garden Committee with no costs falling to Filton Town Council.

Conclusion

Councillors are requested to approve the Community Garden Committee's request to create a pond in the Community Garden.

Author :- Dave Mikkelson, Chair Filton Community Garden.

Consultation	Consultation Period		Summary
HomeChoice Re-Housing Policy Consultation 2018	12 th Jan '18	6 th Apr '18	The HomeChoice Rehousing policy sets out how the Council assesses applications for housing and the process for letting to social housing that the Council has nomination rights to. The current policy contains three (3) bandings. These bands are broad based and applicants within each banding have the same level of priority although their housing circumstances can be very different. https://consultations.southglos.gov.uk/consult.ti/HomeChoice2017/consultationHome
South Gloucestershire Draft Playing Pitches, Indoor and Built Sports Facilities Strategies	30 th Jan '18	24 th Apr '18	Funded by Sport England and South Gloucestershire Council, the strategies focus on improving the quality of provision across the District, particularly in and around key emerging strategic housing locations. The strategies underpin a commitment to achieving the best for residents and their communities and they have been developed in partnership with a range of partners. The responsibility for delivering this strategy will therefore rest with a wide range of partners, not just with the council. https://consultations.southglos.gov.uk/consult.ti/sports_pitch/consultationHome
South Gloucestershire new Local Plan: Consultation document	5 th Feb '18	30 th Apr '18	The South Gloucestershire Local Plan will help identify the sustainable growth we need over the next 20 years. The Local Plan will guide how and where this will happen. It will include where homes, businesses, transport, schools and other services and facilities will go. We will use the completed Plan to decide whether planning applications that come forward are appropriate and meet our needs. https://consultations.southglos.gov.uk/consult.ti/NewLocalPlanFeb2018/consultationHome

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Brenntag UK Ltd			ALBIONCHEM				
21/02/2018	47SC4707542	1018/Pool Chemical returned		-10.20	0.00	-10.20	0.00
21/02/2018	47SI4750018	1016/Pool Chemicals		156.96	0.00	156.96	0.00
21/02/2018	47SI4750019	1017/Pool Chemicals		334.18	0.00	334.18	0.00
					0.00	480.94	
Above paid on : 08/03/2018				By Cheque No 4301			
Supplier : A.L.C.A.			ALCA				
01/03/2018	SINV052/18-19	1029/NALC Subs 2018/19		1,019.00	0.00	1,019.00	0.00
					0.00	1,019.00	
Above paid on : 08/03/2018				By Cheque No 4302			
Supplier : Andrew Talbot Design Limited			ANDREW TALB				
18/02/2018	2176-18/19	1050/Gold Hosting		150.00	0.00	150.00	0.00
24/02/2018	2172-18/19	1051/Domain Renewal		30.00	0.00	30.00	0.00
					0.00	180.00	
Above paid on : 08/03/2018				By Cheque No 4303			
Supplier : Avon Data Care			AVONDATA				
14/02/2018	2261	1019/Credit Card		28.80	0.00	28.80	0.00
					0.00	28.80	
Above paid on : 08/03/2018				By Cheque No 4304			
Supplier : Trade UK (6331640004995809)			BQ				
16/02/2018	0860173976	1033/Misc Repair tools		91.34	0.00	91.34	0.00
					0.00	91.34	
Above paid on : 08/03/2018				By Cheque No 4305			
Supplier : Bristol Safety Ltd.			BRISTSAFE				
06/03/2018	412	1024/Fire Safety training		714.00	0.00	714.00	0.00
					0.00	714.00	
Above paid on : 08/03/2018				By Cheque No 4306			
Supplier : DCK Accounting Solutions Ltd			DCKBEAVERS				
26/02/2018	TPC7933	1028/Contract Accounting		923.52	0.00	923.52	0.00

Ledger : 1			Month : 12	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	923.52	
				Above paid on : 08/03/2018 By Cheque No 4307			
Supplier : Express Cleaning Supplies			EXPRESS01				
06/03/2018	3309692143	1022/Cleaning Supplies		215.46	0.00	215.46	0.00
					0.00	215.46	
				Above paid on : 08/03/2018 By Cheque No 4308			
Supplier : Gazprom Marketing & Trading Retail Ltd			GAZPROM				
24/02/2018	5928178	1007/Gas 31.12.17-31.01.18		601.95	0.00	601.95	0.00
24/02/2018	5928273	1008/Gas 31.12.17-31.01.18		3,066.32	0.00	3,066.32	0.00
					0.00	3,668.27	
				Above paid on : 08/03/2018 By Cheque No 4309			
Supplier : Gladiator Ltd			GLADIATOR				
05/02/2018	2667	1023/Advertisement		360.00	0.00	360.00	0.00
					0.00	360.00	
				Above paid on : 08/03/2018 By Cheque No 4310			
Supplier : Icon Training			ICON				
31/01/2018	104880	1009/10% Co-investment funding		240.00	0.00	240.00	0.00
					0.00	240.00	
				Above paid on : 08/03/2018 By Cheque No 4311			
Supplier : J P Lennard Ltd			JPLENNARD				
22/02/2018	883377	1041/Pool stock		212.72	0.00	212.72	0.00
22/02/2018	883378	1042/Pool Stock		98.10	0.00	98.10	0.00
22/02/2018	883379	1039/Pool stock		101.20	0.00	101.20	0.00
22/02/2018	883380	1040/Pool Stock		317.18	0.00	317.18	0.00
					0.00	729.20	
				Above paid on : 08/03/2018 By Cheque No 4312			
Supplier : JTS Snack Foods			JTSSNACK				
09/02/2018	16068132	1048/Bar Stock		60.90	0.00	60.90	0.00
16/02/2018	16068240	1047/Bar stock		22.44	0.00	22.44	0.00
23/02/2018	16068348	1046/Bar Stock		111.65	0.00	111.65	0.00

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
03/03/2018	16068443	1045/Bar stock		177.28	0.00	177.28	0.00
				0.00		372.27	

Above paid on : 08/03/2018 By Cheque No 4313

Supplier : KN Office Supplies Ltd

KNOFFICE

19/02/2018	I75651	1011/Calypso Chair		53.94	0.00	53.94	0.00
28/02/2018	I76086	1012/Calypso high back chair		53.94	0.00	53.94	0.00
				0.00		107.88	

Above paid on : 08/03/2018 By Cheque No 4314

Supplier : RLSS UK Enterprises Ltd

LIFESAVERS

27/02/2018	SI519297-1	1020/Pool throw Bag x 3		81.75	0.00	81.75	0.00
				0.00		81.75	

Above paid on : 08/03/2018 By Cheque No 4315

Supplier : Cape Meridian Ltd

NSG

28/02/2018	2018/02/024	1025/Alarm Callout x3		117.00	0.00	117.00	0.00
28/02/2018	2018/02/025	1026/Alarm Callout x 3		117.00	0.00	117.00	0.00
				0.00		234.00	

Above paid on : 08/03/2018 By Cheque No 4316

Supplier : Swimrite Supplies Ltd

SRS

27/02/2018	392244	1015/Swimming gear for resale		76.74	0.00	76.74	0.00
				0.00		76.74	

Above paid on : 08/03/2018 By Cheque No 4317

Supplier : ST JOHN AMBULANCE SUPPLIES

STJOHN

28/02/2018	1140826	1054/Health and safety supplie		73.66	0.00	73.66	0.00
				0.00		73.66	

Above paid on : 08/03/2018 By Cheque No 4318

Supplier : Tailor Made Office Supplies Ltd

TAILOR

08/12/2017	IN00163137	1027/Office supplies		69.98	0.00	69.98	0.00
				0.00		69.98	

Above paid on : 08/03/2018 By Cheque No 4319

Ledger : 1

Month : 12

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Ernest S Till (South West) & co Ltd			TILL				
12/12/2017	0009692	1034/LED fitting Tennis court		813.00	0.00	813.00	0.00
12/12/2017	00009693	1035/Cr9692 Incorrect amount		-516.00	0.00	-516.00	0.00
23/02/2018	00009864	1032/Repair hair dryers		96.60	0.00	96.60	0.00
					0.00	393.60	
Above paid on : 08/03/2018 By Cheque No 4320							
Supplier : Travis Perkins Trading Co Ltd			TRAVIS				
26/02/2018	3015AMT376	1053/Misc Items		4.20	0.00	4.20	0.00
26/02/2018	3015AMT399	1052/Misc Items		111.23	0.00	111.23	0.00
					0.00	115.43	
Above paid on : 08/03/2018 By Cheque No 4321							
Supplier : Bristol Tree Services			TREE				
27/02/2018	001416	1031/Tree Survey		1,790.00	0.00	1,790.00	0.00
					0.00	1,790.00	
Above paid on : 08/03/2018 By Cheque No 4322							
Supplier : WCS Group The H2O Experts			WCS				
22/02/2018	SO94131	1014/Monthly Visits and Sample		242.50	0.00	242.50	0.00
					0.00	242.50	
Above paid on : 08/03/2018 By Cheque No 4323							
PAYMENT TOTALS					0.00	12,208.34	

FEEDBACK: 14th March 2018 - To Date

PT18/0142/F (F.3606) - 35 Braemar Avenue Filton Bristol South Gloucestershire BS7 0TF - Sub-division of existing dwelling to form 4 new flats and associated works. - *Approve with Conditions*

PT18/0198/F (F.3611) - 756 Filton Avenue Filton Bristol South Gloucestershire BS34 7HD - Creation of new vehicular access and new driveway. - *Approve with Conditions*

PT18/0269/PNRR (F.3609) - 25 Gloucester Road North Filton Bristol South Gloucestershire BS34 7PY - Prior notification of a change of use from Retail (Class A1) to Residential (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) - *Approve with Conditions*

PT18/0215/F (F.3607) - Horseshoe Inn 133 Gloucester Road North Filton - Erection of two storey and single storey rear extension and installation of dormer window to facilitate loft conversion for staff area and 2 no additional guest bedrooms. - *Refusal*

PT18/0306/ADV (F.3612) - Selco Selco Builders Warehouse Unit F1, Gipsy Patch Lane Little Stoke - Display of 1no internally illuminated static freestanding totem sign, 3no internally illuminated fascia signs and 17no non illuminated fascia signs. - *Approve*

SCHEDULE OF PLANNING APPLICATIONS MARCH 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3625	PT18/1146/O	41 Fourth Avenue Filton Bristol South Gloucestershire BS7 0RN - Demolition of existing garage and erection of 1no detached dwelling and associated works (Outline) all matters reserved.	2 nd Apr	
F.3626	PT18/0829/F	Lanes Dairy Rectory Lane Filton South Gloucestershire BS34 7BF - Erection of a first floor side extension to form 2no additional bedrooms. Change of use of ground floor from Class B2 (general industry) to 8no bedroom House in Multiple Occupancy (sui generis). As defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	4 th Apr	
F.3627	PT18/0851/F	17 Charlton Avenue Filton Bristol South Gloucestershire BS34 7QX - Erection of two storey side extension and single storey rear extension to form additional living accommodation.	4 th Apr	
F.3628	PT18/0766/F	Unit H1A Horizon 38 Bolingbroke Way Filton Bristol BS34 6FE - Erection of sprinkler pump house and installation of water storage tank adjacent to existing warehouse building (Retrospective).	5 th Apr	
F.3629	PT18/1297/PNH	14 Canberra Grove Filton Bristol South Gloucestershire BS34 7DH - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 4.3 metres, for which the maximum height would be 3.86 metres and for which the height of the eaves would be 2.91 metres.	11 th Apr	

PRESENT: Cllrs: D Collins (Chair), A Doyle, K Briffett, A Kenyon, B Mead, I Scott, E Seymour, R Taylor, A Tink, J Tucker,

ALSO PRESENT: Lesley Reuben (Town Clerk), Naomi Bibi (Town Council Support Officer - *Minutes*), Tasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs: M Chaudhry, A Monk

1639. APOLOGIES FOR ABSENCE: Apologies were noted.

1640. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1641. DECLARATIONS OF INTEREST: None.

1642. SUBMISSIONS FROM PUBLIC: Mr Smith of Filton Chest and Heart raised the issue that he was receiving duplicate invoices from the Leisure Centre, as well as invoices even after payment had been made, for the renting of the Pavilion.

ACTION: Town Clerk to check and discuss this with Leisure Centre Manager to avoid this happening again in the future. Leisure Centre Manager to report to next Finance Committee to offer assurance that this won't happen again.

Concerns were raised over allegations of gross misconduct (blackmail and fraud) at the Community Centre, and it was queried what action the Town Council could take at the Community Centre's landlord.

The Town Clerk said that the Council was aware of such allegations and had tried to facilitate impartial help. She said that it might be possible to write to them and insist that they call an extraordinary meeting.

A member of public said that the Community Centre would be meeting on Wednesday 4th April and it was asked if the public could go to this meeting.

Cllr Tink believed that as representative for Filton Town Council, he could bring all disputed parties together.

It was proposed that Cllr Tink should extend an invitation to mediation again, (suggesting the 4th April as the date as the Community Centre would be meeting on this date anyway), but if they refuse this, the Town Council would call a public meeting. The proposal was seconded and all voted in favour.

ACTION: Cllr Tink to extend an invitation to mediation again, (suggesting the 4th April as the Community Centre will be meeting on this date anyway), but if they refuse this, the Town Council will call a public meeting. An update to Full Council should be sent via email.

1643: COUNCIL CO-OPTION – INTERESTED INDIVIDUALS PRESENTATION: Kerry Robins and Dammy Layade both made presentations expressing their interest to stand for Council.

Councillors voted 6 in favour for Dammy Layade and 4 in favour of Kerry Robins. Dammy Layade was successfully voted in and welcomed to Council.

1644. TO APPROVE MINUTES OF THE MEETING HELD 27TH FEBRUARY 2018: approved as an accurate record.

1645. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: The Town Clerk provided an update on The Hatch, informing Council and public that there was now a new tenant who was hoping to open on 2nd April. Some equipment had been ordered for the tenant.

1646. FILTON BEAT TEAM: The Beat Team provided crime statistics in Filton, stating that burglaries in the last month had decreased, although anti-social behaviour was up

slightly from the previous month: this was mainly centred around College Way and Abbey Retail Park. Bike and motor vehicle thefts had reduced in the last month, and there had been no reported van break-ins.

The Beat Team were able to report that there had been a cannabis factory found within Filton which had subsequently been destroyed.

They also informed those present that there would be bike marking taking place at Parkway Station from 08:00-12:00 on Wednesday 28th March for people to take their bicycles to have them security marked.

1647. SOUTH GLOUCESTERSHIRE REPORTS:

- i) Cllr R Hutchinson – Noted.
- ii) Cllr A Monk – Noted.
- iii) Cllr I Scott – Noted.

1648. SUBMISSIONS FROM MEMBERS: No submissions.

1649. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 13th March 2018 – Noted.
- ii) Community Plan Update: It was noted that the removal of the Church View bus shelter, along with the removal of other redundant bus shelters in the area, should be added to the community plan.

It was also brought up that the double yellow lines adjacent to the old Church View bus shelter could now be removed to allow for more parking.

ACTION: The Town Clerk to write to South Gloucestershire Council to request that they extend the parking here.

- iii) Community Garden (Report) – The Community Garden had put to Council that a pond could be added to the community garden. Councillors voted all in favour.

1650. OTHER REPORTS/CONSULTATIONS:

- i) Local Plan – Noted.
- ii) Consultation Spreadsheet – Noted.

1651. PAYMENTS FOR INFORMATION – Noted.

1652. PLANNING APPLICATIONS:

- i) Feedback 14th March 2018 to date:

PT18/0142/F (F.3606) - 35 Braemar Avenue Filton Bristol South Gloucestershire BS7

OTF - Sub-division of existing dwelling to form 4 new flats and associated works. - *Approve with Conditions*

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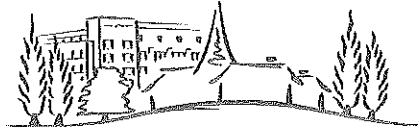
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PT18/0306/ADV (F.3612) - Selco Selco Builders Warehouse Unit F1, Gipsy Patch Lane Little Stoke - Display of 1no internally illuminated static freestanding totem sign, 3no internally illuminated fascia signs and 17no non illuminated fascia signs. - *Approve*

- ii) Current Planning Application: See Attached

The Chair closed the meeting at 9:30pm.



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

19th April 2018

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 24th April 2018 at 7.30pm Bethany Hall, Meadowsweet Avenue, Filton BS34 7AL.**

Yours sincerely,

L.A.Reuben,
Town Clerk.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 60. (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. 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*
5. To approve the minutes of the meeting held 27th March 2018 – *pages 1-2*
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team
8. South Gloucestershire Reports:
 - i) Cllr R Hutchinson – *No submission this month*
 - ii) Cllr A Monk – *page 3*
 - iii) Cllr I Scott – *page 4*
9. Submission from members
10. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes of Finance Committee held 10th April 2018 for information only – *pages 5-6*
 - ii) Community Plan update – *pages 7-13*
 - iii) Mortimer Rd Allotment request – *page 14*
11. Other Reports/Consultations:
 - i) Local Plan – update
 - ii) Consultation spreadsheet – *page 15*
12. Payments for information (February 2018) – *pages 16-19*
13. Planning Applications
 - i) Feedback to date – *page 20*
 - ii) Current Planning Applications 2017 – *page 21*

Confidential session-press and public to be excluded

14. Notes from meetings with the Community Association – *pages 22-25*

PRESENT: Cllrs: D Collins (Chair), A Doyle, K Briffett, A Kenyon, B Mead, I Scott, E Seymour, R Taylor, a Tink, J Tucker,

ALSO PRESENT: Lesley Reuben (Town Clerk), Naomi Bibi (Town Council Support Officer - *Minutes*), Tasha Gould (Town Council Support Officer)

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- ii) Current Planning Application: See Attached

The Chair closed the meeting at 9:30pm.

Cllr Adam Monk South Glos Councillor Report for Filton Town Council April 2018.

As previously reported South Glos has opted to participate the Business Rate Pilot which was recently reported Central Government feel they have over allocated funds to South Glos. Although a significant error and embarrassing, the financial impact isn't as large as 1st feared. The impact will not be fully known for a while yet due to the way are allocated. The exposure could be up to £1m.

Education, with the fairer funding agreement there has been agreed with all the schools within the authority to allocate an increased element of funding to SEND (Special Educational Needs & Disability).

The Task & Finish Group looking at how future budgets within South Glos will be scrutinised, has met I am a member of this Task & Finish group. I will continue to report on this as the work develops.

One development is that South Glos Digital Transformation Programme is beginning to take shape and they will be looking for members of the public to provide feedback on the proposals. I have continually made my reservations clear that there is a real risk of socially isolating people without access or possibly knowledge to use the web.

I will continue to report on this as it develops.

There are a number of consultations under way at the moment that members of the public may wish to offer opinion on <http://www.southglos.gov.uk/council-and-democracy/consultations/consultation-overview/consultation-opportunities/> for example Public Green Spaces and the Winter Gritting Programme.



Cllr Ian Scott Filton Town Council Report April 2018

The Protection of Elm Park Filton

Cllr Ian Scott Submission South Gloucestershire Local Plan 2018 - 2036 consultation 15 3 2018

South Gloucestershire Local Plan 2018 - 2036 consultation document

Question 6 C. Designated Local Green Spaces Do you have any views on the above discussion points in relation to designated Local Green Spaces?

'In line with previous Filton Community representations, I would like the current designated use of a 15m buffer relating to future transport investment at Elm Park Filton to be removed. This is because reducing the size of the original proposed Green Space designation at Elm Park Filton by using a 15m buffer would impact negatively and detrimentally on the health and wellbeing of the whole community, spanning all sections of society from the users of the skate park and cycle track and outdoor fitness equipment, to the pétanque playing area and numerous users of the community garden, as well as those who contributed to the garden's creation. The Community Garden itself has been awarded "Outstanding" three years in a row from the Royal Horticultural Society. - The entire stretch of Elm Park that is being considered is flanked by trees and hedgerow, which accommodate numerous wildlife species: should the stretch of Elm Park have its status changed from designated to non-designated area, and hence lose its protection and be at risk from being reduced in size, the culling of the trees which would then be necessitated seems to totally go against South Glos. environmental and green policies to the point of being unethical. - Since raising awareness, there has been huge public objection, resulting in an immediate petition and community resistance. - Elm Park has been registered with Fields in Trust since 2012, an organisation that ensures "to protect vital open spaces all across the UK ... [to] make sure that all kinds of outdoor spaces are safeguarded forever." A compulsory purchase order would make a mockery of this. There is land opposite Elm Park at Filton retail Park that could be used for future transport investment that would not damage the community as would happen if the 15m buffer was inside Elm Park' To use the Filton's Community's Elm Park for a buffer zone would be community vandalism on an industrial scale.

I would also like to see the Green Space protected at Millenium Green Filton and the Green Space behind Charborough Road School as there is a lack of play facilities for Children in the Charborough Ward of Filton.

Cllr Ian Scott report to Filton Town Council – For more information email:
ian.scott@southglos.gov.uk

Present: Cllrs: - I. Scott, (Chair), K. Briffett, M. Chaudhry, D. Collins, A. Doyle, A. Kenyon, A. Layade, A. Monk, E. Seymour, R. Taylor, A Tink, J. Tucker

ALSO PRESENT: L. Reuben (Town Clerk), N. Bibi (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - B. Mead, A. Monk, R. Taylor, A. Tink, J. Tucker

1361. APOLOGIES FOR ABSENCE: Apologies were noted.

1362. DECLARATION OF INTEREST: None.

1363. MINUTES: The minutes of the meeting held Tuesday 13th March 2018 were approved as an accurate record.

1364. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Council and public were updated with regards to Planning Application PT18/0829/F (Lanes Dairy), as per an email received by Robert Walsh at South Glos planning, that the HMO on the first floor does not currently have a licence because it is not required to have one until later on in the year. The Clerk updated Council and public that the Hatch was now open and operating under the new name "Elm Eats". There were queries over the opening hours and the Clerk said she didn't think these had been finalised yet as it had only been their first week of business.

1365. PUBLIC QUESTIONS: None received.

1366. MANAGERS' REPORTS:

- i) Grounds and Maintenance Manager's Report – Noted.
- ii) Bar Manger's Report – Noted.
- iii) Leisure Centre Manager's Report – Noted.

1367. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS:

There were queries raised over the following:

- 101-4036 Property Maintenance: The Clerk said the original budget may have been incorrect.
 - 101-4003 Training Courses: The Clerk advised that there would be income to match this as there are courses run by the Leisure Centre which people pay to take (e.g. people training to be lifeguards). Likewise, overspend on salaries is comparative to income.
 - 102-4125 Pool Purchases Not for Resale: There were queries whether there was income to offset this.
 - 104-1032 Tickets: It was noted that it was positive that here there was more income than expected.
 - 105-4014 Electricity: It was noted that this amount was low. The Clerk advised this was probably due to being coded incorrectly.
 - 106-4014 Electricity: Again, it was noted that this amount was low. The Clerk advised this was probably due to being coded incorrectly.
 - 204-4012 Water Rates: It was suggested that the Clerk investigate whether there was a water leak as these rates seemed very high.
 - 801-4004 Pension Deficit: It was advised that this deficit was in line with public sector deficit, and that consequently staff and council would also be required to pay a higher percentage to bridge the gap.
 - 901-4008 Training: Higher than usual due to office staff completing CiLCA training.
 - 902-4036 Property Maintenance: Seemed unusually high.
- 901 on Page 17 of agenda: Query this.

1 on Page 19 of the agenda: Query over Depreciation of Freehold Land and Buildings.

The overall comments were that income to date is higher than expenditure to date, which is positive.

1368. BALANCE SHEET: Noted.

1369. PLANNING APPLICATIONS:

FEEDBACK: 17th March 2018 - To Date

PT16/4963/F (F.3574) 818 Filton Avenue Filton Bristol South Gloucestershire BS34 7AP -
Erection of single storey and two storey side and rear extensions to extend the existing shop unit and create 2no. additional flats with associated works (Resubmission of PT16/0345/F). -
Approved - S106 Signed.

PT18/0938/PNH (F.3622) 58 Conygre Road Filton Bristol South Gloucestershire BS34 7DB -
Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 3.74 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 2.3 metres – **Refusal**

PT18/0358/F (F.3618) 13 Clyde Grove Filton Bristol South Gloucestershire BS34 7RL -
Erection of single storey front extension to form extension to existing garage. - **Approve with Conditions.**

PT18/0388/CLP (F.3613) 9 Park Road Filton Bristol South Gloucestershire BS7 0RH -
Certificate of lawfulness for the proposed installation of a rear dormer to facilitate loft conversion. - **Approve with Conditions.**

PT17/2302/PNH - 67 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP -
Erection of rear extension, which would extend beyond the rear wall of the original house by 5 metres, for which the maximum height would be 3.575 metres and for which the height of the eaves would be 3 metres – **No Objection**

PT17/2230/F - 43 Conygre Grove Filton Bristol South Gloucestershire BS34 7DN -
Erection of two storey side and single rear extension to provide additional living accommodation. – **Approve with conditions**

PT17/1749/F - 678 Filton Avenue Filton Bristol South Gloucestershire BS34 7JY -
ERECTION OF A SINGLE STOREY REAR EXTENSION TO CREATE ADDITIONAL LIVING ACCOMMODATION – **Approve with conditions**

PT17/2667/PNH - 65 Wallscourt Road Filton Bristol South Gloucestershire BS34 7NP -
The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.1m, for which the maximum height would be 3.65m, and for which the height of the eaves would be 2.7m. – **No Objection**

PT17/2410/F - 114 Lower House Crescent Filton Bristol South Gloucestershire BS34 7DL -
Demolition of existing rear lean-to extension and erection of single storey rear extension to form additional living accommodation. – **Approve with conditions**

1370. CONFIDENTIAL SESSION – PUBLIC EXCLUDED: The Clerk updated Council that work was being done across the whole site with regards to moving staff from zero hours contracts to permanent contracts. To date, all bar staff had opted to go onto permanent contracts and none would remain on zero hours.

The Chair closed the meeting at 19:50

Filton Community Plan Health and Wellbeing Group update 11 April 2018

Present – Ian Scott (lead), Simon Allen – Sirona Lesley Reuben FTC – Filton Town Council; Paul Frisby NHS; Scott Fessey FTC – Eamonn Seymour

Next Meeting – Tuesday 5.45pm 12th June Filton Pavilion Filton Town Council Elm Park Filton

Issue	Objective	TO DO NEXT	WHO	WHEN
What is the current Provision of Health Services?	Map and list current provision	Map and List Current Provision	ALL	Tuesday 5.45pm 12 th June
Services for Young Mums	Improve services for Young Mums	Map and list current Services in Filton CYP – Breastfeeding rates in Filton are good. Barnardos are commissioned to run a service in Patchway. Hoping to develop this in Kingswood to, and add a focus for young Mums on a 121 basis CYP – Family Nurse Partnership, provided by Sirona with a focus on young mums. Public health, (katie Hall) provide support around smoking cessation CYP _ National Child Measurement Programme 3 visits under 5. Targeting PNs CYP – Home Safety equipment scheme – means tested grants CYP – Active Play voucher scheme at leisure centres. If you are aware of any other health services for young parents please email me ian.scott@southglos.gov.uk and I will add them to directory plus Colin do you have contact details for the above schemes	Colin	
Obesity	IMPROVE	Map and list Provide list of activities	Local	

	KNOWLEDGE IN SCHOOLS e.g nutrition and activities available in Filton	in Filton Find Best practice in SG Schools already work hard to deliver a curriculum, for example one of the Filton Schools We have free after school sports clubs. We cover healthy eating in our PHSE lessons. The children have PE lessons every week. Our KS1 children have free fruit at break time, the children can also buy fruit at break time. We run a sports week in July. We encourage our parents to give the children healthy lunch boxes. When we get sent national publications we email/send these out to parents. If you are aware of any other services/provision for this section please email me ian.scott@southglos.gov.uk and I will add them to directory	schools	
Lack of available gp appointments	Improve availability of gps appointments extending appointment hours	I have asked local gp practices How is your Practice improving waiting times for Patients now? How do you think your Practice will be able to improve waiting times over the next 5 years? I will update table when I receive replies	Ian S Gp practices	
Increasing services at	Increasing services at	Simon Allen Sirona attended April	Simon A	

Filton Clinic	Filton Clinic	meeting Sirona will be able to add more detail about the services provided at Filton Clinic Will need to feed into the commissioning requirements of the CCG as they commission from 2020. If you are aware of any other services/provision that could be provided in the future at Filton Clinic for this section please email me ian.scott@southglos.gov.uk and I will add them to directory	All	
What sport and exercise activities are in Filton	List and Promote activities – raise awareness	Map and List and Promote activities Scott will provide further details If you are aware of any other services/provision for this section please email me ian.scott@southglos.gov.uk and I will add them to directory	Scott ftc Alison F all	
Domestic Abuse Services in Filton	Provide Domestic Abuse Services in Filton	Find out what services are currently provided and check commissioning arrangements South Glos commissioned services http://www.nextlinkhousing.co.uk/southglos/services-we-offer/ All services are accessed by one telephone number: 0800 4700 280		

current data	Establish current data	Extract Community Plan Survey data Extract Public health data Provided and circulated Tasha to contact Katie Southern Brook	Tasha to contact Katie Southern Brook FTC	
Isolation	Reduce Isolation	Map and list current services in Filton Find Best Practice in SG Merlin Well Being College Church View, Filton, Bristol BS34 7BT - 01454 821856 it exists to help you look after your wellbeing. (further details appendix 1 below) Lesley to invite Cam Kinsella from the Well Being College to the Filton Parish Assembly as a presenter Contact Number?	Lesley	
Find best practice in South Gloucestershire	Establish best practice	Ian Scott has contacted the South Gloucestershire Council Cabinet Member – Erica Williams for best practice from across South Gloucestershire Examples Social prescribing – age uk in half practices. Curo provided all adults in gp clusters If you are aware of any other services/provision for this section please email me ian.scott@southglos.gov.uk and I will add them to directory	Ian S	

Transport to Health Services	Improve Transport Services to Health Services	South Gloucestershire Council Strategic Transport team have agreed to provide a list of public transport services to local health services	Ian S SG public Transport team	
Mental Health	Increase Mental Health and Wellbeing Services	Map and List current provision Merlin Well Being College Church View, Filton, Bristol BS34 7BT - 01454 821856 it exists to help you look after your wellbeing. (further details appendix 1 below) If you are aware of any other services/provision for this section please email me ian.scott@southglos.gov.uk and I will add them to directory	Ian S All	

Ian Scott

Appendix 1 – Wellbeing College Church View, Filton, Bristol BS34 7BT

Welcome to the Wellbeing College, it's really good to meet you.

You may be wondering what a Wellbeing College does or what it is for. The answer is simple: it exists to help you look after your wellbeing.

We're funded by South Gloucestershire Council and the Clinical Commissioning Group and with them and other partners, we run a range of courses, drop in sessions, activities and holistic therapy sessions – completely free of charge.

We're here to support you on every step of your learning journey but we recognise that some people might need more of a helping hand than others.

Once you've enrolled, you'll have a better idea of what type of journey you want to go on.

- Mentor – At this level, we'll assign you a Wellbeing Mentor who will work with you for free for up to a year to create a plan of action aimed at improving your wellbeing. They will come to courses with you and offer regular support.
- Buddy – Your buddy will work with you while you go to three Wellbeing College sessions and make sure that you are getting the most out of the courses.
- Solo – You need minimal support to attend the college and can book yourself onto things.

It's really easy to use the college.

1. If you're confident, look for a course and book yourself on. Remember to still fill in the enrolment form!
2. If you'd like to speak to someone, you can call us on 01454 821856. One of our student development advisors will take you through the enrolment form and help you work out which learning journey you are on and the support you might need. They will discuss courses with you and book you on them
3. **POP IN** to Wellbeing HQ on a Tuesday or Thursday and speak to someone face to face for advice about your learning journey and the support you might need.

We hope you can see the college isn't about qualifications or awards (although we do have some courses that offer that) it's all about a healthier, happier you.

You could say being well is on our curriculum!

Lesley Reuben

From: Sandra Meas [sandrameas@gmail.com]
Sent: 16 April 2018 11:07
To: Office
Subject: Bee keeping.For the attention of Lesley Reuben Filton Town Clerk.

Dear Lesley,

We have had requests for a beehive to be placed on our allotment. If I remember rightly you have to take this request to South Gloucester for it to be sanctioned.

The person who would be responsible for the bees is David Trigger who has an allotment on site. He has agreed that he would place a hive on our site.(He has several others on other allotments).

David's proof of competency is a test by the British Beekeepers Association which he has and a Public Liability Insurance up to £1,000,000.

Could you please put this request forward at the next meeting.

Thanking you in anticipation

Sandra (sec to Mortimer Road Allotment Association)

Consultation	Consultation Period		Summary
South Gloucestershire new Local Plan: Consultation document	05th February 2018	30th April 2018	The South Gloucestershire Local Plan will help identify the sustainable growth we need over the next 20 years. The Local Plan will guide how and where this will happen. It will include where homes, businesses, transport, schools and other services and facilities will go. We will use the completed Plan to decide whether planning applications that come forward are appropriate and meet our needs. https://consultations.southglos.gov.uk/consult.ti/NewLocalPlanFeb2018/consultationHome
Winter Maintenance Changes 2018	10th April 2018	18th June 2018	The Council proposes to reduce the number gritters being used to make savings in financial terms (£100,000). The only option to achieve the full saving is to reduce the fleet by two gritters, and to reduce the amount time spent by drivers treating the highway network. This means removing approximately 30km of roads from the precautionary salted network. All of the 30km are from hierarchy 6 grouping. Once formally agreed, changes will be implemented in time for winter 2018/19. https://consultations.southglos.gov.uk/consult.ti/WM18/consultationHome
Over 55s Housing Needs Survey 2018	22nd March 2018	27th April 2018	As part of the development of a new Local Plan it is important to provide robust evidence to identify future demand and to identify a range of housing options for older people. We need to complete further analysis work and engage older residents and their families. The analysis will include: 1. South Glos wide desk top evidence to inform analysis by reviewing Strategic Housing Market Assessment data, census information and a range of other sources 2. Public Health information at Authority and ward level 3. Stock analysis of current older person housing in the District in all tenures 4. Survey of older residents to gather feedback on current housing, needs and future aspirations. We would really appreciate your views on the issues raised in the survey: click here to access the survey

List of Purchase Ledger Cheque Payments

Ledger : 1			Month : 1		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Artisan Hire Centre			ARTISAN				
31/03/2018	358047	1132/Fence panel & clips		35.52	0.00	35.52	0.00
					0.00	35.52	
Above paid on : 05/04/2018				By Cheque No 4347			
Supplier : Avon Data Care			AVONDATA				
28/03/2018	2281	1139/credit card		72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on : 05/04/2018				By Cheque No 4348			
Supplier : Avonvale Electrics Ltd			AVONVALEEL				
23/03/2018	118846	1124/LED x10		49.56	0.00	49.56	0.00
					0.00	49.56	
Above paid on : 05/04/2018				By Cheque No 4349			
Supplier : Box Steam Brewery Limited			BOXSTEAM				
16/03/2018	INV052220	1143/Bar stock purchase		85.20	0.00	85.20	0.00
					0.00	85.20	
Above paid on : 05/04/2018				By Cheque No 4350			
Supplier : Trade UK (6331640004995809)			BQ				
12/03/2018	0865948984	1122/Protective Clothing		52.98	0.00	52.98	0.00
					0.00	52.98	
Above paid on : 05/04/2018				By Cheque No 4351			
Supplier : Bristol & Avon Stocktakers			BRISTOLAVO				
22/03/2018	22/03/18	1150/Bar stock take		100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on : 05/04/2018				By Cheque No 4352			
Supplier : Capital Cleaning (Kent) Ltd			CAPITAL				
29/03/2018	0000217246	1144/Cleaning supplies		293.46	0.00	293.46	0.00
					0.00	293.46	
Above paid on : 05/04/2018				By Cheque No 4353			

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Ledger : 1			Month : 1		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Toichards Ltd			CASCADE				
27/03/2018	TMIN1798	1151/Bar stock purchase		451.13	0.00	451.13	0.00
					0.00	451.13	
Above paid on : 05/04/2018				By Cheque No 4354			
Supplier : Four Towns Community Transport			FOURTOWNS				
28/03/2018	GRANTS17/18	1155/Grant 2017/18		1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on : 05/04/2018				By Cheque No 4355			
Supplier : The Great Western Brewing Company			GREATWEST				
22/03/2018	20192	1140/Bar stock		78.60	0.00	78.60	0.00
					0.00	78.60	
Above paid on : 05/04/2018				By Cheque No 4356			
Supplier : JTS Snack Foods			JTSSNACK				
09/03/2018	16068558	1131/Bar stock purchase		60.29	0.00	60.29	0.00
16/03/2018	16068669	1149/Bar stock purchase		64.89	0.00	64.89	0.00
23/03/2018	16068783	1148/Bar stock purchase		180.83	0.00	180.83	0.00
					0.00	306.01	
Above paid on : 05/04/2018				By Cheque No 4357			
Supplier : Lanes Carpets Ltd			LANES				
19/03/2018	2489	1152/Replace damaged flooring		361.51	0.00	361.51	0.00
					0.00	361.51	
Above paid on : 05/04/2018				By Cheque No 4358			
Supplier : Monsoon marketing ltd			MONSOON				
28/03/2018	20590	1137/Protective clothing		79.05	0.00	79.05	0.00
					0.00	79.05	
Above paid on : 05/04/2018				By Cheque No 4359			
Supplier : Nisbets			NISBETS				
27/03/2018	16503999	1153/Buffalo counter top/ tray		455.38	0.00	455.38	0.00

Ledger : 1

Month : 1

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	455.38	
				Above paid on : 05/04/2018 By Cheque No 4360			
		Supplier : Cape Meridian Ltd	NSG				
30/09/2015	2015/09/071	1158/Alarm callout x2		76.44	0.00	76.44	0.00
30/06/2017	2017/16/088	1156/Alarm callout		38.40	0.00	38.40	0.00
31/08/2017	2017/08/052	1157/Alarm callout		38.40	0.00	38.40	0.00
					0.00	153.24	
				Above paid on : 05/04/2018 By Cheque No 4361			
		Supplier : Office Watercoolers SW Ltd	OFFICEBEV				
31/03/2018	INV0530206	1134/Monthly rental charge		40.85	0.00	40.85	0.00
					0.00	40.85	
				Above paid on : 05/04/2018 By Cheque No 4362			
		Supplier : South Gloucestershire Council	SGLOS2				
22/03/2018	3803771954	1126/Remove bus stop		234.00	0.00	234.00	0.00
					0.00	234.00	
				Above paid on : 05/04/2018 By Cheque No 4363			
		Supplier : Swimrite Supplies Ltd	SRS				
20/03/2018	392644	1138/Pool stock purchase		240.54	0.00	240.54	0.00
					0.00	240.54	
				Above paid on : 05/04/2018 By Cheque No 4364			
		Supplier : ST JOHN AMBULANCE SUPPLIES	STJOHN				
20/03/2018	1144368	1135/Safety carry chair		238.80	0.00	238.80	0.00
					0.00	238.80	
				Above paid on : 05/04/2018 By Cheque No 4365			
		Supplier : Tailor Made Office Supplies Ltd	TAILOR				
22/03/2018	IN00166423	1127/Office stationery, etc.		100.74	0.00	100.74	0.00
					0.00	100.74	
				Above paid on : 05/04/2018 By Cheque No 4366			

List of Purchase Ledger Cheque Payments

Ledger : 1

Month : 1

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Travis Perkins Trading Co Ltd			TRAVIS				
15/03/2018	3015AMU696	1123/Repair material		56.89	0.00	56.89	0.00
					0.00	56.89	
Above paid on : 05/04/2018 By Cheque No 4367							
Supplier : Virgin Media Payments Ltd			VIRGINMEDI				
21/03/2018	737169401/001/0	1133/Telephone monthly charge		59.99	0.00	59.99	0.00
					0.00	59.99	
Above paid on : 05/04/2018 By Cheque No 4368							
Supplier : WCS Group The H2O Experts			WCS				
26/03/2018	SO95882	1120/Monthly site visits		242.50	0.00	242.50	0.00
					0.00	242.50	
Above paid on : 05/04/2018 By Cheque No 4369							
Supplier : Wickwar Brewing Co			WICKWAR				
07/03/2018	99044	1141/Bar stock		79.20	0.00	79.20	0.00
					0.00	79.20	
Above paid on : 05/04/2018 By Cheque No 4370							
Supplier : Zurich Municipal			ZURICH				
29/03/2018	31049082	1121/Annual insurance 18/19		354.60	0.00	354.60	0.00
29/03/2018	31050764	1128/Annual insurance renewal		10,655.67	0.00	10,655.67	0.00
					0.00	11,010.27	
Above paid on : 05/04/2018 By Cheque No 4371							
PAYMENT TOTALS					0.00	15,877.42	

FEEDBACK: 20th April 2018 - To Date

PT18/0453/F - 11 Boverton Road Filton Bristol South Gloucestershire BS34

7AH - Demolition of existing conservatory and garage. Erection of a two storey side and a single storey rear extension to form attached garage and additional living accommodation. Installation of decking, creation of new vehicular access and erection of new 1.8 metre high boundary fence. - *Approve with Conditions.*

PT17/5533/MW - Viridor Waste Management Northway Gloucester Road North

Filton South Gloucestershire - Demolition of existing building. Erection of replacement waste transfer building and associated works. - *Approve with Conditions.*

PT18/0850/F - 54 Gloucester Road North Filton Bristol South Gloucestershire

BS7 0SJ - Erection of first floor extension to form additional living accommodation. - *Approve with Conditions.*

PT17/5682/RVC - East Works Site, Gloucester Road North, Filton, South

Gloucestershire, BS34 7BQ - Variation of condition 5 attached to planning permission PT16/5502/RVC to add revised landscaping plans. - *Approve with Conditions.*

PT18/0097/F - Adjacent To 11B Ventnor Road Filton Bristol South Gloucestershire

BS34 7HF - Erection of 1no. attached dwelling and associated works. - *Refusal.*

SCHEDULE OF PLANNING APPLICATIONS MAY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3633	PT18/1650/PNH	27 Conygre Road Filton Bristol South Gloucestershire BS34 7DB - The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.5 metres, for which the maximum height would be 4 metres, and for which the height of the eaves would be 2.5 metres.	01-05-2018	
F.3634	PT18/1616/PNH	117 Northville Road Filton Bristol South Gloucestershire BS7 0RJ - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5.95 metres, for which the maximum height would be 2.6 metres and for which the height of the eaves would be 2.6 metres.	01-05-2018	
F.3635	PT18/1597/F	85 Gloucester Road North Filton Bristol South Gloucestershire BS34 7PT - Erection of single storey rear extension to form additional living accommodation.	03-05-2018	
F.3636	PT18/1702/F	806 Filton Avenue Filton Bristol South Gloucestershire BS34 7HA - Change of use from a dwellinghouse (Class C3) to a house in multiple occupation (sui generis) with associated works as defined in Town and Country (Use Classes) Order 1987 (as amended). (Retrospective)	08-05-2018	
F.3637	PT18/1581/F	58 Conygre Road Filton Bristol South Gloucestershire BS34 7DB - Erection of single storey rear and side extension to form annex ancillary to main dwelling.	08-05-2018	

PRESENT: Cllrs: D Collins (Chair), R Taylor (Vice Chair), A Doyle, K Briffett, A Kenyon, D. Layade, A Monk, I Scott, A Tink, J Tucker,

ALSO PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs: B Mead, E Seymour

1653. APOLOGIES FOR ABSENCE: Apologies were noted.

1654. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1655. DECLARATIONS OF INTEREST: Cllr Tink declared a personal interest in SHE7, Cllr Briffett declared a personal interest in Conygre House.

1656. SUBMISSIONS FROM PUBLIC: Brian Smith thanked Cllr Scott for his efforts in helping sort the invoice issue for Filton Chest & Heart.
David Redgewell Advised the council that the Mayor would be making a decision on the new arena on 01st May 2018, it was noted that the council should contact the Mayor's office to have their say, the location of the arena should be carefully considered in terms of infrastructure etc.
The metro bus was discussed; David suggested it would be a good idea for the council so submit comments on the areas relating to Filton, Planning applications were waiting to come in about an interchange.
Richard Coultar (Filton Voice) asked the council for an update on the Community Association, Cllr Monk confirmed that a mediation meeting had taken place, It was noted that elements of this could not be discussed in the public domain as it involved discussions around employees contracts of employment. It was noted that the Community Association had instructed an employment consultant to carry out an investigation, the council were waiting on the results of that before they decided whether or not to call a public meeting, a letter had been written to the president of the association outlining the councils concerns over the running and governance of the centre.

1657. TO APPROVE MINUTES OF THE MEETING HELD 27TH MARCH 2018: Were approved as an accurate record.

1658. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none.

1659. FILTON BEAT TEAM: The Beat Team provided crime statistics in Filton for the last month, it was reported there were 38 thefts this month, a lot of thefts were happening in Asda at the Abbeywood retail park, there were also a lot of reported incidents of anti-social behaviour at the retail park as well, Police were working closely with Asda and Mcdonalds to try and reduce this.
It was noted that Paula Manos is leaving the Filton Beat team to move to Thornbury, she will be replaced but there may be a few weeks of no one in post.

1658. SOUTH GLOUCESTERSHIRE REPORTS:

- i) Cllr R Hutchinson – No report received.
- ii) Cllr A Monk – Noted.
- iii) Cllr I Scott – Noted.

1659. SUBMISSIONS FROM MEMBERS:

SHE 7: Cllr Tucker asked if the council had received a response from SHE7 about their grant money. The Clerk confirmed that SHE7 was the only organisation not to respond to the Grant Audit. It was proposed and seconded that the Clerk write to SHE7 again asking for proof on what their grant was spent on, if this information is not provided the council request the money back, the letter should be sent recorded delivery.

Action: Town Clerk

1660. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 10th April 2018 – Noted.
- ii) Community Plan Update: Meetings were agreed and arranged, an update would be brought back to the next meeting
- iii) Mortimer Road Request: It was proposed and seconded to accept this request as long as the scouts had been informed and were happy.

1661. OTHER REPORTS/CONSULTATIONS:

- i) Local Plan – The Clerk noted that Councillors needed to respond to the office by Friday 27th April as the deadline to get it all sent off was Monday 30th April.
- ii) Consultation Spreadsheet – A discussion took place regarding the Winter Maintenance Consultation, Councillors were not happy that Breamar Avenue had been identified as a route that no longer needed to be gritted, it was suggested the office respond to the consultation with the Council's concerns, Breamar Road is a major route to a school and hospital.

Action: Town Council Office

1662. PAYMENTS FOR INFORMATION – Noted.

1663. PLANNING APPLICATIONS:

- i) Feedback 20th April 2018 to date:

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7AH - Demolition of existing conservatory and garage. Erection of a two storey side and a single storey rear extension to form attached garage and additional living accommodation. Installation of decking, creation of new vehicular access and erection of new 1.8 metre high boundary fence. - *Approve with Conditions.*

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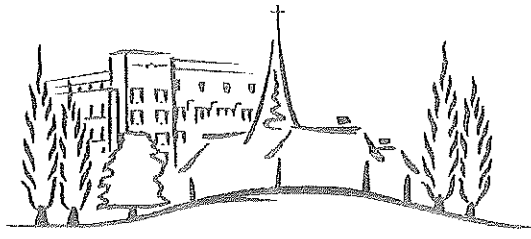
PT18/0097/F - Adjacent To 11B Ventnor Road Filton Bristol South Gloucestershire BS34 7HF -

Erection of 1no. attached dwelling and associated works. - *Refusal.*

- ii) Current Planning Application: See Attached

1664. CONFIDENTIAL SESSION: Cllr Monk updated members on the meetings that had been held regarding the Community Association. The management committee have instructed an independent employment consultant to carry out investigations; the council are waiting to receive the outcomes of those investigations. A letter with the council's concerns had been given to the president of the community association, and it was agreed a letter be sent back to MP Jack Lopresti updating him on the situation. The Town Clerk was asked to email the lease agreement around to councillors. A further update will be given at the Finance Committee.

The Chair closed the meeting at 9:20pm



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/Fax : 01454 866698

24th May 2018

Dear Member

You are hereby summoned to the **Annual Meeting of FILTON TOWN COUNCIL** to be held on **TUESDAY 29th May 2018 at 7.45pm (or immediately following the Annual Assembly)** in the **Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

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
7. To approve the minutes of the Council meeting held 24th April 2018 (*pages 1-2*)
8. Matters of report arising from those minutes
9. Annual Report – *enclosed*
10. To approve and adopt:-
 - i) Standing Orders – (*Appendix 1*)
 - ii) Financial Regulations – (*Appendix 2*)
11. Review of Inventory of Land and Assets (*page 3-5*)
12. Confirmation of Insurance arrangements (*page 6-7*)
13. Review of Complaints procedure (*page 8*)
14. GDPR
15. Meeting Dates 2018 (*page 9*)
16. Submissions from members:-
 - i) Motion from Cllr Mead seconded by Cllr Scott "To reinstate the planning committee as it was previously separate to full council meetings".
 - ii) Motions from Cllr Mead seconded by Cllr Monk "To reinstate the staffing committee".

17. Appointment of Committee members and outside bodies :-

i) Finance and General Purposes Committee (to reaffirm full membership and terms of reference

Currently "Delegated power to make decisions on matters with particular reference to Finance, Staffing, Planning, Town Council Assets and Capital Projects"

ii) Representatives on outside bodies. (page 10)

18. Any other item the Chair decides are urgent

19. Reports from Committees, Working Groups and the Town Clerk

i) Finance Committee Minutes 08th May 2018 – (page 11-12)

19. Reports from other Organisations

20. Other Reports/Consultations

i) Consultation Spreadsheet – (page 13)

21. Payments for Information (March & April)(pages 14-17)

22. Planning Applications

i) Feedback to date (page 18)

ii) Current Planning Applications (page 19-20)

Confidential session-press and public to be excluded

23. Community Association Update

PRESENT: Cllrs: D Collins (Chair), R Taylor (Vice Chair), A Doyle, K Briffett, A Kenyon, D. Layade, A Monk, I Scott, A Tink, J Tucker,

ALSO PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer)

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1661. OTHER REPORTS/CONSULTATIONS:

- i) Local Plan – The Clerk noted that Councillors needed to respond to the office by Friday 27th April as the deadline to get it all sent off was Monday 30th April.
- ii) Consultation Spreadsheet – A discussion took place regarding the Winter Maintenance Consultation, Councillors were not happy that Breamar Avenue had been identified as a route that no longer needed to be gritted, it was suggested the office respond to the consultation with the Councils concerns, Breamar Road is a major route to a school and hospital.

Action: Town Council Office

1662. PAYMENTS FOR INFORMATION – Noted.

1663. PLANNING APPLICATIONS:

- i) Feedback 20th April 2018 to date:

PT18/0453/F - 11 Boverton Road Filton Bristol South Gloucestershire BS34

7AH - Demolition of existing conservatory and garage. Erection of a two storey side and a single storey rear extension to form attached garage and additional living accommodation. Installation of decking, creation of new vehicular access and erection of new 1.8 metre high boundary fence. - *Approve with Conditions.*

PT17/5533/MW - Viridor Waste Management Northway Gloucester Road North

Filton South Gloucestershire - Demolition of existing building. Erection of replacement waste transfer building and associated works. - *Approve with Conditions.*

PT18/0850/F - 54 Gloucester Road North Filton Bristol South Gloucestershire

BS7 0SJ - Erection of first floor extension to form additional living accommodation. - *Approve with Conditions.*

PT17/5682/RVC - East Works Site, Gloucester Road North, Filton, South

Gloucestershire, BS34 7BQ - Variation of condition 5 attached to planning permission

PT16/5502/RVC to add revised landscaping plans. - *Approve with Conditions.*

PT18/0097/F - Adjacent To 11B Ventnor Road Filton Bristol South Gloucestershire BS34 7HF -

Erection of 1no. attached dwelling and associated works. - *Refusal.*

- ii) Current Planning Application: See Attached

1664. CONFIDENTIAL SESSION: Cllr Monk updated members on the meetings that had been held regarding the Community Association. The management committee have instructed an independent employment consultant to carry out investigations; the council are waiting to receive the outcomes of those investigations. A letter with the councils concerns had been given to the president of the community association, and it was agreed a letter be sent back to MP Jack Lopresti updating him on the situation. The Town Clerk was asked to email the lease agreement around to councillors. A further update will be given at the Finance Committee.

The Chair closed the meeting at 9:20pm

Operational Land and Building Freehold

Filton Leisure Centre Complex
Filton Leisure Centre Office Extension
Filton Leisure Centre (Land Only)
Recreation Centre & Flat
Garages & Stores
Diesel Bund
The Hut

Operational Land and Building Leasehold

Allotment Land (125 year lease from 5/6/07)

Vehicles and Equipment

Road Photocopier
Sports Equipment (Sports Complex)
Grounds Maintenance Equipment (Garage & Stores)
Bar etc Furniture & Eqpt (Sports Hall Bar)
Computers
Softplay Scheme
Bar TV
Bar Safe
Cooling System & Pumps
Office Reception Desk
Bar Cleaners Machine
Bar Microphone and Amplifier Equip
Chippie Shredder and Collector
Fleet Kombi Line Marker
Activity Bouncer
Office - Desks Chair Filing drawer
Gopket Tables
Boiler System
Fire Alarm - Pavillion
CCTV System
CCTV System Soft Play Area
Play Equipment - Wickstead
Kubota Tractor WX 05 SLU
Mower
Cellar Security Cage
Teen Shelter
Go Karts
Gala Lights
Westwood T1800H Mower
LeisureMost Booking System
External Lighting Sports Centre
Acoustic Panels (Pool)
Tower Scaffold
Skatepark (reclassified)
Dell Server
Defibrillator Equipment
Waterproof Radios (10)
Pool Lockers
Coin Operated Hairdryers
Bar Seat Fitting
Bar Carpet
Server
Desktop & Screen
Laptop
Bookings Server & ancillaries
Bookings Software (on def'd purchase)
Christmas Lights
Play Equipment - Elm Park
Car Park Barrier
New Bar Furniture
Goal Posts & Nets

Deprec'n Rate	COST OR VALUATION				DEPRECIATION			BOOK VALUE	
	01/04/2017	Additions	Disposals	Revaluation	For Year	On disp.	On reval.	01/04/2017	31/03/2018
4.76%	1,907,435.00				90,830.00		1,271,620.00	726,845.00	635,815.00
7.14%	84,260.00				6,019.00		48,152.00	42,127.00	36,108.00
0.00%	192,565.00							192,565.00	192,565.00
4.76%	2,030.00				97.00		1,358.00	769.00	672.00
2.00%	4,171.00				83.00		1,079.00	3,175.00	3,092.00
4.76%	986.00				47.00		588.00	375.00	328.00
4.76%	10,343.00				482.00		1,968.00	8,667.00	8,375.00
	2,201,790.00	-	-	-	97,568.00	-	1,324,835.00	974,523.00	876,955.00
2.00%	25,000.00				500.00		5,500.00	20,000.00	19,500.00
	25,000.00	-	-	-	500.00	-	5,500.00	20,000.00	19,500.00
20.00%	4,713.00						4,713.00	-	-
20.00%	1,631.00						1,631.00	-	-
20.00%	812.00						812.00	-	-
20.00%	64,327.00						64,327.00	-	-
20.00%	12,116.00	1,003.00					12,116.00	-	1,003.00
20.00%	34,976.00						24,542.00	10,434.00	10,434.00
20.00%	3,262.00						3,262.00	-	-
20.00%	320.00						320.00	-	-
20.00%	4,337.00				867.00		3,468.00	1,736.00	869.00
20.00%	1,745.00						1,745.00	-	-
20.00%	2,185.00						2,185.00	-	-
20.00%	810.00						810.00	-	-
20.00%	3,959.00						3,959.00	-	-
20.00%	609.00						609.00	-	-
20.00%	3,715.00						3,715.00	-	-
20.00%	996.00						996.00	-	-
20.00%	1,757.00						1,757.00	-	-
20.00%	4,871.00						4,871.00	-	-
20.00%	4,429.00						4,429.00	-	-
20.00%	27,291.00						22,479.00	7,218.00	4,812.00
20.00%	1,755.00						351.00	1,404.00	1,053.00
20.00%	13,096.00						13,096.00	-	-
20.00%	18,033.00						18,033.00	-	-
10.00%	12,995.00						12,995.00	-	-
10.00%	3,049.00						3,049.00	-	-
10.00%	6,970.00						6,970.00	-	-
10.00%	1,118.00						1,118.00	-	-
10.00%	9,769.00				57.00		9,769.00	57.00	-
10.00%	4,251.00						4,251.00	-	-
20.00%	2,150.00				430.00		1,720.00	860.00	430.00
20.00%	2,731.00						2,731.00	-	-
20.00%	8,750.00				875.00		7,875.00	1,750.00	875.00
10.00%	1,756.00				176.00		1,584.00	348.00	176.00
20.00%	98,965.00				9,892.00		98,965.00	9,892.00	9,892.00
20.00%	2,039.00						2,039.00	-	-
10.00%	1,610.00						805.00	805.00	644.00
10.00%	1,899.00						1,899.00	190.00	759.00
20.00%	986.00				441.00		2,646.00	2,206.00	1,765.00
20.00%	917.00						917.00	-	-
20.00%	750.00				150.00		600.00	150.00	-
20.00%	917.00				185.00		917.00	185.00	-
20.00%	2,156.00				432.00		2,156.00	432.00	-
20.00%	984.00				192.00		984.00	192.00	-
20.00%	485.00				97.00		485.00	97.00	-
20.00%	2,460.00				492.00		2,460.00	492.00	-
20.00%	4,300.00				860.00		4,300.00	860.00	-
20.00%	5,000.00				1,000.00		4,000.00	2,000.00	1,000.00
20.00%	108,412.00	6,000.00			22,882.00		87,528.00	43,966.00	26,484.00
20.00%	1,427.00				285.00		855.00	57.00	572.00
20.00%	2,669.00				534.00		1,602.00	1,067.00	534.00
20.00%	4,775.00				955.00		1,910.00	3,820.00	2,865.00
	509,512.00	7,003.00	-	-	43,910.00	-	461,711.00	91,711.00	54,804.00

Filton Town Council
Fixed Asset Register

Deprecn Rate	COST OR VALUATION			DEPRECIATION			BOOK VALUE	
	01/04/2017	Additions	Disposals	Revaluation	31/03/2018	01/04/2017	On reval	31/03/2018
20.00%	8,969.00				8,969.00			-
10.00%	14,630.00				14,630.00			-
10.00%	11,544.00				11,544.00			-
10.00%	16,212.00				16,212.00			-
10.00%	6,612.00				6,612.00			-
10.00%	21,138.00				21,138.00			-
10.00%	6,190.00				6,190.00			-
10.00%	6,962.00				6,962.00			-
10.00%	5,958.00				5,958.00			-
10.00%	10,099.00				10,099.00			-
10.00%	45,564.00				45,564.00			-
10.00%	6,924.00				6,924.00			-
10.00%	8,190.00				8,190.00			-
10.00%	1,528.00				1,528.00			-
10.00%	11,000.00				11,000.00			-
10.00%	601.00				601.00			-
10.00%	1,400.00				1,400.00			-

183,421.00	"	"	183,421.00	171,376.00	3,469.00	"	174,847.00	12,043.00	8,574.00
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Community Assets

1.00	1.00	-	-	1.00	1.00
1.00	1.00	-	-	1.00	1.00
33,397.00	33,397.00	668.00	10,020.00	10,668.00	22,709.00
11,768.00	11,768.00	588.00	2,352.00	2,940.00	8,828.00
18,205.00	16,205.00	810.00	10,530.00	11,340.00	4,865.00
61,372.00	61,372.00	2,066.00	22,902.00	24,968.00	36,404.00

[illegible][illegible]

	204	201	202	203
Gates & Fencing	-	-	579.00	-
Altiments	16,212.00	6,612.00	15,218.00	8,110.00
Shield Rd	16,212.00	6,612.00	14,639.00	8,110.00
Elm Park	16,212.00	6,612.00	15,218.00	8,110.00
Millenium Green	16,212.00	6,612.00	15,218.00	8,110.00
Check	53919			

	2001	2002	2003
Land at Bulldog	10.00%	6,862.00	-
Skatepark	10.00%	5,958.00	596.00
Cycle Speedway	10.00%	45,564.00	1,190.00
CCTV System	20.00%	3,797.00	-
Other	20.00%	3,797.00	-
Total		6,862.00	6,862.00
2003			594.00

	2021	2022	2023	2024
Go Karts	1,118.00	1,118.00	-	-
Gala Lights	10.00%	9,769.00	57.00	-
Boules Piste	10.00%	6,924.00	6,924.00	-
Picnic Tables and Benches	10.00%	8,190.00	8,190.00	-
Allocments	2.00%	25,000.00	500.00	19,500.00

[illegible]

	20.00%	709.00	709.00	709.00	709.00	-	105
Pavilion Tables	20.00%	709.00	709.00	709.00	709.00	-	-
Tower Scaffold	10.00%	1,756.00	1,756.00	1,408.00	176.00	348.00	172.00
Elm Park Safety Surface	10.00%	11,000.00	11,000.00	8,800.00	1,100.00	2,200.00	1,100.00
Acoustic Panels	10.00%	8,750.00	8,750.00	7,000.00	875.00	1,750.00	875.00

	10.00%	601.00	420.00	60.00	480.00	181.00	121.00	101
	5.00%	3,714.00	744.00	186.00	930.00	2,970.00	2,784.00	302
Site Director Sign		601.00						
Community Garden Water Supply		3,714.00						
Prepared by				For:				

Depreciation Charge	
Cost	SUMMARY

Deprec'n Rate	COST OR VALUATION				DEPRECIATION				BOOK VALUE			
	01/04/2017	Additions	Disposals	Revaluation	31/03/2018	01/04/2017	For Year	On disp.	On reval.	31/03/2018	01/04/2017	31/03/2018
20.00%	112,862.00				112,862.00	67,716.00	22,572.00		90,288.00	45,146.00	22,574.00	202
20.00%		4,000.00			4,000.00		800.00				3,200.00	202
7.14%	56,000.00				56,000.00	24,858.00	4,143.00		29,001.00	33,142.00	28,999.00	901
	1,482,506.00	4,000.00			1,486,506.00	1,053,009.00	83,919.00		1,136,928.00	409,497.00	329,576.00	
	01/04/2017	Received	Applied	Returned	31/03/2018					01/04/2017	31/03/2018	
	2,597.00				2,597.00					2,597.00	2,597.00	
		4,000.00	- 4,000.00									
	2,597.00	4,000.00	- 4,000.00		2,597.00					2,597.00	2,597.00	

Fixed Asset Register	

Deferred Grants - Unapplied
S Glos S106 Funds
Various - Roundabout

S.G.D.C. S106 Funds
Office Extension

New Homes Bonus Play Park
Various - Roundabout

To Whom It May Concern

Name of Insured: Filton Town Council

This is to confirm that Filton Town Council have in force with this Company until the policy expiry on 30th April 2019 insurance incorporating the following essential features:

Policy Number: YLL-2720434453

Renewal Date: 1st May 2019

Limits of Indemnity:

Public Liability:	£10,000,000 minimum*
	any one event
Products Liability:	£10,000,000 minimum*
	for all claims in the aggregate during and one period of insurance
Pollution Liability:	As per Products Liability
Employers' Liability:	£10,000,000 any one event inclusive of costs
Official's Indemnity:	As below

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Employers' Liability: Nil any one claim

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

A public limited company incorporated in Ireland.
Registration No. 13460.
Registered Office: Zurich House,
Ballsbridge Park, Dublin 4,
Ireland.

UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our authorisation by the Financial Conduct Authority are available from us on request. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No.	YLL-2720434453
1. Name of policyholder	Filton Town Council
2. Date of commencement of insurance policy	01/05/2018
3. Date of expiry of insurance policy	30/04/2019

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

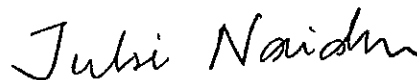
A public limited company
incorporated in Ireland.
Registration No. 13460.
Registered Office: Zurich House,
Ballsbridge Park, Dublin 4,
Ireland.

UK Branch registered in England
and Wales Registration No.
BR7985. UK Branch Head Office:
The Zurich Centre, 3000 Parkway,
Whiteley, Fareham, Hampshire
PO15 7JZ.

Zurich Insurance plc is authorised
by the Central Bank of Ireland and
authorised and subject to limited
regulation by the Financial
Conduct Authority. Details about
the extent of our authorisation by
the Financial Conduct Authority
are available from us on request.
Our FCA Firm Reference Number
is 203093.

Communications may be
monitored or recorded to improve
our service and for security and
regulatory purposes.
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permission is prohibited except as
allowed under copyright laws.

Signed on behalf of Zurich Insurance plc (Authorised Insurer).
Signature



Tulsi Naidu
Chief Executive Officer of Zurich Insurance plc, UK Branch

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

FILTON TOWN COUNCIL
COMPLAINTS POLICY
(For adoption by full Council on 29th May 2018)

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 MEETING DATES 2018

January

9 th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
30 th	7.00pm	Full Council	Doug Daniels Pavilion

February

13 th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
27 th	7.00pm	Full Council	Doug Daniels Pavilion

March

13 th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
27 th	7.00pm	Full Council	Doug Daniels Pavilion

April

10 th	7.30p.m	Finance & General Purposes	Doug Daniels Pavilion
24 th	7.00pm	Full Council	Bethany Hall

May

8 th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
29 th	7.00pm	Full Council & Annual Meeting	Doug Daniels Pavilion

June

12 th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
26 th	7.00pm	Full Council	Doug Daniels Pavilion

July

10 th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
31 st	7.00pm	Full Council	Bethany Hall

August

There are no meetings held in August

September

11 th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
25 th	7.00pm	Full Council	Doug Daniels Pavilion

October

9 th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
30 th	7.00pm	Full Council	Bethany Hall

November

13 th	7.30pm	Finance & General Purposes	Doug Daniels Pavilion
27 th	7.00pm	Full Council	Doug Daniels Pavilion

December

(No Committees unless specifically called)			
11 th	7.00pm	Full Council	Doug Daniels Pavilion

Representatives on Outside Bodies – 2018

ALCA – South Glos Group	Darryl Collins and Joanne Ward
Children’s Playlink	Adam Monk
Communities against Hate Crime	Town Clerk and John Tucker
Viridor Liaison Committee	
Safer and Stronger Community Group	
Filton Community Assoc Council	Alan Tink
Filton Library Consultative Committee	Anne Kenyon
Filton Sure Start Management Cttee	Adam Monk and Town Clerk
Four Towns and Vale Link	Keith Briffett and Anne Kenyon
N Bristol Advise Centre	
North Fringe Parishes Forum	Darryl Collins and Lesley Reuben
Parish Sites Inspection Panel	
Parish Tree Wardens	Anne Kenyon, Darryl Collins & Joanne Ward
Public Transport Forum	Ian Scott
Pyramid Youth Club	Brian Mead
SHE7	Darryl Collins
FACE	Darryl Collins
Southern Brooks Community Partnership	Darryl Collins and John Tucker
Splatts Abbey Wood	Anne Kenyon, Darryl Collins & Joanne Ward
Twinning Assoc Management Committee (Chair, Vice Chair + 5 elected members)	Darryl Collins, Alan Tink, Joanne Ward Anne Kenyon, John Tucker
Volunteer Centre	Town Clerk and Darryl Collins
Community Garden	Anne Kenyon

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 08th May 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - K. Briffett, M. Chaudhry, D. Collins, A. Doyle, A. Kenyon, A. Layade, A. Monk, E. Seymour,

ALSO PRESENT: N. Gould (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - I Scott (Chair), B. Mead, R. Taylor, A. Tink, J. Tucker

1371. APOLOGIES FOR ABSENCE: Apologies were noted.

1372. DECLARATION OF INTEREST: Cllr Briffett declared a personal interest in Conygre House.

1373. MINUTES: The minutes of the meeting held Tuesday 10th April 2018 were approved as an accurate record.

1374. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1375. PUBLIC QUESTIONS: None received.

1376. MANAGERS' REPORTS:

- i) Grounds and Maintenance Manager's Report – Noted.
- ii) Bar Manger's Report – Noted.
- iii) Leisure Centre Manager's Report – Noted.

1377. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS:
No reports this month.

1378. BALANCE SHEET: No report this month.

1379. PLANNING APPLICATIONS: See attached schedule

FEEDBACK: 20th April 2018 - To Date

PT18/0453/F - 11 Boverton Road Filton Bristol South Gloucestershire BS34 7AH -
Demolition of existing conservatory and garage. Erection of a two storey side and a single storey rear extension to form attached garage and additional living accommodation. Installation of decking, creation of new vehicular access and erection of new 1.8 metre high boundary fence. - *Approve with Conditions.*

PT17/5533/MW - Viridor Waste Management Northway Gloucester Road North, Filton South Gloucestershire - Demolition of existing building. Erection of replacement waste transfer building and associated works. - *Approve with Conditions.*

PT18/0850/F - 54 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ -
Erection of first floor extension to form additional living accommodation. - *Approve with Conditions.*

PT17/5682/RVC - East Works Site, Gloucester Road North, Filton, South Gloucestershire, BS34 7BQ - Variation of condition 5 attached to planning permission PT16/5502/RVC to add revised landscaping plans. - *Approve with Conditions.*

PT18/0097/F - Adjacent To 11B Ventnor Road Filton Bristol South Gloucestershire BS34 7HF - Erection of 1no. attached dwelling and associated works. - *Refusal.*

The Chair closed the meeting at 19:40

SCHEDULE OF PLANNING APPLICATIONS MAY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3638	PT18/1745/F	26 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ - Change of use from mixed retail and residential (sui generis) to separate retail unit (Class A1) and residential unit (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (As Amended).	11th May 2018	No Objection
F.3639	PT18/1853/PNH	54 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 8 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 4 metres.	14th May 2018	Not Able to comment due to it being a Filton Councillors house
F.3641	PT18/1847/F	Whittle House Rolls Royce Site Gloucester Road North Filton South Gloucestershire - Installation of Emergency Generator	18th May 2018	No Objection

Consultation	Consultation Period		Summary
Winter Maintenance Changes 2018	10th April 2018	18th June 2018	The Council proposes to reduce the number gritters being used to make savings in financial terms (£100,000). The only option to achieve the full saving is to reduce the fleet by two gritters, and to reduce the amount time spent by drivers treating the highway network. This means removing approximately 30km of roads from the precautionary salted network. All of the 30km are from hierarchy 6 grouping. Once formally agreed, changes will be implemented in time for winter 2018/19. https://consultations.southglos.gov.uk/consult/ti/WM18/consultationHome
Consultation on the future of property	14th May 2018	26th June 2018	The future of the following property is under consideration: <i>Various parcels of land adjoining social housing sites</i> South Gloucestershire Council is opening this decision to public consultation

At : 17:02

BANK ACCOUNT-GENERAL

List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2018	Water2Business	DDR	1,401.34		997/Water 02.01.18-01.2.18
01/03/2018	Foxstead Ltd	DDR2	1,086.63		1038/Bar stock
02/03/2018	Virgin Mobile - DD	DDR3	17.65		1010/Monthly Telephone Charge
05/03/2018	BT - DD	DDR4	194.95		Purchase Ledger Payment
08/03/2018	Brenntag UK Ltd	4301	480.94		1018/Pool Chemical returned
08/03/2018	A.L.C.A.	4302	1,019.00		1029/NALC Subs 2018/19
08/03/2018	Andrew Talbot Design Limited	4303	180.00		1050/Gold Hosting
08/03/2018	Avon Data Care	4304	28.80		1019/Credit Card
08/03/2018	Trade UK (6331640004995809)	4305	91.34		1033/Misc Repair tools
08/03/2018	Bristol Safety Ltd.	4306	714.00		1024/Fire Safety training
08/03/2018	DCK Accounting Solutions Ltd	4307	923.52		1028/Contract Accounting
08/03/2018	Express Cleaning Supplies	4308	215.46		1022/Cleaning Supplies
08/03/2018	Gazprom Marketing & Trading Re	4309	3,668.27		1007/Gas 31.12.17-31.01.18
08/03/2018	Gladiator Ltd	4310	360.00		1023/Advertisement
08/03/2018	Icon Training	4311	240.00		1009/10% Co-investment funding
08/03/2018	J P Lennard Ltd	4312	729.20		1041/Pool stock
08/03/2018	JTS Snack Foods	4313	372.27		1048/Bar Stock
08/03/2018	KN Office Supplies Ltd	4314	107.88		1011/Calypso Chair
08/03/2018	RLSS UK Enterprises Ltd	4315	81.75		1020/Pool throw Bag x 3
08/03/2018	Cape Meridian Ltd	4316	234.00		1025/Alarm Callout x3
08/03/2018	Swimrite Supplies Ltd	4317	76.74		1015/Swimming gear for resale
08/03/2018	ST JOHN AMBULANCE SUPPLIES	4318	73.66		1054/Health and safety supplie
08/03/2018	Tailor Made Office Supplies Lt	4319	69.98		1027/Office supplies
08/03/2018	Ernest S Till (South West) & c	4320	393.60		1034/LED fitting Tennis court
08/03/2018	Travis Perkins Trading Co Ltd	4321	115.43		1053/Misc Items
08/03/2018	Bristol Tree Services	4322	1,790.00		1031/Tree Survey
08/03/2018	WCS Group The H2O Experts	4323	242.50		1014/Monthly Visits and Sample
08/03/2018	Foxstead Ltd	DDR5	639.70		1036/Bar stock
09/03/2018	Zen Internet Ltd - DD	DDR6	25.52		1013/Monthly Charge
15/03/2018	South Gloucestershire Council	DDR7	21.00		1109/Temporary Event Notice
15/03/2018	Foxstead Ltd	DDR8	683.41		Purchase Ledger Payment
15/03/2018	FIS Payments (UK) Ltd - DDR	DDR9	255.86		1056/Card processing Fee
20/03/2018	BANK ACCOUNT-IMPREST	TFR	70,000.00		
20/03/2018	South Gloucestershire Council	Std Ord	4,945.00		Leisure Centre Rates
20/03/2018	Screwfix	DC	44.24		1107/Hatch Repairs
20/03/2018	Total Gas & Power Limited - DD	DDR10	1,013.86		1115/Elec 01.02.18-28.02.18
20/03/2018	Total Gas & Power Limited - DD	DDR11	2,227.15		1021/Gas 01.02.18-28.02.18
21/03/2018	BT - DD	DDR12	194.95		Purchase Ledger Payment
22/03/2018	Airquee Limited	4324	307.80		1083/Valve Repairs
22/03/2018	A.L.C.A.	4325	50.00		1084/Planning Training
22/03/2018	Avanti Cleaning Solutions	4326	8.34		1085/Janitorial Supplies
22/03/2018	Bristol & Avon Stocktakers	4327	200.00		1061/Stocktake 12.01.18
22/03/2018	Tolchards Ltd	4328	1,212.94		1067/Bar Stock
22/03/2018	Countrywide Farmers Plc	4329	51.98		1087/Grounds Maint Materials
22/03/2018	DL I.T. Solutions	4330	334.26		1089/ESET Endpoint 3 Yrs
22/03/2018	Dorma UK Ltd	4331	210.00		1091/Door repairs
22/03/2018	FACE	4332	2,500.00		1092/FACE Grant Apr-Oct18

Continued on Page 2

At : 17:02

BANK ACCOUNT-GENERAL

List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/03/2018	Filton Voice Ltd	4333	300.00		1075/Filton Voice Mar
22/03/2018	Gazprom Marketing & Trading Re	4334	3,893.02		1096/Gas 31.01.18-28.02.18
22/03/2018	Initial Washroom Hygiene	4335	722.84		1076/Sanitation Services Jan
22/03/2018	RLSS UK Enterprises Ltd	4336	287.25		1106/Buoy, Throw Bag
22/03/2018	Loomis UK Ltd	4337	455.30		1098/Cash Collections Apr
22/03/2018	Nisbets	4338	178.21		1079/New Crockery
22/03/2018	Cape Meridian Ltd	4339	312.00		1099/Keyholding Sep-Aug
22/03/2018	Red Dog Ltd	4340	249.48		1101/Fire Alarm Repairs
22/03/2018	Rentokil Initial UK Ltd	4341	194.60		1103/Pest Control Apr-Jun
22/03/2018	South Gloucestershire Council	4342	985.31		1108/Grass Cutting Jan-Mar
22/03/2018	ST JOHN AMBULANCE SUPPLIES	4343	16.44		1111/ First Aid supplies
22/03/2018	St Vallier AFC	4344	500.00		1112/St Vallier AFC Grant
22/03/2018	Ernest S Till (South West) & c	4345	5,149.80		1119/Boiler Repairs
22/03/2018	Viridor Waste Management Ltd	4346	526.20		1082/Refuse Disposal Feb
22/03/2018	Foxstead Ltd	DDR13	1,109.75		1044/Bar stock
22/03/2018	CryoService Ltd - DD	DDR14	183.06		950/Monthly hire charge
23/03/2018	Butcombe Brewery - DD	DDR15	172.10		1049/Bar stock
26/03/2018	Bar Petty Cash	008834	0.10		Bar Petty Cash
26/03/2018	DL I.T. Solutions	DDR16	180.00		1090/IT Maintenance
27/03/2018	B&Q	DC	148.08		B&Q - Hatch Maintenance
28/03/2018	Month 12 Payroll	BACS	47,748.33		Month 12 Payroll
28/03/2018	Trade UK (6331640004995809)	DC2	399.99		1154/Full control washer
29/03/2018	Pitney Bowes - DD	DC3	57.00		1100/Franking Machine reset
29/03/2018	Foxstead Ltd	DC4	826.80		Purchase Ledger Payment
29/03/2018	BT - DD	DDR17	194.95		1129/Monthly regular charge

Total Payments	164,625.53
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At : 4:34 PM

BANK ACCOUNT-GENERAL

List of Payments made between 01/04/2018 and 30/04/2018

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
03/04/2018	Water2Business	DD01	1,358.68		Purchase Ledger Payment
03/04/2018	Virgin Mobile - DD	DD02	20.65		Purchase Ledger Payment
03/04/2018	TV Licencing	DD03	147.00		Purchase Ledger Payment
05/04/2018	Artisan Hire Centre	4347	35.52		1132/Fence panel & clips
05/04/2018	Avon Data Care	4348	72.00		1139/credit card
05/04/2018	Avonvale Electrics Ltd	4349	49.56		1124/LED x10
05/04/2018	Box Steam Brewery Limited	4350	85.20		1143/Bar stock purchase
05/04/2018	Trade UK (6331640004995809)	4351	52.98		1122/Protective Clothing
05/04/2018	Bristol & Avon Stocktakers	4352	100.00		1150/Bar stock take
05/04/2018	Capital Cleaning (Kent) Ltd	4353	293.46		1144/Cleaning supplies
05/04/2018	Tolchards Ltd	4354	451.13		1151/Bar stock purchase
05/04/2018	Four Towns Community Transport	4355	1,000.00		1155/Grant 2017/18
05/04/2018	The Great Western Brewing Comp	4356	78.60		1140/Bar stock
05/04/2018	JTS Snack Foods	4357	306.01		1131/Bar stock purchase
05/04/2018	Lanes Carpets Ltd	4358	361.51		1152/Replace damaged flooring
05/04/2018	Monsoon marketing ltd	4359	79.05		1137/Protective clothing
05/04/2018	Nisbets	4360	455.38		1153/Buffalo counter top/ tray
05/04/2018	Cape Meridian Ltd	4361	153.24		1158/Alarm callout x2
05/04/2018	Office Watercoolers SW Ltd	4362	40.85		1134/Monthly rental charge
05/04/2018	South Gloucestershire Council	4363	234.00		1126/Remove bus stop
05/04/2018	Swimrite Supplies Ltd	4364	240.54		1138/Pool stock purchase
05/04/2018	ST JOHN AMBULANCE SUPPLIES	4365	238.80		1135/Safety carry chair
05/04/2018	Tailor Made Office Supplies Lt	4366	100.74		1127/Office stationery, etc.
05/04/2018	Travis Perkins Trading Co Ltd	4367	56.89		1123/Repair material
05/04/2018	Virgin Media Payments Ltd	4368	59.99		1133/Telephone monthly charge
05/04/2018	WCS Group The H2O Experts	4369	242.50		1120/Monthly site visits
05/04/2018	Wickwar Brewing Co	4370	79.20		1141/Bar stock
05/04/2018	Zurich Municipal	4371	11,010.27		1121/Annual insurance 18/19
05/04/2018	Foxstead Ltd	DD04	1,268.33		1145/Bar stock purchase
05/04/2018	Bank Charge Payable	CHRG	30.00		Bank Charge Payable
10/04/2018	Zen Internet Ltd - DD	DD05	25.52		1130/Monthly IT costs
10/04/2018	Legal Fees	BACS	77.00		Legal Fees
12/04/2018	Foxstead Ltd	DD06	1,737.09		1146/Bar stock purchase
13/04/2018	Ricoh UK Ltd - DD	DD07	900.85		1104/Copy charges to 28.02.18
17/04/2018	FIS Payments (UK) Ltd - DDR	DD08	1,184.44		1189/Card processing fees
19/04/2018	Foxstead Ltd	DD09	622.98		1191/Bar Stock
20/04/2018	BANK ACCOUNT-IMPREST	TFR	70,000.00		
20/04/2018	South Gloucestershire Council	Std Ord	5,014.00		Leisure Centre Rates
23/04/2018	Total Gas & Power Limited - DD	DD11	64.81		1211/Elec 01.01.18-31.03.18
23/04/2018	Total Gas & Power Limited - DD	DD12	584.06		1214/Elec 01.01.18-31.03.18
23/04/2018	Total Gas & Power Limited - DD	DD13	1,090.32		1212/Elec 1.03.18-31.03.18
23/04/2018	Total Gas & Power Limited - DD	DD14	2,430.06		1213/Elec 01.03.18-31.03.18
23/04/2018	CryoService Ltd - DD	DD15	181.98		1055/Monthly Charge
25/04/2018	DL I.T. Solutions	DD16	180.00		1187/IT maintenance charge
25/04/2018	Butcombe Brewery - DD	DD17	156.89		1142/Bar stock purchase
26/04/2018	Foxstead Ltd	DD18	528.99		1192/Bar Stock
27/04/2018	Pitney Bowes - DD	DD19	135.58		1207/Monthly rental charge

Continued on Page 2

At : 4:34 PM

BANK ACCOUNT-GENERAL

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/04/2018	Brenntag UK Ltd	4375	191.76		1175/Pool chemicals
30/04/2018	Arlisan Hire Centre	4376	52.32		1173/Fence Panel + collection
30/04/2018	Avon Armour Ltd	4377	90.00		1174/Door maintenance
30/04/2018	Capital Cleaning (Kent) Ltd	4378	219.42		1178/Cleanign supplies
30/04/2018	Tolchards Ltd	4379	1,096.99		1159/Bar Stock
30/04/2018	Centrewire Ltd	4380	895.20		1184/Picnic tables assembly
30/04/2018	DCK Accounting Solutions Ltd	4381	923.52		1160/Contract Accounting
30/04/2018	Filton Voice Ltd	4382	300.00		1188/Newsletter - Filton voice
30/04/2018	Fortyfour Creative	4383	60.00		1190/A3 Poster
30/04/2018	Gazprom Marketing & Trading Re	4384	1,296.32		1198/Gas 28.02.18-31.03.18
30/04/2018	Glacier environmental Ltd	4385	442.67		1199/ABS Treads for disabled
30/04/2018	GM Engineering (Bristol) Ltd	4386	180.00		1200/Replace Gate Lock
30/04/2018	Institute of Swiming	4387	830.00		Purchase Ledger Payment
30/04/2018	J P Lennard Ltd	4388	1,369.60		1201/Pool purchase for resale
30/04/2018	JTS Snack Foods	4389	70.47		1205/Bar stock
30/04/2018	RLSS UK Enterprises Ltd	4390	450.00		1208/Pool purchase- Awards
30/04/2018	Loomis UK Ltd	4391	455.30		1209/Contracted Monthly Charge
30/04/2018	Nisbets	4392	287.98		1206/Microwave
30/04/2018	National Security Group	4393	156.00		1227/Alarm Call out
30/04/2018	UK Paper Rolls	4394	11.34		1165/Supervisor Cards
30/04/2018	Red Dog Ltd	4395	134.54		1228/Smokedetector replacement
30/04/2018	South Gloucestershire Council	4396	3,606.00		1170/Payroll Services 2017/18
30/04/2018	ST JOHN AMBULANCE SUPPLIES	4397	112.70		1166/Heat Blanket
30/04/2018	Ernest S Till (South West) & c	4398	80.40		1230/investigate radiator
30/04/2018	Travis Perkins Trading Co Ltd	4399	161.93		1167/Maintenance Materials
30/04/2018	Virgin Media Payments Ltd	4400	59.99		1225/Monthly phone charge
30/04/2018	Viridor Waste Management Ltd	4401	730.08		1168/Refuse Disposal Mar
30/04/2018	WCS Group The H2O Experts	4402	657.90		1169/Install New Pump
30/04/2018	Water2Business	4403	86.09		1223/Water 29.09.17-06.04.18
Total Payments			118,625.17		

FEEDBACK: 08th May 2018 – 24th May 2018

PT18/1316/PNH - 85 Conygre Road Filton Bristol South Gloucestershire BS34

7DG - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5.0 metres, for which the maximum height would be 3.35 metres and for which the height of the eaves would be 2.5 metres – ***No Objection***

PT18/1650/PNH - 27 Conygre Road Filton Bristol South Gloucestershire BS34

7DB - The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.5 metres, for which the maximum height would be 4 metres, and for which the height of the eaves would be 2.5 metres. – ***No Objection***

PT18/1616/PNH - 117 Northville Road Filton Bristol South Gloucestershire BS7

0RJ - 0RJ - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5.95 metres, for which the maximum height would be 2.6 metres and for which the height of the eaves would be 2.6 metres. – ***No Objection***

PT18/1290/CLP - 1 Kenmore Drive Filton Bristol South Gloucestershire BS7 0TS -

Installation of hip to gable extension and rear dormer to facilitate loft conversion. – ***Approved with conditions***

PT18/0851/F - 17 Charlton Avenue Filton Bristol South Gloucestershire BS34

7QX - Erection of two storey side extension and single storey rear extension to form additional living accommodation. – ***Approved with conditions***

PT18/1597/F - 85 Gloucester Road North Filton Bristol South Gloucestershire

BS34 7PT - Erection of single storey rear extension to form additional living accommodation. – ***Approved with conditions***

PT18/0709/F - 23 Broncksea Road Filton Bristol South Gloucestershire BS7

0SE - Change of use from C1 (hotels and guesthouses) to C2 (residential institutions). As defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). – ***Approved with conditions***

SCHEDULE OF PLANNING APPLICATIONS MAY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3642	PT18/2002/F	7 Mackie Avenue Filton Bristol South Gloucestershire BS34 7NE - Erection of a single storey and two storey rear extension to form additional living accommodation.	23/05/2018	
F.3643	PT18/1999/F	27 Mayville Avenue Filton Bristol South Gloucestershire BS34 7AB - Demolition of existing rear porch. Erection of two storey side and rear extension with dormer window and single storey rear extension to form 3 no. flats with new vehicle access and associated works.	23/05/2018	
F.3644	PT18/2072/F	Land Adjacent To Conygre House Conygre Road Filton Bristol South Gloucestershire - Erection of 1no two storey building to form 8 no. flats with parking, landscaping and associated works.(Re submission of PT17/3482/F)	25/05/2018	
F.3645	PT18/1616/PNH	117 Northville Road Filton Bristol South Gloucestershire BS7 0RJ - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5.95 metres, for which the maximum height would be 2.6 metres and for which the height of the eaves would be 2.6 metres.	30/05/2018	
F.3646	PT18/2144/F	72 Eighth Avenue Filton Bristol South Gloucestershire BS7 0QT - Erection of two storey side extension to provide additional living accommodation (Resubmission of PT18/0718/F).	30/05/2018	
F.3647	PT18/2127/F	35 Hunters Way Filton South Gloucestershire BS34 7EP - Erection of single storey side and rear extensions to provide additional living accommodation. Side ramp to provide wheelchair access.	30/05/2018	
F.3648	PT18/2159/F	62 Braemar Avenue Filton Bristol South Gloucestershire BS7 0TQ - Erection of single storey rear extension to provide additional living accommodation. Erection of single storey side extension to facilitate a garage.	05/06/2018	
F.3649	PT18/1664/F	130 Northville Road Filton Bristol South Gloucestershire BS7 0RL - Erection of single storey rear extension (Retrospective)	05/06/2018	
F.3650	PT18/2249/F	590 Filton Avenue Horfield South Gloucestershire BS7 0QQ - Erection of front and side extension to existing detached garage to facilitate conversion of garage to one bed annexe ancillary to the main dwelling.	05/06/2018	

SCHEDULE OF PLANNING APPLICATIONS MAY 2018

F.3651	PT18/2236/RVC	East Works Site Gloucester Road North Filton Bristol South Gloucestershire - Variation of condition 5 attached to planning permission PT17/5682/RVC to substitute relevant approved drawings with those received by the Council on 11th and 18th May 2018.	11/06/2018	
F.3652	PT18/2274/RM	Former Filton Airfield Filton South Gloucestershire BS34 8QN Construction of primary access infrastructure (the 'U-Road') that facilitates a road link and associated pedestrian and cycle paths between the Brabazon and Blenheim roundabouts (Approval of reserved matters including access, appearance, landscaping, layout and scale to be read in conjunction with Outline Planning Permission PT14/3867/O)	11/06/2018	
F.3653	PT18/2047/F	Horseshoe Inn 133 Gloucester Road North Filton Bristol South Gloucestershire - Installation of rear dormer window and front skylight to facilitate loft conversion to form 2no additional guest bedrooms (Class C1) (Resubmission of PT18/0215/F).	22/06/2018	

PRESENT: Cllrs: D Collins (Chair), R Taylor (Vice Chair), A Doyle, K Briffett, A Kenyon, D. Layade, B Mead, A Tink, J Tucker, I Scott, E Seymour

ALSO PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs: A Monk

1665. ELECTION OF CHAIR: Cllr D Collins was nominated, seconded and elected unanimously.

1666. ELECTION OF VICE CHAIR: Cllr R Taylor was nominated, seconded and elected unanimously.

1667. APOLOGIES FOR ABSENCE: Apologies were noted.

1668. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1669. DECLARATIONS OF INTEREST: Cllr Tink declared a personal interest in SHE7, Cllr Briffett declared a personal interest in Conygre House.

1670. SUBMISSIONS FROM PUBLIC:

Richard Coulter (Filton Voice) asked the council for an update on the Community Association, The Town Clerk noted that the charity commission were still investigating and no response had been received from them yet. After a short discussion it was proposed that a public meeting be held to discuss the management of the association, this was seconded; an amendment was made to the proposal to invite the existing officers to the meeting. Councillors felt this had already been done with the mediation and there would be no benefit to it. The original proposal was put to the vote and **Agreed:** 9 in favour, 1 against and 1 abstention.

Action: Town Clerk

1671. TO APPROVE MINUTES OF THE MEETING HELD 24TH APRIL 2018: Were approved as an accurate record.

1672. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none.

1673. ANNUAL REPORT: The report was noted.

1674. TO APPROVE AND ADOPT;

Standing Orders: The Standing Orders were approved nem. con.

Financial Regulations: The Town Clerk advised Councillors that 5.5C had been amended to a figure of £100,000; the Financial Regulations were approved unanimously.

1675. REVIEW OF INVENTORY & LAND ASSETS: The document was noted, Cllrs asked if the Town Clerk could report back as to where the flower troughs were in Filton.

Action: Town Clerk

1676. CONFIRMATION OF INSURANCE ARRANGEMENTS: This document was noted.

1677. REVIEW OF COMPLAINTS PROCEDURE: This document was noted.

1678. GDPR: Councillors discussed the legislation that was coming in, it was suggested that councillors look at getting an ICO check individually.

Action: Town Clerk

1679. MEETING DATES: This document was noted.

1680. SUBMISSIONS FROM MEMBERS:

i) **Notice of Motion** – It was proposed and seconded to reinstate the planning committee as it was previously separate to full council meetings, this was agreed 9 in favour 1 against. The Councillors who will sit on the committee will be Cllrs; M Chaundry, E Seymour, J Tucker, K Briffett, and D Collins.

ii) **Notice of Motion** – It was proposed and seconded by Cllr Scott to reinstate the staffing committee, this was **Agreed:** unanimously. The Councillors who will sit on this group will be Cllrs; D Collins, R Taylor, B Mead, I Scott and A Doyle.

1681. APPOINTMENT OF COMMITTEE MEMBERS AND OUTSIDE BODIES:

i) **Finance & General Purposes Committee:** It was noted that staffing and planning needed to be removed from terms of reference to then read “Delegated power to make decisions on matters with particular reference to Finance, Town Council Assets and Capital Projects.

ii) **Representatives on outside bodies:** It was suggested that the document be updated and recirculated to Cllrs to review and pick which groups they would like to sit on, this would then be taking back to the June Full Council meeting.

Action: Town Clerk

1682. ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT: There were none.

1683. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Draft Minutes of Finance Committee held 08th May 2018** – Noted.

ii) **Four Towns Play Scheme** – The Town Clerk asked Councillors if they would be happy to pay for an alternative venue for the play scheme so they could accommodate children in Conygre for 2 weeks, this was **Agreed:** unanimously.

1684. OTHER REPORTS/CONSULTATIONS:

i) **Consultation Spreadsheet** – Councillors asked if the feedback had been sent regarding Breamar Avenue, It was **Agreed:** the Town Clerk check this and report back to the next meeting.

Action: Town Clerk

1685. PAYMENTS FOR INFORMATION – The documents were noted.

1663. PLANNING APPLICATIONS:

i) Feedback 08th May 2018 to date:

PT18/1316/PNH - 85 Conygre Road Filton Bristol South Gloucestershire BS34

7DG - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5.0 metres, for which the maximum height would be 3.35 metres and for which the height of the eaves would be 2.5 metres – **No Objection**

PT18/1650/PNH - 27 Conygre Road Filton Bristol South Gloucestershire BS34

7DB - The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.5 metres, for which the maximum height would be 4 metres, and for which the height of the eaves would be 2.5 metres. – **No Objection**

PT18/1616/PNH - 117 Northville Road Filton Bristol South Gloucestershire BS7

0RJ - 0RJ - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5.95 metres, for

which the maximum height would be 2.6 metres and for which the height of the eaves would be 2.6 metres. – ***No Objection***

PT18/1290/CLP - 1 Kenmore Drive Filton Bristol South Gloucestershire BS7 0TS - Installation of hip to gable extension and rear dormer to facilitate loft conversion. – ***Approved with conditions***

PT18/0851/F - 17 Charlton Avenue Filton Bristol South Gloucestershire BS34 7QX - Erection of two storey side extension and single storey rear extension to form additional living accommodation. – ***Approved with conditions***

PT18/1597/F - 85 Gloucester Road North Filton Bristol South Gloucestershire BS34 7PT - Erection of single storey rear extension to form additional living accommodation. – ***Approved with conditions***

PT18/0709/F - 23 Broncksea Road Filton Bristol South Gloucestershire BS7 0SE - Change of use from C1 (hotels and guesthouses) to C2 (residential institutions). As defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). – ***Approved with conditions***

ii) Current Planning Application: See Attached

The Chair closed the meeting at 9:20pm

PRESENT: Cllrs: D Collins (Chair), M Chaudhry, A Doyle, K Briffett, A Kenyon, B Mead, A Monk, I Scott, A Tink,

ALSO PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs: D Layade & R Taylor

NOT IN ATTENDANCE: Cllrs: E Seymour, J Tucker

1664. APOLOGIES FOR ABSENCE: Apologies were noted.

1665. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1666. DECLARATIONS OF INTEREST: There were none.

1667. PRESENTATION OF FINANCIAL STATEMENTS BY JAKE MEE:

The accountant stated that this had been a tough year for the council in terms of finances, he went on to state that there were a lot of mitigating factors that fed into the overspends and lack of target hitting for income. The Council had spent £50,000 out of reserves for the refurbishment of the pavilion and skittle alley, the pool had a lot of closures the second half of the year which caused refunds on swimming lessons and staff costs to increase. Councillors asked that the Leisure Centre Manager report back with how much pool closures had cost the council through the year. After a short discussion about a council tax increase next year, the Chair of Finance noted his thanks to Mr Mee for all his hard work over the last 5 years.

Action: Town Council Office

i) Statement of internal control: Points 1-8 agreed upon, point 9 N/A.

ii) Financial Statements: The financial statements were adopted and **Agreed:** unanimously.

iii) Annual Return: The 2017/18 annual return was adopted and **Agreed:** unanimously.

1668. SUBMISSIONS FROM PUBLIC:

i) Councillors – A resident reiterated his comments from the last meeting regarding councillors getting out into the community and making themselves know to Filton residents. A few councillors responded to note that they did get out into the community and do deal with a lot of resident issues that are sent to them.

ii) Filton Chest & Heart: questioned why councillors had not been supporting the coffee mornings and events held by the chest and heart committee, after a short discussion the Chair asked that thanks were noted to all involved in the Filton Chest and Heart for their continued work raising funds to provide lifesaving equipment to local organisations and businesses.

iii) Rubbish in Filton: A resident raised concern again about the rubbish accumulating in the gardens of Filton properties, South Gloucestershire Councillors Ian Scott & Adam Monk asked the resident to email a list of the addresses and they would look into it.

iv) Community Centre: the question was raised regarding a decision that had been made on the public meeting, after a long discussion on the structure of the meeting and what to include on the agenda it was proposed, seconded and Agreed: unanimously to hold the public meeting on Tuesday 28th August from 7pm in the Badminton Hall, councillors asked that the community centre trustees are invited as well as MP Jack Loppresti and the Charity Commission.

Action: Town Council Office

1669. TO APPROVE MINUTES OF THE MEETING HELD 29th MAY 2018: Were approved as an accurate record.

1670. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: It was noted that M Chaudhry was present at this meeting.

1671. FILTON BEAT TEAM: The Beat Team provided crime statistics in Filton for the last two months, it was noted there had been an increase in moped thefts and distraction burglaries within South Gloucestershire, PSCO Georgia Bush gave crime prevention advice and offered to attend any addresses residents felt were vulnerable.

Cllr Monk left the meeting at 9.00pm

1672. SOUTH GLOUCESTERSHIRE REPORTS:

- i) Cllr R Hutchinson – Noted.
- ii) Cllr A Monk – Noted.
- iii) Cllr I Scott – Noted.

1673. SUBMISSIONS FROM MEMBERS: A Councillor asked if the office could look into obtaining a grant for wind power of solar power in Filton, it was **Agreed:** to put this as an agenda item for the next meeting.

Action: Town Council Office

1674. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

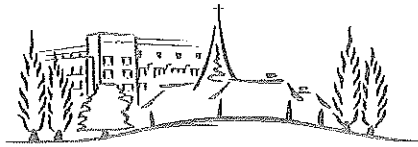
- i) Draft Minutes of Finance Committee held 12th June 2018 – Noted.
- ii) Draft Minutes of Planning Committee held 19th June 2018 – Noted.

1675. OTHER REPORTS/CONSULTATIONS:

- i) Consultation Spreadsheet – Noted.
- ii) Filton Community Plan (Minutes from Health & Wellbeing Meeting) – The minutes from the health and wellbeing meeting were noted. It was suggested that all the leads report back to the next meeting on how they are getting on.

1676. PAYMENTS FOR INFORMATION – Noted.

The Chair closed the meeting at 9:20pm



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

20th June 2018

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 26th June 2018 at 7.30pm in Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben,
Town Clerk.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 50 (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Presentation of Financial Statements by Jake Mee, Accounting Solutions
 - i) Statement of Internal Control (page 3)
 - ii) Financial Statements (enclosed)
 - iii) Annual Return (pages 1-6)
5. 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*
6. To approve the minutes of the meeting held 29th May 2018 – (pages 7-11)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team
9. South Gloucestershire Reports:
 - i) Cllr R Hutchinson – (pages 12-14)
 - ii) Cllr A Monk – (page 15)
 - iii) Cllr I Scott – (page 16)
10. Submission from members
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee held 10th April 2018 for information only – (page 17)
 - ii) Draft Minutes of Planning Committee held 19th June 2018 (pages 18-19)
12. Other Reports/Consultations:
 - i) Consultation spreadsheet – (to be tabled)
 - ii) Filton Community Plan – Notes from Health and Wellbeing Meeting (pages 21-24)
12. Payments for information (May/June) – (pages 25-27)

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

FILTON TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/06/18

Name of person who carried out the internal audit

E. M. GRIFFITHS

J. Lawson

Signature of person who carried out the internal audit

E. M. Griffiths

Date 20/06/18

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

FILTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2017/18 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	62,475	142,645	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	631,173	646,151	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	645,998	592,485	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	-738,528	781,723	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	-15,928	-15,933	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	-442,545	-499,039	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	142,645	84,586	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	233,424	202,776	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,981,095	2,988,098	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	76,334	63,987	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SA Alenka
29/06/18

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

FILTON TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

PRESENT: Cllrs: D Collins (Chair), R Taylor (Vice Chair), A Doyle, K Briffett, A Kenyon, D. Layade, B Mead, A Tink, J Tucker, I Scott, E Seymour

ALSO PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs: A Monk

1665. ELECTION OF CHAIR: Cllr D Collins was nominated, seconded and elected unanimously.

1666. ELECTION OF VICE CHAIR: Cllr R Taylor was nominated, seconded and elected unanimously.

1667. APOLOGIES FOR ABSENCE: Apologies were noted.

1668. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1669. DECLARATIONS OF INTEREST: Cllr Tink declared a personal interest in SHE7, Cllr Briffett declared a personal interest in Conygre House.

1670. SUBMISSIONS FROM PUBLIC:

Richard Coulter (Filton Voice) asked the council for an update on the Community Association, The Town Clerk noted that the charity commission were still investigating and no response had been received from them yet. After a short discussion it was proposed that a public meeting be held to discuss the management of the association, this was seconded; an amendment was made to the proposal to invite the existing officers to the meeting. Councillors felt this had already been done with the mediation and there would be no benefit to it. The original proposal was put to the vote and **Agreed:** 9 in favour, 1 against and 1 abstention.

Action: Town Clerk

1671. TO APPROVE MINUTES OF THE MEETING HELD 24TH APRIL 2018: Were approved as an accurate record.

1672. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none.

1673. ANNUAL REPORT: The report was noted.

1674. TO APPROVE AND ADOPT;

Standing Orders: The Standing Orders were approved nem. con.

Financial Regulations: The Town Clerk advised Councillors that 5.5C had been amended to a figure of £100,000; the Financial Regulations were approved unanimously.

1675. REVIEW OF INVENTORY & LAND ASSETS: The document was noted, Cllrs asked if the Town Clerk could report back as to where the flower troughs were in Filton.

Action: Town Clerk

1676. CONFIRMATION OF INSURANCE ARRANGEMENTS: This document was noted.

1677. REVIEW OF COMPLAINTS PROCEDURE: This document was noted.

1678. GDPR: Councillors discussed the legislation that was coming in, it was suggested that councillors look at getting an ICO check individually.

Action: Town Clerk

1679. MEETING DATES: This document was noted.

1680. SUBMISSIONS FROM MEMBERS:

i) **Notice of Motion** – It was proposed and seconded to reinstate the planning committee as it was previously separate to full council meetings, this was agreed 9 in favour 1 against. The Councillors who will sit on the committee will be Cllrs; M Chaundry, E Seymour, J Tucker, K Briffett, and D Collins.

ii) **Notice of Motion** – It was proposed and seconded by Cllr Scott to reinstate the staffing committee, this was **Agreed:** unanimously. The Councillors who will sit on this group will be Cllrs; D Collins, R Taylor, B Mead, I Scott and A Doyle.

1681. APPOINTMENT OF COMMITTEE MEMBERS AND OUTSIDE BODIES:

i) **Finance & General Purposes Committee:** It was noted that staffing and planning needed to be removed from terms of reference to then read “Delegated power to make decisions on matters with particular reference to Finance, Town Council Assets and Capital Projects.

ii) **Representatives on outside bodies:** It was suggested that the document be updated and recirculated to Cllrs to review and pick which groups they would like to sit on, this would then be taking back to the June Full Council meeting.

Action: Town Clerk

1682. ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT: There were none.

1683. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Draft Minutes of Finance Committee held 08th May 2018** – Noted.

ii) **Four Towns Play Scheme** – The Town Clerk asked Councillors if they would be happy to pay for an alternative venue for the play scheme so they could accommodate children in Conygre for 2 weeks, this was **Agreed:** unanimously.

1684. OTHER REPORTS/CONSULTATIONS:

i) **Consultation Spreadsheet** – Councillors asked if the feedback had been sent regarding Breamar Avenue, It was **Agreed:** the Town Clerk check this and report back to the next meeting.

Action: Town Clerk

1685. PAYMENTS FOR INFORMATION – The documents were noted.

1663. PLANNING APPLICATIONS:

i) Feedback 08th May 2018 to date:

PT18/1316/PNH - 85 Conygre Road Filton Bristol South Gloucestershire BS34

7DG - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5.0 metres, for which the maximum height would be 3.35 metres and for which the height of the eaves would be 2.5 metres – **No Objection**

PT18/1650/PNH - 27 Conygre Road Filton Bristol South Gloucestershire BS34

7DB - The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.5 metres, for which the maximum height would be 4 metres, and for which the height of the eaves would be 2.5 metres. – **No Objection**

PT18/1616/PNH - 117 Northville Road Filton Bristol South Gloucestershire BS7

0RJ - 0RJ - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5.95 metres, for

which the maximum height would be 2.6 metres and for which the height of the eaves would be 2.6 metres. – **No Objection**

PT18/1290/CLP - 1 Kenmore Drive Filton Bristol South Gloucestershire BS7 0TS - Installation of hip to gable extension and rear dormer to facilitate loft conversion. – **Approved with conditions**

PT18/0851/F - 17 Charlton Avenue Filton Bristol South Gloucestershire BS34 7QX - Erection of two storey side extension and single storey rear extension to form additional living accommodation. – **Approved with conditions**

PT18/1597/F - 85 Gloucester Road North Filton Bristol South Gloucestershire BS34 7PT - Erection of single storey rear extension to form additional living accommodation. – **Approved with conditions**

PT18/0709/F - 23 Broncksea Road Filton Bristol South Gloucestershire BS7 0SE - Change of use from C1 (hotels and guesthouses) to C2 (residential institutions). As defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). – **Approved with conditions**

ii) Current Planning Application: See Attached

The Chair closed the meeting at 9:20pm

SCHEDULE OF PLANNING APPLICATIONS MAY 2018

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3641	PT18/2002/F	7 Mackie Avenue Filton Bristol South Gloucestershire BS34 7NE - Erection of a single storey and two storey rear extension to form additional living accommodation.	23/05/2018	Expired
F.3642	PT18/1999/F	27 Mayville Avenue Filton Bristol South Gloucestershire BS34 7AB - Demolition of existing rear porch. Erection of two storey side and rear extension with dormer window and single storey rear extension to form 3 no. flats with new vehicle access and associated works.	23/05/2018	Expired
F.3643	PT18/2072/F	Land Adjacent To Conygre House Conygre Road Filton Bristol South Gloucestershire - Erection of 1no two storey building to form 8 no. flats with parking, landscaping and associated works.(Re submission of PT17/3482/F)	25/05/2018	Expired
F.3644	PT18/1616/PNH	117 Northville Road Filton Bristol South Gloucestershire BS7 0RJ - Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 5.95 metres, for which the maximum height would be 2.6 metres and for which the height of the eaves would be 2.6 metres.	30/05/2018	Expired
F.3645	PT18/2144/F	72 Eighth Avenue Filton Bristol South Gloucestershire BS7 0QT - Erection of two storey side extension to provide additional living accommodation (Resubmission of PT18/0718/F).	30/05/2018	Objection, agree with transport officers comments.
F.3646	PT18/2127/F	35 Hunters Way Filton South Gloucestershire BS34 7EP - Erection of single storey side and rear extensions to provide additional living accommodation. Side ramp to provide wheelchair access.	30/05/2018	Object on concerns with transport
F.3647	PT18/2159/F	62 Braemar Avenue Filton Bristol South Gloucestershire BS7 0TQ - Erection of single storey rear extension to provide additional living accommodation. Erection of single storey side extension to facilitate a garage.	05/06/2018	No Objections
F.3648	PT18/1664/F	130 Northville Road Filton Bristol South Gloucestershire BS7 0RL - Erection of single storey rear extension (Retrospective)	05/06/2018	No Objections
F.3649	PT18/2249/F	590 Filton Avenue Horfield South Gloucestershire BS7 0QQ - Erection of front and side extension to existing detached garage to facilitate conversion of garage to one bed annexe ancillary to the main dwelling.	05/06/2018	Concerns over parking

SCHEDULE OF PLANNING APPLICATIONS MAY 2018

F.3650	PT18/2236/RVC	East Works Site Gloucester Road North Filton Bristol South Gloucestershire - Variation of condition 5 attached to planning permission PT17/5682/RVC to substitute relevant approved drawings with those received by the Council on 11th and 18th May 2018.	11/06/2018	No Objections
F.3651	PT18/2274/RM	Former Filton Airfield Filton South Gloucestershire BS34 8QN Construction of primary access infrastructure (the 'U-Road') that facilitates a road link and associated pedestrian and cycle paths between the Brabazon and Blenheim roundabouts (Approval of reserved matters including access, appearance, landscaping, layout and scale to be read in conjunction with Outline Planning Permission PT14/3867/O)	11/06/2018	No Objections
F.3652	PT18/2047/F	Horseshoe Inn 133 Gloucester Road North Filton Bristol South Gloucestershire - Installation of rear dormer window and front skylight to facilitate loft conversion to form 2no additional guest bedrooms (Class C1) (Resubmission of PT18/0215/F).	22/06/2018	No Objections

Cllr Roger Hutchinson - report to Filton Town Council meeting on Tuesday 26th June 2018

Privately rented Houses In February I reported that a Scrutiny task and finish group has been proposed to invest the possibility of licensing privately rented properties. We have recently taken an opportunity to meet with officers to discuss the value of such a scheme in relation to current laws and the methods available through our department in South Gloucestershire. A number of issues have arisen one of which is that we are employing some new regulations successfully in respect of empty homes and I would welcome any reports of homes that have been standing empty for a long period of time. A further piece of information was forthcoming in relation to the forthcoming licensing of HMO's which hadn't been clear. This is that the reference to all HMOs is actually all HMOs with 5 or more residents from more than one families, which actually reduces the number that will be licensed but also makes it easier and quicker for that licensing to take place.

Pending Issues affecting Filton: there are 2 issues pending that will undoubtedly have an effect on Filton that are going to be decided upon in the next few weeks and almost certainly before the July meeting.

The Arena Clearly it is expected that a decision is going to be made shortly on the proposed site of the arena and it could well be that the Brabazon Hangar, which is just inside the Bristol Boundary next to Filton Airfield could be the site chosen by the Bristol Mayor, Merlin Rees.

So is this good news or bad news for Filton? There are bound to be arguments on both sides and in my view not a clear for or against, although I don't believe that I should sit on the fence on this so I will say firstly that I would come down in favour of the Brab. on balance.

My major concern in taking that view is that of transport and the use of cars to attend the events, but at the same time, whilst there are public transport links to the proposal in the centre of Bristol I don't believe that parking is sufficient there unless some serious attention is given to subsidised fares or high charges for parking. As far as the Filton option is concerned there would be ample parking and our challenge would be to encourage people by the provision of good public transport at an affordable price to leave their cars at home or at park and ride sites.

This would have to be a real opportunity to move forward to the completion of the Henbury Loop from the currently planned Henbury Spur and hopefully deal with the funding need to deal with the issue of by-passing the level crossing at the entrance to the Port which is a major obstacle.

Clearly there will be a need to make as much use as possible of the facility which would be helpful if public transport is to be commercial and sustainable and possibly run through areas that are not currently served by buses, but also the large events will take place on evenings and weekends avoiding our rush hours and there not be the issue on our roads that it could be at other times.

I am sure that whilst infrastructure would be a challenge for our local authorities and the developers, it is a challenge that could involve use of new transport options and technologies, and a good new station right beside the Brab. Hangar serving the venue and the new development as well as Filton and surrounding areas , with a stop for Metrobus and local buses and other route options.

The second decision that is imminent is the decision of the Secretary of State on the **Mall Extension**, which is approved could extend the amount of retail, but also increase the leisure and recreation opportunities available at the Mall with the centre opening later for restaurants, bars etc. and no doubt being complementary to the Arena and the Aviation Museum improving the economic base of the area, including hotels and guest house for people making a weekend or longer visiting South Glos. and Bristol.

Community Engagement Forum

I wasn't able to attend the recent Community Engagement Forum but I did submit a written report which referred to work that i was doing to assist residents in Filton Avenue and Mortimer Road with a gating scheme and clearance of a mass of tipping in the lane behind their homes.

Further issues surrounding the No Entry sign at the entrance of Kenmore Drive which only operates on certain parts of the day.

Road Re-surfacing - just to report that there has been quite a lot of re-surfacing in Filton recently even though some of it has been parts of roads and not the whole which is the way that the council does things these days!

Since the May meeting I have attended the following:

Wednesday 30th May - I attended a briefing with officers on licensing and then a meeting on the Scrutiny Task and Finish Group on the setting up of a Housing Company
Yate

Thursday 31st May - I attended a meeting of opposition spokes with the Executive Members for Environment and Community Services
Yate

Friday 1st June - I attended a meeting of DC West Sites Inspection Panel
Thornbury

Saturday 2nd June - I attended our regular weekly surgery
Filton

Saturday 10th June - I attended our regular weekly surgery
Filton

Thursday 14th June - I attended a meeting of DC West
Thornbury

Saturday 16th June - I attended our regular weekly surgery
Filton

Between today 20th June and the Council Meeting I expect to attend the following:

Friday 22nd June - The Annual Tour of DC Members to visit good and bad sites built in the past 12 months.
South Glos

Saturday 23rd June - our regular weekly surgery
Filton

Monday 25th June - Meeting of the Housing Company T and F Group
Kingswood

Cllr Roger M Hutchinson
Labour Lead Member for Planning and Communities.
Wednesday 20th June 2018

Email: roger.hutchinson@southglos.gov.uk

Tel: 07875 158423

to see back copies of these reports please go to my blog: rmhutchinson.com

I can also be found on Facebook Roger Hutchinson and Twitter @rogerhutch

Report for Filton Town Council June 2018.

As previously reported I am involved with the Task & Finish group looking at educational attainment in key stage 4 & 5. This group is nearing completion and is scheduled to interview the CEO's of the Multi Academy Trusts on June 29th and then report into the Cabinet meeting on July 2nd.

In the AGM of South Glos there were a number changes to Executive Members and a new Leader of the Council was elected.

Two of the council's four chief officers have left the council in the last few weeks and new appointments have been made. This will create a lot of change within the council.

A change of policy in terms of planning has been tabled and subsequently withdrawn due to the strength of feeling amongst councillors that no one had been consulted and the proposals removed most local member involvement and the same for town & parish councils.

In essence the proposals merged the current geographical committees and meaning fewer councillors involved. The rules for referring applications to public committees were arduous. Another element of the proposals where that Town & Parish Council representatives couldn't speak on site visits.

Councillor Adam Monk



Cllr Ian Scott Filton Town Council Report June 2018

Filton Arena?

It looks increasingly likely that Bristol City Council will choose the Brabazon Hanger inside the Bristol Boundary for a new Arena.

KPMG claim a Filton arena would require less public funding, could attract more visitors and produce more jobs.

With the redevelopment of the former Filton Airfield site we already know that a new train station is needed at Filton North on the airfield site and passenger train services will need to be introduced on a loop to connect Filton with Temple Meads and Avonmouth.

Without new train services and bus services on Filton Avenue (north side) Filton will see further congestion and air pollution.

What do you think ? please email me your views to ian.scott@southglos.gov.uk

Filton Roundabout!

On 30 May 2018 I emailed the Conservative South Gloucestershire Council Cabinet Member for Transport on 2 transport issues relating to Filton Roundabout following the Filton Town Council Annual Assembly.

1. that yellow boxes and the traffic light system on Filton roundabout were causing danger as cars queued on the roundabout.
2. that Concorde Lodge residents stated they wanted a pedestrian crossing across Filton roundabout.

I am still awaiting a response to these points.

Cllr Ian Scott report to Filton Town Council – For more information email:
ian.scott@southglos.gov.uk

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE (and Planning)** held on Tuesday 12th June 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), B Mead (Vice Chair), K. Briffett, D. Collins, A. Doyle, A. Kenyon, D. Layade, A. Monk, E. Seymour, A Tink

ALSO PRESENT: N. Gould (Town Council Support Officer - Minutes)

APOLOGIES: Cllrs: - M. Chaudhry R. Taylor, J. Tucker

1380. APOLOGIES FOR ABSENCE: There were no apologies received but Cllrs; Chaudhry, Taylor and Tucker were not present.

1381. DECLARATION OF INTEREST: Cllr Kenyon declared a personal interest in the Twinning Association and Cllr Scott declared a personal interest in the Football Association.

1382. MINUTES: The minutes of the meeting held Tuesday 08th May 2018 were approved as an accurate record.

1383. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1384. PUBLIC QUESTIONS: None received.

1385. MANAGERS' REPORTS:

i) Grounds and Maintenance Manager's Report – Noted.

ii) Bar Manger's Report – Cllrs discussed the skittle alley, it was noted that the skittle teams may not be interested in the alley because of the position of the new doors, after a short discussion a motion was **Agreed:** unanimously; to instruct the Clerk to contact a few different skittle teams, assess the problem with the doors, and ascertain whether if the problem is fixed the teams will use the alley, an update to be bought back to the next Finance Meeting.

Action: Town Clerk

iii) Leisure Centre Manager's Report – A Councillor asked if more detail could be given about the meeting with Rovers Football Club.

1386. BUDGET REPORT AND INCOME AND EXPENDITURE REPORTS:

- 4040-104 (Equipment & Small Tools) – Why is this budget 98.1% in month 1?
- 1001- 901 (Rent Received) – Councillors asked if the Community Association had been sent their annual invoice?

1387. BALANCE SHEET: Councillors asked what 389 (Deferred Grants Unapplied) was being spent on, The Town Clerk confirmed that the money had been allocated against a project.

1388. GRANT APPLICATIONS: See attached schedule.

Cllrs Monk, Scott, Mead and Tink leave the meeting at 7.55pm

1389. PLANNING APPLICATIONS: Meeting not quorate so deferred to next meeting.

FEEDBACK: Meeting not quorate so deferred to next meeting

The Chair closed the meeting at 8.00pm

Present: Cllrs: K Briffett (Chair), D Collins, E Seymour
Also Present: L Reuben (Town Clerk), N Gould (Town Council Support Officer)
Apologies: Cllrs: - J Tucker
Non Attendees: Cllrs: - M Chaudhry

- 476. ELECTION OF CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr Briffett was nominated, seconded and agreed unopposed.
- 477. ELECTION OF VICE CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE:** It was agreed to defer this to the next meeting when more councillors were in attendance.
- 478. APPOLOGIES FOR ABSENCE:** Cllr Tuckers apologies were noted.
- 479. DECLARATIONS OF INTEREST:** There were none.
- 480. PLANNING IN PRINCIPLE:** The document was noted.
- 481. MINUTES:** There were none.
- 482. MATTERS ARISING:** There were none.
- 483. FEEDBACK: 08th June – 14th June (for noting)**

F.3639 (PT18/1853/PNH) - 54 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ, Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 8 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 4 metres. - **No objection**

F. 3638 (PT18/1745/F) - 26 Gloucester Road North Filton Bristol South Gloucestershire BS7 0SJ - Change of use from mixed retail and residential (sui generis) to separate retail unit (Class A1) and residential unit (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (As Amended). - **Approve with conditions**

F. 3641 (PT18/1847/F) - Whittle House Rolls Royce Site Gloucester Road North Filton South Gloucestershire - Installation of Emergency Generator - **Approve with conditions**

F.3637 (PT18/1581/F) 58 Conygre Road Filton Bristol South Gloucestershire BS34 7DB - Erection of single storey rear and side extension to form annex ancillary to main dwelling - **Approve with Conditions.**

F.3617 (PT18/0497/RVC) Airbus Uk Golf Course Lane Filton South Gloucestershire BS34 7QQ - Variation of condition 2 attached to planning permission PT16/0328/F to now read The development hereby permitted shall be removed and the land restored to its former condition and function (including a car park of 100no.spaces) within 4 years from its implementation date of 8th August 2016. For the avoidance of doubt, this also includes the removal of the 23no. temporary parking spaces created to the south of Building 07M - **Approve with Conditions**

484. PLANNING APPLICATIONS – see schedule below;

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3653	PT18/2343/F 628	628 Southmead Road Filton Bristol South Gloucestershire BS34 7RF - Erection of single storey side extension to form residential annexe.	19 th June 18	No Objection as long there is adequate provision for parking

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3654	PT18/2362/CLP	105 Mortimer Road Filton Bristol South Gloucestershire BS34 7LH - Erection of single storey rear extension and installation of rear dormer to facilitate loft conversion.	21 st Jun 18	Object! The application is over intensive and there will not be enough space for parking. The Council is also querying future use; it looks like this will be turned into a HMO.
F.3655	PT18/2546/PNH	46 Branksome Drive Filton Bristol South Gloucestershire BS34 7EF - The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4 metres, for which the maximum height would be 2.3 metres, and for which the height of the eaves would be 2.2 metres.	21 st Jun 18	No Objection
F.3656	PT18/0986/F	Land At Gipsy Patch Lane Little Stoke Bristol South Gloucestershire BS34 8LU - Demolition and construction of new railway bridge to provide widened carriageway, footways and cycle lanes at Gipsy Patch Lane and works to lower the highway beneath.	25 th Jun 18	Consultation no longer available for comment
F.3657	PT18/2612/F	46 Tenth Avenue Filton Bristol South Gloucestershire BS7 0QL - Erection of a first floor side extension to form additional living accommodation.	28-06-2018	No Objection as long as adequate parking has been planned for.
F.3658	PT18/2664/CLP	8 Kenmore Crescent Filton Bristol South Gloucestershire BS7 0TN - Installation of rear dormer to facilitate loft conversion. (Certificate of lawfulness)	29-06-2018	Object, the council supports the neighbours comments, the roof of the dormer should be below the height of the ridge, not in line with it. The patio doors should be replaced with a dormer window.
F.3659	PT18/2681/CLE	54 Cropthorne Road Filton Bristol South Gloucestershire BS7 0PT - Continued use as self-contained bungalow (Class C3). (Certificate of lawfulness)	02-07-2018	Councillors are going to carry out a site visit and report back to the office with their comments.

There being no further business, the meeting closed at 7:15pm

Filton Community Plan Health and Wellbeing Group Plan

Background Documents – Held by Filton Town Council

Filton Community Plan Copy of Filton Activity Database Excel –

Filton Community Plan Health and Well Being Priority Neighbourhood Health Indicator Profile 2017

Filton Community Plan Health and Wellbeing Group Filton Ward Profile

Filton Community Plan Survey – Health and Wellbeing elements

Filton Community Plan Survey – Health and Wellbeing Qualitative elements

South Gloucestershire Council Strategic Transport team have provided a list of public transport services to local health services

Issue	Objective	Current Provision/Activity
Services for Young Mums	Improve services for Young Mums	Current Services in Filton CYP – Breastfeeding rates in Filton are good. Barnardos are commissioned to run a service in Patchway. Hoping to develop this in Kingswood to, and add a focus for young Mums on a 121 basis CYP – Family Nurse Partnership, provided by Sirona with a focus on young mums. Public health, (katie Hall) provide support around smoking cessation CYP _ National Child Measurement Programme 3 visits under 5. Targeting PNs CYP – Home Safety equipment scheme – means tested grants CYP – Active Play voucher scheme at leisure centres. Health visitors offer support and advice to new parents https://www.sirona-cic.org.uk/services/health-visiting/ Contact: South Gloucestershire Council 01454 868686 Filton Children’s Centre offers a range of supports and groups http://www.southglos.gov.uk/ccentres/filton-childrens-centre/ VCSE Organisation operating across South Glos. 1. Mother for Mothers https://www.mothersformothers.co.uk/ Bluebells http://www.bluebellcare.org/
Services at Filton Clinic	Increasing services at Filton Clinic	Filton Clinic Shields Avenue, Filton , Bristol, Avon, BS7 0RR • District Nurses • Podiatry Clinics • Continence Clinics • Midwifery • Health Visitors Will need to feed into the commissioning requirements of the CCG as they will re commission community services from 2020. Talking therapies – venues to be reviewed – Could Filton Clinic be used.
Transport	Improve	South Gloucestershire Council Strategic Transport team have provided a list of public

to Health Services	Transport Services to Health Services	transport services to local health services available from Filton Town Council. Wheels to Work Scheme can provide free bus tickets for some learners to access free courses with South Gloucestershire Community Learning. Contact 01454868686
Obesity	IMPROVE KNOWLEDGE IN SCHOOLS e.g. nutrition and activities available in Filton	Current Activity Schools already work hard to deliver a curriculum, for example one of the Filton Schools has free after school sports clubs and cover healthy eating in PHSE lessons. the children have PE lessons every week and run a sports week in July KS1 children have free fruit at break time, the children can also buy fruit at break time. encourage parents to give the children healthy lunch boxes. Send national publications we email/send these out to parents. South Gloucestershire Community Learning Team (01454 868686) provide free workshops and courses for school focusing on Health Eating on a budget. Parents and children work together in these workshops. Off the Record offer a range of support to CYP 11-25 including outreach in local secondary schools http://www.otrbristol.org.uk/ The Mind You website offer a range of local and national information about Children and young people's mental health. http://sites.southglos.gov.uk/mind-you/
What sport and exercise activities are in Filton	List and Promote activities – raise awareness	Filton Town Council Activities • Swimming • Swimfit • Aquafit • Swimming lessons (child or adult) • Dinki Dolphins (baby swim) • Badminton • Fitness classes • Yoga • 5 a side football • Netball • Snooker • Zumba • Skittles • BMX/Skate park • Outdoor gym • Bootcamp • Tennis • Petanque • Sports pitches For Sportspound Activities See http://sites.southglos.gov.uk/sportspound/activities/
Lack of available	Improve availability	GP practices

Gp appointments	of gps appointments extending appointment hours	How is your Practice improving waiting times for Patients now? <i>GPs serving Filton residents in Filton regularly meet as a cluster to work together and learn from best practice.</i> <i>GPs have invested in reception staff to ensure as many phone calls are answered as possible. Patients with urgent needs are then triaged to enable appropriate appointments to be made. Some will receive a call from a GP and will receive phone advice or be invited to an appointment by the GP, Some will be given appointments based on their need and urgency and others will be given appointments on a first come first served basis but if there are not enough available appointments patients will need to call back the next day. Where it has not been possible to give patients an appointment within a reasonable time their calls are coded and are phoned back if assessed as necessary.</i> <i>GPs appointments allocations are not only affected by total volume of patients on books which is used by the NHS to calculate payments to GPs but also how often a patient attends a GP or requires a home visit. If these figures are higher than average then the current payment calculations do not take account of this and this put pressure on GP practices. Additionally, there has been general upward trend in consultation demand – up 15% (face to face 13%, telephone consultations 63%) between 10/11 and 14/15, with GP workforce only growing by 4.75% in the same period. Funding fell from 8.3% of NHS budget to 7.9% in that time (Kings Fund Report into pressures on general practice). GPs are trying to manage more complex and intense medical needs of an ageing population with more complex problems. Pressure is also caused by initiatives to move work from secondary to primary care and rising patient expectations. This situation is likely to get worse as there is a growing elderly population and the need for home visits is likely to increase putting more pressure on GP practices as well as a growing local population around Filton Airfield.</i> <i>Minor injuries can be dealt with at local GP practices.</i> How do you think your Practice will be able to improve waiting times over the next 5 years? Conygre Medical Centre will be extended hours appointments with a range of clinicians between 7.30 – 8am on Wednesdays. Northville Family Practice on Filton Avenue opens until 8pm Monday-Wednesday and occasionally on Sundays.
Domestic Abuse Services in Filton	Provide Domestic Abuse Services in Filton	South Glos commissioned services http://www.nextlinkhousing.co.uk/southglos/services-we-offer/ All services are accessed by one telephone number: 0800 4700 280
Isolation	Reduce Isolation	Merlin Well Being College Wellbeing College

		The Wellbeing College offers a range of health and wellbeing courses, activities, drop-in sessions, and holistic therapies which are free of charge for people who live or work in South Gloucestershire. These are delivered at a range of venues across South Gloucestershire with the Wellbeing College HQ based at Church View, Filton, BS34 7BT. Please visit our website, send us an email, or telephone us to discuss how we can support you. Website: www.sgwellbeingcollege.org Email: info@sgwellbeingcollege.org Telephone: 01454 821856 South Gloucestershire Community Connectors Programme offer brief one to one support to individuals to help them access support in their local community. https://www.curo-group.co.uk/independent-lives/whats-on-in-your-community/south-glos-community-connectors/
Mental Health	Increase Mental Health and Wellbeing Services	Merlin Well Being College Church View, Filton, Bristol BS34 7BT - 01454 821856 for further details Network Counselling & Training Ltd Elm Park, Filton, Bristol BS34 7PS To arrange an appointment: Tel: 0117 9507271 Email: info@network.org.uk For more information: www.network.org.uk Provides Counselling Service and training Courses in Listening Skills, Counselling, Wellbeing Practices and CPD For further details see Appendix 2 attached. South Gloucestershire Community Learning provide free Wellbeing, Employability, Computer and English and Maths Courses. We can also work in partnership with other organisation to deliver bespoke courses for clients e.g. we recently delivered a Supporting Your Child With Additional Educational Needs for a charity supporting parents Off the Record offer a range of support to CYP 11-25 including outreach in local secondary schools http://www.otrbristol.org.uk/

At : 12:03

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/05/2018	Water2Business	DD01	1,358.68		1118/Water 01.02.18-05.03.18
03/05/2018	Virgin Mobile - DD	DD02	20.65		1136/Telephone monthly charge
03/05/2018	TV Licenising	DD03	147.00		Purchase Ledger Payment
03/05/2018	Water 2 Business	CNXL- DD01	-1,358.68		Water 2 Business
03/05/2018	Virgin Medai - DD	CNXL-DD02	-20.65		Virgin Medai - DD
03/05/2018	TV Licensing	CNXL-DD03	-147.00		TV Licensing
01/05/2018	BT - DD	DDR2	194.95		1176/Monthly charge
02/05/2018	Virgin Mobile - DD	DDR3	23.65		1218/Monthly telephone charge
03/05/2018	Foxstead Ltd	DDR4	1,136.08		1171/Bar Stock
04/05/2018	ICO Subs 2018-19	DDR	35.00		ICO Subs 2018-19
10/05/2018	Bristol & Avon Stocktakers	4410	100.00		1238/Bar stocktake @ 13.04.18
10/05/2018	Capital Cleaning (Kent) Ltd	4411	26.36		1062/Janitorial Supplies Credi
10/05/2018	Express Cleaning Supplies	4412	347.68		1241/Cleaning supplies
10/05/2018	Instyle Marketing Services	4413	70.50		1240/A3 Print outs - Festival
10/05/2018	J P Lennard Ltd	4414	140.63		1248/Pool stock
10/05/2018	JTS Snack Foods	4415	392.59		1234/Bar stock
10/05/2018	Office Watercoolers SW Ltd	4416	81.70		1242/Monthly Charge
10/05/2018	Office Furniture Online	4417	124.80		1255/Lever operator chairs
10/05/2018	Purity Brewing Co Ltd	4418	93.54		1250/Bar stock
10/05/2018	Screwfix	4419	305.40		1260/Heavy duty hooks
10/05/2018	South Gloucestershire Council	4420	8,400.00		1252/HR Support 2018/19
10/05/2018	Swimrite Supplies Ltd	4421	283.14		1254/Pool stock for resale
10/05/2018	Tailor Made Office Supplies Lt	4422	250.39		1239/Stationery items & paper
10/05/2018	Ernest S Till (South West) & c	4423	232.13		1259/Repair Leaking boiler pipe
10/05/2018	Travis Perkins Trading Co Ltd	4424	80.29		1262/Building materials
10/05/2018	Viridor Waste Management Ltd	4425	607.44		1263/Mixed & Commercial waste
10/05/2018	Wickwar Brewing Co	4426	79.20		1237/Bar stock
10/05/2018	Cancel CHQ 4412	CNXL004412	347.68		Cancel CHQ 4412
10/05/2018	Reverse CHQ4412	REV4412	-347.68		Reverse CHQ4412
10/05/2018	Reverse CHQ 4412	REVCHQ4412	347.68		Reverse CHQ 4412
10/05/2018	Reverse Screwfix Cheque	004413CANX	-305.40		Reverse Screwfix Cheque
10/05/2018	Cancel Express Cleaning Chq	004406CNX	-347.68		Cancel Express Cleaning Chq
10/05/2018	Zen Internet Ltd - DD	DDR5	25.52		1224/IT Maintenance Charge
10/05/2018	Foxstead Ltd	DDR6	1,250.85		1231/Bar stock
15/05/2018	FIS Payments (UK) Ltd - DDR	DDR7	494.16		1256/Card processing fees
16/05/2018	BAR TAKINGS CASHBOOK	BCC16	55.75		
17/05/2018	Foxstead Ltd	DDR8	1,385.89		1245/Bar stock
21/05/2018	South Gloucestershire Council	Std Ord	5,012.00		Leisure Centre Rates
21/05/2018	BANK ACCOUNT-IMPREST	TFR	70,000.00		
21/05/2018	Total Gas & Power Limited - DD	DDR10	2,339.94		Purchase Ledger Payment
21/05/2018	Total Gas & Power Limited - DD	DDR9	1,000.51		1290/Elec April
22/05/2018	CryoService Ltd - DD	DDR11	183.06		1186/Monthly charge
24/05/2018	Artisan Hire Centre	4421	270.00		1276/Dehumidifier hire
24/05/2018	Capital Cleaning (Kent) Ltd	4422	93.59		1315/Cleaning Materials
24/05/2018	Tolchards Ltd	4423	1,589.71		1309/Bar stock
24/05/2018	Butler Fuels	4424	1,306.92		1271/Fuel x 1000
24/05/2018	C.G.P.M. Ltd	4425	178.80		1300/Coffee Machine Service

At : 12:03

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/05/2018	Complete Weed Control (North W	4426	308.40		1268/Supply/apply weed chem
24/05/2018	DCK Accounting Solutions Ltd	4427	923.52		1285/Contract vists
24/05/2018	Filton Voice Ltd	4428	300.00		1288/Filton voice in advance
24/05/2018	Gazprom Marketing & Trading Re	4429	3,597.52		1299/Gas 31.03.18-30.04.18
24/05/2018	Advance Grass Solutions Ltd	4430	89.64		1269/Garden materials x 3
24/05/2018	Robert Haddow	4431	80.00		1296/NPLQ Assessment
24/05/2018	Henry Howard Finance Plc	4432	924.53		1286/Qtrly Coffee Machine
24/05/2018	HM Revenue and Customs	4433	172.01		1318/Machine Games Duty Return
24/05/2018	J P Lennard Ltd	4434	702.40		1317/Flipchart pad x 5
24/05/2018	JTS Snack Foods	4435	234.31		1303/Bar stock
24/05/2018	RLSS UK Enterprises Ltd	4436	39.00		1292/Strd Candidate pk-Renew
24/05/2018	Loomis UK Ltd	4437	455.30		1289/Mthly service - june
24/05/2018	Lucy Spielberg	4438	200.00		1282/Balloon Modelling-Festiva
24/05/2018	Nisbets	4439	236.38		1279/Electronic cash register
24/05/2018	Cape Meridian Ltd	4440	117.00		1291/Alarm call out
24/05/2018	Red Dog Ltd	4441	256.50		1278/Hath monitoring and maint
24/05/2018	Swimrite Supplies Ltd	4442	32.50		1287/Pool stock
24/05/2018	Tailor Made Office Supplies Lt	4443	136.80		1284/Chair royal blue
24/05/2018	Ernest S Till (South West) & c	4444	2,972.88		1265/Faulty lamp & dis-toilet
24/05/2018	Mrs J Titterton	4445	150.00		1283/Family fun day-face paint
24/05/2018	Travis Perkins Trading Co Ltd	4446	91.67		1267/high press valve repair
24/05/2018	Whitehall Printing Co (Avon) L	4447	342.00		1319/Metal disc x 500
24/05/2018	Wickwar Brewing Co	4448	79.20		1306/Bar stock
24/05/2018	Foxstead Ltd	DDR12	570.22		1305/Bar stock
25/05/2018	DL I.T. Solutions	DDR13	180.00		1280/Monthly IT maintenance
25/05/2018	Butcombe Brewery - DD	DDR14	425.77		1177/Bar stock
29/05/2018	Pitney Bowes - DD	DDR15	57.00		1281/Postage
31/05/2018	Correct Express Cleaning Chq	CORRECTCHQ	-347.68		Correct Express Cleaning Chq
31/05/2018	Brenntag UK Ltd	449	612.24		1324/Pooltest Kits
31/05/2018	Artisan Hire Centre	450	142.80		1326/rotovator Hire
31/05/2018	Avonvale Electrics Ltd	451	43.10		1327/Lightbulbs
31/05/2018	Bristol & Avon Stocktakers	452	100.00		1328/Stocktake 11.05.18
31/05/2018	Fitronics Ltd	453	6,012.00		1331/Swim lesson Software Inst
31/05/2018	Capital Cleaning (Kent) Ltd	454	245.76		1332/Janitorial Supplies
31/05/2018	Tolchards Ltd	455	1,227.63		1349/Bar Stock
31/05/2018	Lloyds Bank Commercial Finance	456	197.61		1323/pitch Renovation
31/05/2018	The Great Western Brewing Comp	457	78.60		1337/Bar Stock
31/05/2018	Instyle Marketing Services	458	102.00		1338/Private Property Signs
31/05/2018	JTS Snack Foods	459	105.39		1340/Dry Stock
31/05/2018	RLSS UK Enterprises Ltd	460	80.90		1343/Mermaid Tales
31/05/2018	Purity Brewing Co Ltd	461	93.54		1341/Bar Stock
31/05/2018	Trade UK	462	27.27		1344/Bolt
31/05/2018	ST JOHN AMBULANCE SUPPLIES	463	76.24		1346/First aid Supplies
31/05/2018	Ernest S Till (South West) & c	464	867.00		1347/Enclosure for hatch door
31/05/2018	Travis Perkins Trading Co Ltd	465	171.13		1353/maintenance Materials
31/05/2018	Bristol Tree Services	466	1,500.00		1354/Tree Works @ elm Pk
31/05/2018	Virgin Media Payments Ltd	467	59.99		1355/TV & Broadband May

Continued on Page 3

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At : 12:03

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2018	WCS Group The H2O Experts	468	242.50		1356/Water Sampling may
31/05/2018	Whitehall Printing Co (Avon) L	469	192.00		1357/Swimming Tickets
31/05/2018	YZDesigns	470	360.00		1358/Website maint & Firewall
31/05/2018	Foxstead Ltd	DDR16	1,285.24		1304/Bar stock
31/05/2018	BT - DD	DDR17	194.95		1313/Monthly telephone charge
Total Payments			125,231.53		

PRESENT: Cllrs: D Collins (Chair), A Doyle, K Briffett, A Kenyon, D Layade, B Mead, E Seymour, J Tucker

ALSO PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs: R Taylor, A Monk, I Scott, M Chaudhry, A Tink

NOT IN ATTENDANCE: Cllrs:

1677. APOLOGIES FOR ABSENCE: Apologies were noted.

1678. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1679. DECLARATIONS OF INTEREST: There were none.

1680. PRESENTATION FROM YTL DEVELOPERS: Christiana Makariou and Seb Loyn presented to council about the plans for phase 1 of the airfield development. Councillors thanked Christiana and Seb for their presentation and noted the below concerns which would be taken away and looked at;
Traffic lights, increased air pollution, increased congestion through Filton and surrounding areas, schools, social housing and the metro bus. It was noted that the deadline to complete the new rail line was summer 2021. Councillors felt that a new leisure facilities being built on the airfield could have a very negative effect on the Filton Leisure Centre, it was suggested that YTL should be invited to Filton Sports and Leisure Centre to see if we could work together to maintain the facilities held within Filton.

1681. SUBMISSIONS FROM PUBLIC:

i) Councillors – A resident reiterated his comments from the last meeting regarding councillors getting out into the community, it was noted that only 2 or 3 councillors showed up to the two most recent community events (Filton Festival and the Community Garden Fete). The resident also questioned why there had been so many apologies given at the last Filton Working Together group, the community plan will not progress if councillors do not attend the meetings to update on their projects.

ii) Cycle Path: The council was asked to clarify if the cycle path outside St Peters Church was allowed to be parked on, after a short discussion South Gloucestershire Councillor Roger Hutchinson clarified that cars should not be parking on the cycle path.

iii) Community Centre: Richard Coulter (Filton Voice), asked how the community centre meetings was going to be formatted on 11th September 2018, the Chair noted that the council office would be setting the format of the agenda but the ultimate aim would be for a positive meeting where a solution could be met to move the centre forward.

1682. TO APPROVE MINUTES OF THE MEETING HELD 26th JUNE 2018: Were approved as an accurate record after noting that Cllr Tucker had given his apologies due to being away on Holiday.

1683. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none.

1684. FILTON BEAT TEAM: There was no-one present from the Beat Team, Chair Darryl Collins read out an email received from the beat team updating the meeting on this month's crime statistics.

1685. SOUTH GLOUCESTERSHIRE REPORTS:

- i) Cllr R Hutchinson – Noted.
- ii) Cllr A Monk – Noted.
- iii) Cllr I Scott – Noted.

1686. SUBMISSIONS FROM MEMBERS:

- i) **Ian Scott Proposal:** After a short discussion surrounding costs it was **Agreed:** to ask the maintenance team to carry out an initial inspection of the properties and boundaries and to get some costings from solicitors as to how much it may cost to carry out the work.

1687. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 10th July 2018 – Noted.
- ii) Draft Minutes of Planning Committee held 17th July 2018 – Noted.
- iii) Reps on outside bodies – the finalised document was noted, the Town Clerk asked that if any councillors wanted to change the document to let the office know by the next meeting.

1688. OTHER REPORTS/CONSULTATIONS:

- i) Consultation Spreadsheet – Noted.
- ii) Filton Community Plan – A suggestion was put forward that the Filton Working Together meetings are held in the evenings, the Town Clerk did note that officers from South Gloucestershire Council would only be available for meetings in the day. It was noted that the council office would look at times and dates.

Action: Town Council Office

- iii) Filton Festival – The report was noted, it was unanimously **Agreed:** to continue with the Festival next year and the provisional date was set at 14th July 2018.

1689. PAYMENTS FOR INFORMATION – Noted.

The Chair closed the meeting at 9:20pm



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

20th September 2018

Dear Member

You are hereby summoned to a meeting of **FILTONTOWN COUNCIL** to be held on **Tuesday 25th September 2018 at 7.30pm in the Doug Daniels Pavilion, Elm Park, Filton, BS34 7PS**

Yours sincerely,

L.A.Reuben,
Town Clerk.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 50 (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **Presentation from Debbie Teml – Funding Provision**
5. 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*
6. To approve the minutes of the meeting held 31st July 2018 – (pages 1-2)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team
9. South Gloucestershire Reports:
 - i) Cllr A Monk – (to be tabled)
 - ii) Cllr I Scott – (page 3-4)
10. Submission from members;
 - i) Cllr E Seymour – PT18/4235/F (Re-submission of PT18/0113/F) 25 Broncksea Road Filton - Erection of a two storey side/rear extension to facilitate the conversion of 1no dwelling in to 5no flats – proposal to discuss the planning application along with the hedgerow and trees adjacent to 25 Broncksea Road (page 5)
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee 11th September 2018 for information only (page 6)
 - ii) Draft Minutes of Planning Committee held 18th September 2018 (pages 7-9)
 - iii) Draft Community Association Public meeting notes held 11th September (pages 10-11)
12. Other Reports/Consultations:
 - i) Consultation spreadsheet – (page 12)
 - ii) Filton Community Plan – next meeting 4th October 2018 1.00-3.00p.m.
13. Payments for information (July/August) – (pages 13-14)

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, A Kenyon, D Layade, A Monk, I Scott, E Seymour, A Tink

ALSO PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer), D Teml (FACE)

APOLOGIES: Cllrs: B Mead, J Tucker

NOT IN ATTENDANCE: Cllrs: A Doyle, R Taylor

1690. APOLOGIES FOR ABSENCE: Apologies were noted.

1691. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1692. DECLARATIONS OF INTEREST: Cllr Monk declared a personal interest in FACE.

1693. PRESENTATION FROM DEBBIE TEML - FACE: Debbie talked through the history of the youth centre and what work was carried out there on a monthly basis; the youth centre funding cuts were talked through in detail. It was noted that an additional £12,500 was needed to keep the Friday evening sessions, for 10-13 year olds open, Debbie explained that any extra money the council could commit would be greatly received. It was **Agreed:** to have this as an agenda item to be discussed in more detail at the next Finance Meeting.

Action: Town Council Office

1694. SUBMISSIONS FROM PUBLIC:

i) **Filton Chest & Heart** – It was noted that defibrillators had now been presented to; St Peters Church, St Andrews Church and St Theresa's from Filton Chest and Heart.

ii) **Member Award Funding** – South Gloucestershire Councillors were asked if they would be willing to spend some of their member award funding on repairing the path by the community garden, Cllr Monk advised that they would need to fill out a form and would be considered along with everyone else.

iii) **20MPH Speed Limits** – It was raised by a concerned resident that cars are ignoring the 20MPH speed limit along Conygre Grove, the council agreed to pass this onto the beat team.

1695. TO APPROVE MINUTES OF THE MEETING HELD 31st JULY 2018: Were approved as an accurate record.

1696. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: *Arising from minute 1681iii) Community Centre* – The Town Clerk noted that an extra ordinary meeting had been set for Tuesday 02nd October at 7.30pm in the Community Association.

1697. FILTON BEAT TEAM: There was no-one present from the Beat Team, and no report received.

1698. SOUTH GLOUCESTERSHIRE REPORTS:

i) Cllr I Scott – Noted.

1699. SUBMISSIONS FROM MEMBERS:

i) **Cllr E Seymour:** The planning application 25 Bronksea Road was talked through, councillors paid particular attention to the hedgerow issue raised within Councillor Seymour's report, after a short discussion it was proposed and seconded to object to the application on the terms of the issues raised regarding the hedgerow and trees, it

was noted Cllr Seymour would send the council office the shortened objection to send to South Gloucestershire Council.

ii) Cllr D Layade: Cllr Layade updated the council on a new training and employment scheme thought would be a great opportunity for 2 youths in Filton. A Large consultancy company are looking to take on 10 students to complete a 12 week intensive technology course; the company are offering 2 of the 10 spaces free. It was suggested that the details are sent to Filton Voice to be advertised it was also proposed and seconded that as part of the community plan, the Town Council Office write to local schools and colleges advertising the opportunity, this should be actioned through the community plan as a priority, this was agreed by all present.

Action: Town Council Office

1700. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Draft Minutes of Finance Committee held 11th September 2018 – Noted.

ii) Draft Minutes of Planning Committee held 18th September 2018 – Noted.

iii) Draft Community Association Public Meetings Notes 11th September – The document was noted and it was agreed for the notes to be issued publicly.

1701. OTHER REPORTS/CONSULTATIONS:

i) Consultation Spreadsheet – Noted.

ii) Filton Community Plan – It was noted that the next Health and Wellbeing Meeting would be held on Thursday 22nd November at 2.00pm in the Doug Daniels Pavilion.

1702. PAYMENTS FOR INFORMATION – Noted.

The Chair closed the meeting at 9:15pm



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

22nd October 2018

Dear Member

You are hereby summoned to a meeting of **FILTONTOWN COUNCIL** to be held on **Tuesday 30th October 2018 at 7.30pm at Bethany Hall, Meadowseet Ave, Filton BS34 7AL**

Yours sincerely,

L.A.Reuben,
Town Clerk.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 50 (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. 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*
5. To approve the minutes of the meeting held 25th September 2018 – (pages 1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team
8. South Gloucestershire Reports:
 - i) Cllr R Hutchinson (pages 3-4)
 - ii) Cllr A Monk – (page 5)
 - iii) Cllr I Scott – (page 6)
9. Submission from members;
10. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee 9th October 2018 for information only (pages 7-8)
 - ii) Draft Minutes of Planning Committee held 23rd October 2018 (pages 9-11)
 - iii) Community Association AGM 19th November 2018 –tba
 - iv) Pension Resolution – “*The councils policy of entitling its employees to become members of the Local Government Pension Scheme be confirmed*”
11. Other Reports/Consultations:
 - i) Consultation spreadsheet – (page 12)
 - ii) Filton Community Plan
 - iii) Day Lewis Pharmacy (Filton Park) Consultation – *To discuss the potential merge and closure of the Day Lewis Pharmacy located on Gloucester Road North.*
12. Payments for information (September) – (pages 13-14)

Minutes of a Meeting of **FILTON TOWN COUNCIL** held at 7:30 pm on **Tuesday 30th October 2018** at Bethany Hall, Meadowsweet Avenue, Filton,

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, A Kenyon, A Monk, I Scott, E Seymour, J Tucker, A Doyle

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

APOLOGIES: Cllrs: B Mead, A Monk

NOT IN ATTENDANCE: Cllrs: R Taylor, A Tink, D Layade

1703. APOLOGIES FOR ABSENCE: Apologies were noted.

1704. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1705. DECLARATIONS OF INTEREST: None noted.

1706. SUBMISSIONS FROM PUBLIC:

i) Member Award Funding – Enquiry from member of the Community Garden Committee regarding the pathway from Ratepayers car park leading to the Community garden. The path way needs improving and making more accessible to the all members of the public. The application for funding has been put through to South Gloucestershire Council and it was confirmed that a decision will be made in November 2018 as to who gets funding from them. It was queried from a councillor as to who's responsibility the path way was and was confirmed it was the Community Garden Committee's. It was noted from a South Gloucestershire councillor that each applicant is considered as equally as each other and decisions would be at the dedicated November deadline. FTC Town Clerk is assisting in finding quotes for the needed work.

ii) Filton Chest and Heart – Would like FTC to consider funding more defibrillators in to the three more locations around Filton for access 24 hours per day. After a short discussion it was decided to add to agenda of next meeting.

Action: Town Council Office

iii) Rubbish at Ratepayers Car Park – It was stated from a member of the public about skips and rubbish in the Ratepayers car park. It was explained by the Town Clerk that this is from where FTC are currently clearing the waste from Station Road allotments and due to costings and refuse process cannot get all removed at once. The Town Clerk will check on progress with ground staff.

Action: Town Council Office

iiii) Condition of Boverton Road Surface - Resident stated how he has been unable to drive up through Boverton Road any more due to several instances of damage to his car and tyres. South Gloucestershire have refused his claim for damages. Discussion over the damaged surfaces on several roads took place. It was *Agreed:* South Gloucestershire Councillor Roger Hutchinson would look into as well as FTC to report the road surface on Boverton Road.

iiiii) Speeding around Filton – Concerns from residents that due to recent traffic lights being put up the minor roads around Filton are being used at short cuts. Discussion led to applying to make roads accessible to resident only, speeding signs being put up and to ask the Filton Beat Team about assisting with monitoring the problem roads. A Councillor would like to pose the question to Filton Beat Team how many times Hayes Road has had the speed camera used and how many times has Conygre Road had one? Also to compare the accident numbers on the roads in question.

1707. TO APPROVE MINUTES OF THE MEETING HELD 25th September: Were approved as an accurate record.

1708. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None noted.

1709. FILTON BEAT TEAM:

Apologies from your beat team who are on a mid-shift today and not at work during the meeting.

CRIME STATS FOR THE LAST MONTH

	01/09 – 30/09	01/10 – 30/10
ASB calls	18	14
Burglary	3	4
Burglary Non-Dwelling	3	1
Theft of vehicle	2	2
Crim damage to vehicle	2	5

Generally things are going well at the moment with little crime trends. Below is a breakdown of current issues.

- Small amount of shop thefts at Abbeywood retail and Shields retail (But the current shop watch is going very well)
- Drug use around Church View and Filton College. (On-going operations planned)
- Speeding along the Dunkeld Avenue “rat run” late afternoons. (Speed ops in place)
- Small increase in High Value Gold Burglaries over the last week or so, mostly around Gloucester Road North and Northville areas. (2 or 3 incidents reported)
- Small amount of pedal cycles are being stolen from Abbeywood retail and Filton Avenue area during daylight. (Georgia “PCSO” is planning an operation around this)

Thefts of mopeds have dropped off, and burnt out mopeds in Elm Park have also reduced.

With Halloween and bonfire night coming up along with remembrance day, we are expecting a busy period over the next few weeks.

A resident would like his gratitude noted for the recent police presence and assistance during busy school drop off times in Third Avenue, Shields Avenue and Shield Road Primary School.

1710. SOUTH GLOUCESTERSHIRE REPORTS:

i) Cllr R Hutchinson – Noted.

i) Cllr A Monk: - Noted also in Consultation

ii) I Scott: Noted

1711. SUBMISSIONS FROM MEMBERS: None submitted

1712 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Draft Minutes of Finance Committee held 9th October 2018– Noted.

ii) Draft Minutes of Planning Committee held 23 October 2018 – Noted.

iii) Community Association AGM – Update given regarding the situation with the Community Association

iiii) Pension Resolution – After a short discussion it was unanimously Agreed: to resolve that; the Councils policy of entitling its employees to become members of the Local Government Pension Scheme, be approved..

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iv) Consultation – The Town Clerk updated councillors on a new consultation due to come out regarding street care, the consultation will look at the viability of parish councils managing elements of street care within their local area. It was agreed the Town Clerk keep councillors updated on the consultation.

1713. OTHER REPORTS/CONSULTATIONS:

i) Consultation Spreadsheet – Noted.

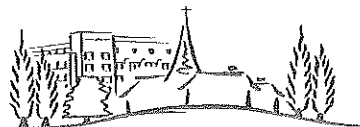
ii) Filton Community Plan - Town Clerk Invited all FTC Councillors to a meeting Tuesday 6th November to discuss the Community Plan. It was voted for the meeting to take place.

iii) Day Lewis Pharmacy Closure – Details of merge discussed, different options available for resident if it were to merge with the Filton Avenue branch. It was proposed and seconded to respond to the consultation and state that the council do not agree with the plans, this was voted through 5 for 2 abstentions. It was also suggested that A member of Day Lewis staff to be invited to next meeting to discuss the consultation further.

Action: Town Council Office

1714. PAYMENTS FOR INFORMATION – Noted.

The Chair closed the meeting at 9.01 pm



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

22nd November 2018

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 27th November 2018 at 7.30pm at the Doug Daniels Pavilion, Elm Park, Filton**

Yours sincerely,

L.A.Reuben,
Town Clerk.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 50 (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. 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*
5. **Presentation of Budget and Precept Requirement 2019/20 – Derek Kemp, Accounting Solutions**
6. To approve the minutes of the meeting held 30th October 2018 – (pages 1-3)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team
9. South Gloucestershire Reports:
 - i) Cllr R Hutchinson (pages 4-6)
 - ii) Cllr A Monk – (page 7)
 - iii) Cllr I Scott – (page 8)
10. Submission from members;
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee 13th November 2018 information only (pages 9-11)
 - ii) Draft Minutes of Planning Committee held 20th November 2018 (pages 12-14)
 - iii) Draft 2019 meeting dates to be approved (pages 15-16)
12. Other Reports/Consultations:
 - i) Consultation spreadsheet – No consultations relevant to Filton this month.
 - ii) Filton Community Plan
13. Payments for information (October) – (pages 17)

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, A Kenyon, A Monk, I Scott, E Seymour, J Tucker, A Doyle

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

APOLOGIES: Cllrs: B Mead, A Monk

NOT IN ATTENDANCE: Cllrs: R Taylor, A Tink, D Layade

1703. APOLOGIES FOR ABSENCE: Apologies were noted.

1704. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1705. DECLARATIONS OF INTEREST: None noted.

1706. SUBMISSIONS FROM PUBLIC:

i) Member Award Funding – Enquiry from member of the Community Garden Committee regarding the pathway from Ratepayers car park leading to the Community garden. The path way needs improving and making more accessible to the all members of the public. The application for funding has been put through to South Gloucestershire Council and it was confirmed that a decision will be made in November 2018 as to who gets funding from them. It was queried from a councillor as to who's responsibility the path way was and was confirmed it was the Community Garden Committee's. It was noted from a South Gloucestershire councillor that each applicant is considered as equally as each other and decisions would be at the dedicated November deadline. FTC Town Clerk is assisting in finding quotes for the needed work.

ii) Filton Chest and Heart – Would like FTC to consider funding more defibrillators in to the three more locations around Filton for access 24 hours per day. After a short discussion it was decided to add to agenda of next meeting.

Action: Town Council Office

iii) Rubbish at Ratepayers Car Park – It was stated from a member of the public about skips and rubbish in the Ratepayers car park. It was explained by the Town Clerk that this is from where FTC are currently clearing the waste from Station Road allotments and due to costings and refuse process cannot get all removed at once. The Town Clerk will check on progress with ground staff.

Action: Town Council Office

iiii) Condition of Boverton Road Surface - Resident stated how he has been unable to drive up through Boverton Road any more due to several instances of damage to his car and tyres. South Gloucestershire have refused his claim for damages. Discussion over the damaged surfaces on several roads took place. It was *Agreed:* South Gloucestershire Councillor Roger Hutchinson would look into as well as FTC to report the road surface on Boverton Road.

iiiii) Speeding around Filton – Concerns from residents that due to recent traffic lights being put up the minor roads around Filton are being used at short cuts. Discussion led to applying to make roads accessible to resident only, speeding signs being put up and to ask the Filton Beat Team about assisting with monitoring the problem roads. A Councillor would like to pose the question to Filton Beat Team how many times Hayes Road has had the speed camera used and how many times has Conygre Road had one? Also to compare the accident numbers on the roads in question.

1707. TO APPROVE MINUTES OF THE MEETING HELD 25th September: Were approved as an accurate record.

1708. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None noted.

1709. FILTON BEAT TEAM:

Apologies from your beat team who are on a mid-shift today and not at work during the meeting.

CRIME STATS FOR THE LAST MONTH

	01/09 – 30/09	01/10 – 30/10
ASB calls	18	14
Burglary	3	4
Burglary Non-Dwelling	3	1
Theft of vehicle	2	2
Crim damage to vehicle	2	5

Generally things are going well at the moment with little crime trends. Below is a breakdown of current issues.

- Small amount of shop thefts at Abbeywood retail and Shields retail (But the current shop watch is going very well)
- Drug use around Church View and Filton College. (On-going operations planned)
- Speeding along the Dunkeld Avenue “rat run” late afternoons. (Speed ops in place)
- Small increase in High Value Gold Burglaries over the last week or so, mostly around Gloucester Road North and Northville areas. (2 or 3 incidents reported)
- Small amount of pedal cycles are being stolen from Abbeywood retail and Filton Avenue area during daylight. (Georgia “PCSO” is planning an operation around this)

Thefts of mopeds have dropped off, and burnt out mopeds in Elm Park have also reduced.

With Halloween and bonfire night coming up along with remembrance day, we are expecting a busy period over the next few weeks.

A resident would like his gratitude noted for the recent police presence and assistance during busy school drop off times in Third Avenue, Shields Avenue and Shield Road Primary School.

1710. SOUTH GLOUCESTERSHIRE REPORTS:

i) Cllr R Hutchinson – Noted.

i) Cllr A Monk: - Noted also in Consultation

ii) I Scott: Noted

1711. SUBMISSIONS FROM MEMBERS: None submitted

1712. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Draft Minutes of Finance Committee held 9th October 2018– Noted.

ii) Draft Minutes of Planning Committee held 23 October 2018 – Noted.

iii) Community Association AGM – Update given regarding the situation with the Community Association

iii) Pension Resolution – After a short discussion it was unanimously Agreed: to resolve that; the Councils policy of entitling its employees to become members of the Local Government Pension Scheme, be approved..

iv) **Consultation** – The Town Clerk updated councillors on a new consultation due to come out regarding street care, the consultation will look at the viability of parish councils managing elements of street care within their local area. It was agreed the Town Clerk keep councillors updated on the consultation.

1713. OTHER REPORTS/CONSULTATIONS:

i) Consultation Spreadsheet – Noted.

ii) Filton Community Plan - Town Clerk Invited all FTC Councillors to a meeting Tuesday 6th November to discuss the Community Plan. It was voted for the meeting to take place.

iii) Day Lewis Pharmacy Closure – Details of merge discussed, different options available for resident if it were to merge with the Filton Avenue branch. It was proposed and seconded to respond to the consultation and state that the council do not agree with the plans, this was voted through 5 for 2 abstentions. It was also suggested that A member of Day Lewis staff to be invited to next meeting to discuss the consultation further.

Action: Town Council Office

1714. PAYMENTS FOR INFORMATION – Noted.

The Chair closed the meeting at 9.01 pm

Cllr Roger Hutchinson - report to Filton Town Council meeting on Tuesday 27th November 2018

My retirement from South Gloucestershire Council in May 2019

By the time you receive this report Filton Labour Party will have selected the 2 candidates to contest the seats on South Gloucestershire Council available to Filton from May 2019.

I want to make clear that I decided a long time ago, in fact before the decision was taken to reduce the number from 3 to 2 not to seek re-election, but to take the opportunity at 72 years of age to hopefully have some years of retirement.

Draft Joint Local Transport Plan (4) consultation

The Executive member decision has been published this morning (Wednesday 21st November) and will be out for a 6 week period of consultation during January and February.

I have had a short time this morning to scan through it but in doing so have seen no reference to either the A4174 at Filton or Elm Park, but that doesn't mean that it doesn't exist so at this time I am reporting it's publication and will read in more detail before the council meeting and update at that time, if necessary.

Local Actions

Fly tipping in back lane

I have been asked about the issue of fly tipping in the lane to the rear of Filton Avenue and Mortimer Road that runs between the Ring Road and Nutfield Grove that was reported in Filton Voice recently. I have been working with residents and a local developer for some time on this to try and achieve a gating scheme which has been tried in the past and is the only way likely to stop the tipping.

The lane is a private lane i.e. it is not a public right of way or a public highway, so the rights of way belong to the residents, As has been the case elsewhere in Filton a majority of home owners need to agree to the closure of the right of way and to contribute to the erection of the gates. Any that refuse to contribute must have the right to purchase keys as they still have a right of way.

South Gloucestershire Council are unable to remove tipping from private land unless they are asked to do so by the land owners and paid to do so. However, there are times that the cost is waved in extreme circumstances and I have argued that this should be one of them. However, without gates the probability is that removal of the rubbish would lead to further tipping without the problem being resolved. So SGC have agreed to remove the current tipped waste once the gates are in. Residents have been working together over recent weeks and are hopeful of achieving a sufficient number

of contributors, together with a contribution from the developer to succeed with their gating scheme.

Boverton Road

At your last meeting you heard a complaint about the road surface in Boverton Road which I did drive up on my way home. I took the matter up with officers and was advised that Boverton is on the forward maintenance list possibly for the year 2020/21. I have suggested that 2020/21 is far too long to wait and that it should be brought forward. I am awaiting a reply. In the same area and in case someone asks I have raised the issue of the lights being out at the roundabout at the top of Boverton and am told that this is a problem with the Electricity Board who should be fixing it in the near future.

Empty Homes

On behalf of a local resident I have been following up a complaint of a property that has been empty for a number of years, the garden is severely overgrown and property lacking in any maintenance. Council officers have been very pro-active in using laws available to them by serving a Community Protection Notice giving the owners a deadline to carry out a variety of works. Failure to do so could come to court proceedings being taken.

Planning

The new planning system came into action from 1st November. I am a member of the Spatial Planning Committee, which is the over-arching committee from which the other 2 committees come.

I am also a member of the Strategic Sites Delivery Committee, which had a meeting of its Sites Inspection Panel recently. It met to visit 3 sites, the first put on the agenda by officers was the site to the west of the Stoke Gifford Transport link and is part of the East of Harry Stoke Development of 2000 homes, this being a total of 327. The new 2 were at North Yate called in by a member who failed to attend the first made us all wonder why we were there at all and the second had already been approved by the old DC East Committee!! It can only get better.

Since the October meeting I have attended the following:

Thursday 1st November - I attended the the first meeting of the Spatial Planning Committee Kingswood

Saturday 3rd November - I attended our regular weekly surgery Filton

Thursday 8th November - I attended a key topic briefing on the Joint Spatial Plan/Local Plan Yate

Saturday 10th November - I attended our regular weekly surgery Filton

Friday 16th November: I attended the Strategic Sites Delivery Committee Sites Inspection.

Saturday 17th November - I attended our regular weekly surgery Filton

Between today 20th November and the Council Meeting I expect to attend the following:

Saturday 24th November - our regular weekly surgery

Filton

Cllr Roger M Hutchinson

Labour Lead Member for Planning and Communities.

Wednesday 21st November 2018

Email: roger.hutchinson@southglos.gov.uk Tel: 07875 158423

to see back copies of these reports please go to my personal web site:

rmhutchinson.com

I can also be found on Facebook Roger Hutchinson and Twitter @rogerhutch

Report for Filton Town Council November 2018.

As reported last month the recommendation from the Task & Finish Group regarding Educational Outcomes were accepted by the Scrutiny Commission and will be presented to the Cabinet who have up to 3 months to respond as outlined as constitution. This paper is on the forward for December 3rd. Given the spotlight on South Glos schools through the Documentary Series School it will be interesting to see how the Cabinet respond. The report acknowledges funding is controlled by Central Government for MAT's (Multi Academy Trust's). The local authority has responsibility for the educational outcomes. Today again it was reported on the news that South Glos is now the lowest funded authority per pupil in the Country alongside some of the lowest outcomes in the region.

I recently attended the public consultation event in Filton for SEND (Special Educational Needs & Disabilities) Budgets.

The budget in this area is overspent and the purpose of the consultation is to identify how the service is funded in the future. More information is available by using the link below.

<https://consultations.southglos.gov.uk/consult.ti/SchSENDBudget/consultationHome>

There is still time for any interested group to apply for Member Allocated Funding simply email adam.monkl@southglos.gov.uk and ask for an application form. Please note I am hoping to allocate funds against successful applications on November 30th.



Cllr Ian Scott Filton Town Council Report September 2018

South Glos Tories vote away your planning rights

Previously if you were unhappy with a planning application you could attend a sites inspection meeting and express your views but from November 2018 South Glos Tories have voted away your right to do this. They have also voted to make it harder for councillors to reject planning applications as such decisions in the future will have to go to a different committee for a second opinion. Labour voted against these proposals. A sites inspection meeting took place in Filton under the new regime on the 2nd November and there was no opportunity for the public to speak but Eamonn and I spoke against the application as Councillors at the meeting and followed it up at the planning meeting in Kingwood on the 15th November where Eamonn, Adam and I spoke again against the application which was turned down by the committee so a success so far but as we know from bitter past experience planning applications can be resubmitted or appealed to a planning inspector.

Filton Roundabout!

On 30 May 2018 I emailed the Conservative South Gloucestershire Council Cabinet Member for Transport on 2 transport issues relating to Filton Roundabout following the Filton Town Council Annual Assembly.

1. that yellow boxes and the traffic light system on Filton roundabout were causing danger as cars queued on the roundabout.
2. that Concorde Lodge residents stated they wanted a pedestrian crossing across Filton roundabout.

I am still awaiting a response to these points.

I sent a further chase up on the 31st October as follows

I have not received any updates on the previous issues regarding Concorde Lodge and the roundabout next to it.

At last night's Filton Town Council meeting members of the public raised the poor state of the roads Filton Avenue (north side) Conygre Grove and Boverton Road and want to know when they are scheduled to be resurfaced? and cc in Lesley and Tasha.

Again I have not received a response from the Conservative South Gloucestershire Council Cabinet Member for Transport although Cllr Hutchinson (see Roger's report) has managed to get a response from an officer on Boverton Road.

**Cllr Ian Scott report to Filton Town Council – For more information email:
ian.scott@southglos.gov.uk**

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 13th November 2018 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), K. Briffett, D. Collins, M Chaudhry, A. Doyle, A.

Kenyon, E. Seymour, A Monk, D Layade

ALSO PRESENT: N. Gould (Town Council Support Officer) C. Westcott (Administrator)

APOLOGIES: Cllrs: - B. Mead, R Taylor, L Reuben (Town Council)

NON ATTENDANCE: - None

1422. APOLOGIES FOR ABSENCE: Councillors Mead, Taylor and the Town Clerk's apologies were noted.

1423. DECLARATION OF INTEREST: There were none.

1424. MINUTES: The minutes of the meeting held Tuesday 9th October 2018 were approved as an accurate record.

1425. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA:

- The October explanatory report for income and expenditure will be presented to the Full Council meeting, future reports will be included in the Finance agenda packs.
- Cllrs wanted confirmation the grants from previous minutes have now been given. It was confirmed that they have.
- Cllrs requested an audit report on 2018 grants be completed and brought to the meeting once finished. Questions were raised if we are still able to find out SHE7 grant usage It was Agreed: to contact SHE7 again to establish what the grant had been spent on.

Action – Filton Town Council

1426. PUBLIC QUESTIONS: There were none.

Councillor Monk arrived 7.05pm

1427. INCOME AND EXPENDITURE REPORTS:

- 4036-102 and 4040-102..... exceeding budget

Action – Filton Town Council

1428. BALANCE SHEET: The document was noted.

1429. COMMUNITY PLAN: Councillors discussed recent Chambers meeting with local businesses. It was stated the 3- 4 local business had turned up even after local advertising. It was suggested that they could invite businesses from different professions to be involved. Councillors to go through feedback and decide on actions needed. It was agreed to keep the community plan on the Full Council agenda.

Councillor John Tucker arrived 7.10 pm

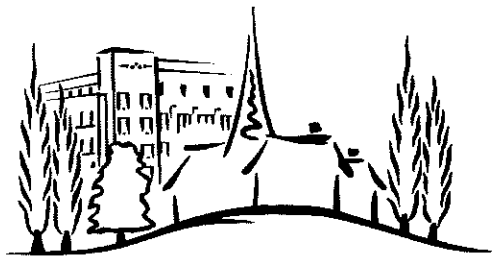
Councillors were given information on the current issues and plans for the land behind Northville Road and the Bulldog Pub, details of the current Conveyance legality and public interest discussed. It was agreed for the residents to form a committee and bring it to Full Town Council.

1430. CAPITAL PROJECTS: It was Agreed: to hold the first Capital Projects meeting on Friday 16th November 1pm in the Filton Town Council Offices.

1431. Emergency Item – Roof Repair Stewards Flat. It was discussed how the roof is in dis repair and in need of a whole new roof. The tenants are in contract until June 2019. Their personal belongings are being damaged at the moment. After a short discussion It was proposed and seconded to give the Town Clerk delegated authority to spend over £5000 to get the emergency work completed, it was noted that 3 quotes would still need to be received for the work. It was put to the vote and Agreed: unanimously. .

Action- Filton Town Council

The Chair closed the meeting at 7.35 pm



FILTON TOWN COUNCIL

Income and Expenditure explanations from Finance Meeting 09-10-2018

4115 – 101 (Licences) – Month 5, an RLSS training assessment was miscoded in M5. This will be corrected next month.

1054 – 101 (Soft Play Income) – The Leisure Centre Manager is confident that the soft play income will hit its target by the of the year. Soft play takes more income through the winter months.

4040 – 901 (Equipment & Small Tools) – There will be a budget for this in the new financial year, the £898 spent out of this year's budget has been incorrectly coded and will be amended by next month's reports.

Present: Cllrs: K Briffett (Chair), D Collins, E Seymour, J Tucker, M Chaudhry
Also Present: N Gould (Town Council Support Officer) Carla Westcott (Administrator)

Apologies: None :

Non Attendees: None-

507. APOLOGIES FOR ABSENCE: There were none.

508. DECLARATIONS OF INTEREST: There were none.

509. MINUTES: Minutes of the meeting held 23rd October were approved as an accurate record.

510. MATTERS ARISING: There were none.

511. FEEDBACK: 17th October – 14th November

100 Kenmore Crescent, Filton, Bristol, South Gloucestershire, BS7 0TR – Installation of side and rear dormer to facilitate loft conversion - ***Refusal***

46 Tenth Avenue, Filton, Bristol, South Gloucestershire, BS7 0QL – Change of use from residential dwelling (Class C3) to Hotel (Class C1) (retrospective) as defined in the Town Country Planning (Use Classes) Order 1987 (as amended). ***Refusal***

45 Braemar Avenue, Filton, Bristol, South Gloucestershire, BS7 0TF – Demolition of existing conservatory and erection of single storey rear extension to form additional living accommodation - ***Approve with Conditions***

4 Lomond Road, Filton, Bristol, South Gloucestershire, BS7 0SD – The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.7 metres, for which the maximum height would be 3.7 metres, and for which the height would be 2.6 metres.- ***No Objection.***

101 Gloucester Road North, Filton, Bristol, South Gloucestershire, BS34 7PT – Erection of single storey rear extension to form additional living accommodation. Installation of rear and side raised terrace. Creation of new vehicular access and 2No. parking spaces. – ***Approve with conditions***

840 Filton Avenue, Filton, Bristol, South Gloucestershire, BS34 7AS- Erection of single storey rear extension to form additional living accommodation. Creation of new vehicular access and hard standing to form 2No. car parking spaces.- ***Approve with conditions***

Unit G4B Horizon 38, Filton, Bristol BS34 6FB – Proposed use of unit G4B for B1 (b) use (Research and Development). – ***Approve with conditions***

Filton Triangle, Stoke Gifford, South Gloucestershire, BS34 7QG – Variation of condition 14 (Train set details) and condition 15 (time restriction for the use of diesel power) attached to PT16/1807/RVC as detailed in the Planning Statement submitted. - ***Approve with conditions***

Building 20a1 Blenheim Building, Southmead Road, Filton, Bristol, South Gloucestershire – Installation of flue on eastern elevation of Brandon House and installation of temporary storage container for a period of years.- ***Approve with conditions***

512. PLANNING APPLICATIONS – see schedule below;

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3690	PT18/4808/F	4 Shields Ave, Filton, Bristol, South Gloucestershire, BS7 0RR- Demolition of existing garage and erection of two storey side extension to form additional living accommodation.	21.11.18	No Objection - as long as neighbours comments regarding obscure windows are considered and transport comments considered. Check footprint of the extension is in full ownership of land owner.
F.3691	PT18/4797/F	28 Conygre Grove, Filton, Bristol, South Gloucestershire, BS34 7DP – Erection of 4no. 1 bed flats with associated works	21.11.18	No Objection - subject to parking provision.
F.3692	PT18/4852/F	Rolls Royce Site, Gloucester Road North, Filton, Bristol, South Gloucestershire, BS34 7QE – Installation of a switchgear sub station and load bank and associated works.	26.11.18	No Objection
F.3693	PT18/4863/F	816 Filton Avenue, Filton, Bristol, South Gloucestershire, BS34 7HA – Creation of new vehicular access	27.11.18	No Objection
F.3694	PT18/4916/PNH	28 Nutfield Grove, Filton, Bristol, South Gloucestershire, BS34 7LJ – The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.30 metre, for which the maximum height would be 3.35 metres and for which the height of the eaves would be 2.43 metres.	27.11.18	No Objection
F.3695	PT18/4778/F	87 Kenmore Crescent, Filton, Bristol, South Gloucestershire, BS7 0TP - Demolition of existing detached garage. Erection of single storey side and rear extension to provide additional living accommodation. Installation of raised decking area.	22.11.18	No Objection in principle - inadequate garage size concerns over parking
F.3696	PT18/4615/ADV	Fox Den Road, Stoke Gifford, South Gloucestershire, BS34 8TJ – Display of 8no. signs as per the applicants proposed description of works (section 4 of the application form) submitted to Gloucestershire Council on 31 st October 2018.	29.11.18	N/A
F.3697	PT18/4908/F	East Works Site, Gloucester Road North, Filton, South Gloucestershire, BS34 7BQ- Development of 10,872 sqm of research and development facility(B1b) including ancillary offices, autoclave facility, external compound and associated parking, landscaping highways and drainage infrastructure.	3.12.18	No Objection

F.3698	PT18/4235/F	25 Broncksea Road, Filton, South Gloucestershire Bristol, BS7 0SE - Erection of two storey side/rear extension to facilitate the conversion 1 no. dwelling into 5.no flats (re-submission of PT18/0113/F).	5.12.18	Application Refused
F.3699	PT18/5031/F	37 Eighth Avenue, Filton, Bristol, South Gloucestershire, BS7 0QS – Demolition of existing garage. Erection of single storey detached residential annexe ancillary to main dwelling with parking and associated work (resubmission of PT18/3405/F)	5.12.18	Object- FTC agree with transport comments, lack of parking and overdevelopment of garden

513. Following from planning discussions it was agreed the office to speak to Rolls Royce regarding attending future planning meeting and possible site visit, along with the new hotel on A38.

514. Next meeting agreed for Tuesday 18th December 2018 @ 6.30 pm Filton Town Council Office.

There being no further business, Chair closed the meeting at 7.30 pm

FILTON TOWN COUNCIL MEETING DATES 2019

January

8 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
15 th	6.00pm	Planning Committee	Filton Council Office
22 nd	6.30pm	Staffing Committee	Filton Council Office
29 th	7.30pm	Full Council	Doug Daniels Pavilion

February

12 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
19 th	6.00pm	Planning Committee	Filton Council Office
26 th	7.30pm	Full Council	Doug Daniels Pavilion

March

12 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
19 th	6.00pm	Planning Committee	Filton Council Office
26 th	7.30pm	Full Council	Doug Daniels Pavilion

April

9 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
16 th	6.00pm	Planning Committee	Filton Council Office
30 th	7.30pm	Full Council	Bethany Hall

May

14 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
21 st	6.00pm	Planning Committee	Filton Council Office
28 th	7.30pm	Full Council & Annual Meeting	Doug Daniels Pavilion

June

04 th	6.30pm	Staffing Committee	Filton Council Office
11 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
18 th	6.00pm	Planning Committee	Filton Council Office
25 th	7.30pm	Full Council	Doug Daniels Pavilion

July

9 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
16 th	6.00pm	Planning Committee	Filton Council Office
30 th	7.30pm	Full Council	Bethany Hall

August

There are no meetings held in August

September

03 rd	6.30pm	Staffing Committee	Filton Council Office
10 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
17 th	6.00pm	Planning Committee	Filton Council Office
24 th	7.30pm	Full Council	Doug Daniels Pavilion

FILTON TOWN COUNCIL MEETING DATES 2019

October

8 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
15 th	6.00pm	Planning Committee	Filton Council Office
29 th	7.30pm	Full Council	Bethany Hall

November

12 th	7.00pm	Finance & General Purposes	Doug Daniels Pavilion
19 th	6.00pm	Planning Committee	Filton Council Office
26 th	7.30pm	Full Council	Doug Daniels Pavilion

December

(No Committees unless specifically called)

10 th	7.30pm	Full Council	Doug Daniels Pavilion
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At: 11:04

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2018 and 31/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/10/2018	Airquee Limited	4608	576.00		1669/Eradicator Hire 3 weeks
11/10/2018	Brenntag UK Ltd	4609	441.10		1671/Pool Chemicals
11/10/2018	Alfamax Catering Services Ltd	4610	366.00		Purchase Ledger Payment
11/10/2018	A.M.P Window Cleaning Services	4611	45.00		1699/Window Cleaning
11/10/2018	WCS ENVIRONMENTAL SERVICES	4612	504.00		1698/Repair chemical tank
11/10/2018	Bristol & Avon Stocktakers	4613	100.00		1673/Stocktake Sep 18
11/10/2018	Capital Cleaning (Kent) Ltd	4614	320.22		1676/Various Cleaning Material
11/10/2018	Tolchards Ltd	4615	393.16		1693/Bath Ales
11/10/2018	DCK Accounting Solutions Ltd	4616	923.52		1674/Contract Accounting
11/10/2018	Gazprom Marketing & Trading Re	4617	196.36		1679/Gas Aug 18
11/10/2018	HCI Data Ltd	4618	84.00		1680/Domain Renewal ftc.gov.uk
11/10/2018	Louise Johnson	4619	75.00		1687/Autism Training Session
11/10/2018	J P Lennard Ltd	4620	285.58		1681/Cleaning Materials
11/10/2018	JTS Snack Foods	4621	205.48		1682/Crisps and snacks
11/10/2018	Loomis UK Ltd	4622	466.73		1686/Cash Collection Oct
11/10/2018	Office Watercoolers South West	4623	85.67		1688/Watercooler rental
11/10/2018	PKF Littlejohn LLP	4624	2,400.00		1690/External Audit 17/18
11/10/2018	Rialtas Business Solutions Ltd	4625	610.80		1700/Rialtas Mtce Contract
11/10/2018	Royal Life Saving Society UK	4626	528.45		1691/NPLQ Gen 9 Update x 3
11/10/2018	Swimrite Supplies Ltd	4627	408.54		1692/Goggles
11/10/2018	Ernest Till (South West) & co	4628	4,588.20		1677/Lights Skittle Alley
11/10/2018	Travis Perkins Trading Co Ltd	4629	175.52		1695/Ronseal/Plywood
11/10/2018	Virgin Media Payments Ltd	4630	59.99		1696/Virgin Broadband & phone
11/10/2018	Viridor Waste Management Ltd	4631	707.64		1697/Refuse Collection
11/10/2018	Cancel CHQ4610-AlfaMax	CNXL4610	-366.00		Cancel CHQ4610-AlfaMax
22/10/2018	BANK ACCOUNT-IMPREST	TFR	70,000.00		
31/10/2018	POOL TAKINGS CASHBOOK	PCC31	229.10		
Total Payments			84,410.06		

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, A Doyle, A Kenyon, D Layade A Monk, J Tucker, A Tink,

ALSO PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs: B Mead, I Scott

NOT IN ATTENDANCE: Cllrs: R Taylor, E Seymour

1715. APOLOGIES FOR ABSENCE: Apologies were noted.

1716. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1717. DECLARATIONS OF INTEREST: None noted.

1718. SUBMISSIONS FROM PUBLIC:

i) Member Award Funding: It was noted that a mistake had been made in the previous minutes, the access path to the Community Garden is the responsibility of the Town Council, it was questioned whether the Town Council were obtaining quotes for the work. It was **Agreed:** the Town Council Office would look into this.

Action: Town Council Office

1719. FILTON BEAT TEAM: Shaun White and Roly Lock updated Councillors and residents on Nov stats, it was noted that there had been a few more bike and van thefts. The police have also been focusing their attention of speeding in and around Dunkeld Avenue. It was asked if the police could do speed checked on Northville Road and Conygre Road by the Spar shop. The beat team updated Councillors on the new area boundaries, it was noted that a section of Stoke Gifford had now been included in the Filton Beat team boundary, councillors recognised that this could have an effect on the service provided, it was proposed, seconded and **Agreed:** unanimously to send a letter to Sue Mountstevens (Avon and Somerset Police and Crime Commissioner), to query why the council have not been informed about the boundary change and get reassurance that this change will not result in a loss of service by beat team 213.

Action: Town Clerk

It was agreed to pay £300.00 out of the chairs budget towards bike marking kits for the police, the event would be held at Elm Park in the New year.

1720. PRESENTATION OF BUDGET AND PRECEPT REQUIREMENT 19/20: Derek Kemp (Accounting Solutions) presented the preliminary budgets for 2019/2020, There was projected to be a £3700.00 deficit on the 2018/19 figures, The current budgets as they stand would mean a 7.47% increase on council tax, it was noted that the budgets would be revisited in month 9 when more accurate figures were available. The Town Clerk confirmed that £12,500 had been included to cover youth provision for FACE, this amount equated to 1.8% of the council tax increase. Derek was asked how much money would need to be found to do a 0% increase; the council would need to find £60,000. South Gloucestershire Council have passed a lot of services down to the parish council, it was noted that to continue these services there would need to be some kind of increase on the council tax. It was agreed to report back to the council meeting in January when figures had been recalculated.

1721. TO APPROVE MINUTES OF THE MEETING HELD 30th OCTOBER: Were approved as an accurate record after noting that Councillor Tink was in attendance.

1722. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None noted.

1723. SOUTH GLOUCESTERSHIRE REPORTS:

i) **Cllr R Hutchinson** – The report was noted, The council thanked Roger for his continuous hard work and wished him well in his retirement.

i) **Cllr A Monk:** - The report was noted.

1724. SUBMISSIONS FROM MEMBERS: None received.

1725 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Draft Minutes of Finance Committee held 13th November 2018– The minutes were noted, a short update was given on the Land behind the Bulldog project, it was noted that a presentation would be brought to the next Full Council meeting to fully update councillors on what the project is about.

ii) Draft Minutes of Planning Committee held 20th November 2018 – Noted.

iii) Draft Meeting Dates 2019: The meeting dates for 2019 were approved nem com.

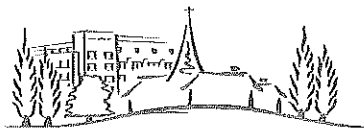
1726. OTHER REPORTS/CONSULTATIONS:

i) Consultation Spreadsheet – No consultations this month.

ii) Filton Community Plan – It was noted that the next community plan meeting would be held in January 2019.

1727. PAYMENTS FOR INFORMATION – Noted.

The Chair closed the meeting at 9.10pm



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

6 December 2018

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 11th December 2018 at 7.30pm at the Doug Daniels Pavilion, Elm Park, Filton**

Yours sincerely,

L.A.Reuben,
Town Clerk.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 50 (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Presentation from Jody Muelaner – Proposal for Land Behind the Bulldog.
5. 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*
6. To approve the minutes of the meeting held 27th November 2018 – (pages 1-2)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team
9. South Gloucestershire Reports:
 - i) Cllr R Hutchinson (on table)
 - ii) Cllr A Monk – no report received
 - iii) Cllr I Scott – (page 3)
10. Submission from members;
Motion from Cllr A Monk, Seconded by Cllr A Doyle “FTC instructs the clerk to discuss with the community garden and establish if they would be interested in taking on the top tennis court as an extension of their project”
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes of Planning Committee held 20th November 2018 (pages 4-5)
12. Other Reports/Consultations:
 - i) Consultation spreadsheet – No consultations relevant to Filton this month.
 - ii) Filton Community Plan
13. Payments for information (November) – (pages 6-7)

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, A Doyle, A Kenyon, D Layade A Monk, J Tucker, A Tink,

ALSO PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer)

APOLOGIES: Cllrs: B Mead, I Scott

NOT IN ATTENDANCE: Cllrs: R Taylor, E Seymour

1715. APOLOGIES FOR ABSENCE: Apologies were noted.

1716. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1717. DECLARATIONS OF INTEREST: None noted.

1718. SUBMISSIONS FROM PUBLIC:

i) **Member Award Funding:** It was noted that a mistake had been made in the previous minutes, the access path to the Community Garden is the responsibility of the Town Council, it was questioned whether the Town Council were obtaining quotes for the work. It was **Agreed:** the Town Council Office would look into this.

Action: Town Council Office

1719. FILTON BEAT TEAM: Shaun White and Roly Lock updated Councillors and residents on Nov stats, it was noted that there had been a few more bike and van thefts. The police have also been focusing their attention of speeding in and around Dunkeld Avenue. It was asked if the police could do speed checked on Northville Road and Conygre Road by the Spar shop.

The beat team updated Councillors on the new area boundaries, it was noted that a section of Stoke Gifford had now been included in the Filton Beat team boundary, councillors recognised that this could have an effect on the service provided, it was proposed, seconded and **Agreed:** unanimously to send a letter to Sue Mountstevens (Avon and Somerset Police and Crime Commissioner), to query why the council have not been informed about the boundary change and get reassurance that this change will not result in a loss of service by beat team 213.

Action: Town Clerk

It was agreed to pay £300.00 out of the chairs budget towards bike marking kits for the police, the event would be held at Elm Park in the New year.

1720. PRESENTATION OF BUDGET AND PRECEPT REQUIREMENT 19/20: Derek Kemp (Accounting Solutions) presented the preliminary budgets for 2019/2020, There was projected to be a £3700.00 deficit on the 2018/19 figures, The current budgets as they stand would mean a 7.47% increase on council tax, it was noted that the budgets would be revisited in month 9 when more accurate figures were available. The Town Clerk confirmed that £12,500 had been included to cover youth provision for FACE, this amount equated to 1.8% of the council tax increase. Derek was asked how much money would need to be found to do a 0% increase; the council would need to find £60,000.

South Gloucestershire Council have passed a lot of services down to the parish council, it was noted that to continue these services there would need to be some kind of increase on the council tax.

It was agreed to report back to the council meeting in January when figures had been recalculated.

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- i) **Cllr A Monk:** - The report was noted.

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- i) Draft Minutes of Finance Committee held 13th November 2018– The minutes were noted, a short update was given on the Land behind the Bulldog project, it was noted that a presentation would be brought to the next Full Council meeting to fully update councillors on what the project is about.
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- i) Consultation Spreadsheet – No consultations this month.
- ii) Filton Community Plan – It was noted that the next community plan meeting would be held in January 2019.

1727. PAYMENTS FOR INFORMATION – Noted.

The Chair closed the meeting at 9.10pm



Cllr Ian Scott Filton Town Council Report December 2018

South Gloucestershire Council has just held a public consultation about proposals for setting the South Gloucestershire Council Schools Special Educational Needs and Disabilities (SEND) budget for 2019/20

No option was satisfactory.

The Tory Government continues to cut the money invested in our children's education, particularly in South Glos. The Institute for Fiscal Studies, an independent body, states that per pupil funding has fallen by 8% since 2010. This has had a devastating effect on school morale and school buildings, it has severely affected vital pastoral services and reduced the breadth and depth of the curriculum.

Option1, moving money from the pot which funds education for every student and putting it into the pot which funds education for students with the most complex SEND, is the least bad of the options presented. However, we are under no illusion that this action will have anything other than a negative impact on students and staff who are already under appalling stress and working in increasingly unacceptable conditions. The local situation was highlighted in a six-part tv series, which goes behind the scenes at three South Gloucestershire schools – Mangotsfield, Castle, and Marlwood – and paints a worrying picture of how budget cuts are impacting education – from poor maintenance of buildings and equipment to pay cuts and reductions in pastoral care staff.

Filton Roundabout!

On 30 May 2018 I emailed the Conservative South Gloucestershire Council Cabinet Member for Transport on 2 transport issues relating to Filton Roundabout following the Filton Town Council Annual Assembly.

1. that yellow boxes and the traffic light system on Filton roundabout were causing danger as cars queued on the roundabout.
2. that Concorde Lodge residents stated they wanted a pedestrian crossing across Filton roundabout.

I am still awaiting a response to these points. I sent a further chase up on the 31st Oct as follows
I have not received any updates on the previous issues regarding Concorde Lodge and the roundabout next to it.

At last night's Filton Town Council meeting members of the public raised the poor state of the roads Filton Avenue (north side) Conygre Grove and Boverton Road and want to know when they are scheduled to be resurfaced? and cc in Lesley and Tasha.

Again I have not received a response from the Conservative South Gloucestershire Council Cabinet Member for Transport although Cllr Hutchinson did managed to get a response from an officer on Boverton Road.

**Cllr Ian Scott report to Filton Town Council – For more information email:
ian.scott@southglos.gov.uk**

Minutes of the **PLANNING COMMITTEE** held Tuesday 4th December 2018 in the Small Meeting Room, Elm Park Filton.

Present: Cllrs: K Briffett (Chair), D Collins, E Seymour, J Tucker, M Chaudhry
Also Present: N Gould (Town Council Support Officer), C Westcott (Administartor)
Apologies: N/A
Non Attendees: N/A

515. APOLOGIES FOR ABSENCE: There were none.

516. DECLARATIONS OF INTEREST: There were none.

517. MINUTES OF MEETING 20TH NOVEMBER 2018: The minutes were noted.

518. MATTERS ARISING: Queries regarding new sort it centre – Action Office
 Concerns of Filton Enterprise. – Action office to contact Rolls Royce and Village Hotel for more information

519. FEEDBACK:14th November – 30th November

54 Crophorne Road, Filton, Bristol, South Glos, BS7 0PT – Continued use as self-contained bungalow -***Approve with Conditions***

The Old Airfield, Gloucester Road North, Filton, South Gloucestershire, BS34 7QD – Change use of site and buildings from car park (suis generis) to Aggregate Recycling Facility and Operations Centre with new weighbridge (suis generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) and erection of a portacabin office. (Retrospective)- ***Approve with conditions***

113 Conygre Grove, Filton, Bristol, South Gloucestershrie, BS34 7DW – Erection of single store rear and side extension and installation of rear dormer to facilitate loft conversion to form additional living accommodation. Erection of detached garage and creation of new access. ***Approve with conditions***

Rolls-Royce, Filton, Gloucester Road North, Little Stoke, Filton, South Gloucestershire. - Erection of switch room and associated works. ***Approve with conditions***

85 Gloucester Road North, Filton, Bristol, South Gloucestershire, BS34 7PT – Demolition of existing garage. Erection of 1no. dwelling with associated works.- ***Approve with conditions.***

23 Bridgeman Grove, Filton, Bristol, South Gloucestershire, BS34 7HP – Erection of a two storey side and a single storey rear extension to form addiotional living accommodation. ***Approve with conditions***

520. PLANNING APPLICATIONS – see schedule below;

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3700	PT18/5130/F	7 Mackie Avenue, Filton, Bristol, South Glos, BS34 7NE- Erection of single storey and two storey rear extension to form additional living accommodation (resubmission of PT18/2002/F)	12.12.18	<u>OBJECTION</u> – concerns over parking, not in keeping with other properties and design is over intensive.
F.3701	PT18/5239/CLP	53 Shellard Road, Filton, Bristol, South Glos, BS34 7LX – Installation	19.12.18	<u>OBJECTION</u> - size of dormer, is it a roof extension!

		of rear dormer to facilitate a loft conversion.		does the shape need planning permission? Parking needs? Filton Town Council would like to see the previous rights for developing.
F.3702	PK18/5235/F	Building 193 Rolls Royce Site, Gloucester Road North, Filton, South Glos.- Erection of a building to house coolant farm.	21.12.18	<u>NO</u> <u>OBJECTION</u>
F.3703	PT18/5487.F	814 Filton Avenue, Filton, Bristol, South Gloucestershire, BS34 7HA- Widening of vehicular access	25.12.18	<u>NO</u> <u>OBJECTION</u>

There being no further business, Chair closed the meeting at 7:25pm

At : 16:48

BANK ACCOUNT-GENERAL

List of Payments made between 01/11/2018 and 30/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2018	Water2Business - DDR	DDR	1,406.48		1705/Water Sept 18
01/11/2018	Foxstead Ltd - DDR	DDR1	1,517.46		1728/Bar stock
02/11/2018	Alfamax Catering Services Ltd	4632	366.00		1670/Glasswasher ServAgreement
02/11/2018	Mortimer Road Allotment	4633	2,545.00		1738/Grant 18-19
02/11/2018	Avon Data Care	4634	134.40		1714/Till rolls + credit card
02/11/2018	WCS ENVIRONMENTAL SERVICE	4635	1,213.49		1706/Monthly monitoring visit
02/11/2018	Capital Cleaning (Kent) Ltd	4636	523.20		1751/Cleaning materials
02/11/2018	Tolchards Ltd	4637	895.27		1735/Bar stock
02/11/2018	Complete Weed Control (North W	4638	308.40		1762/Apply weed chemical
02/11/2018	FACE	4639	40.00		1746/First aid course
02/11/2018	Filton Voice Ltd	4640	300.00		1747/Filton voice Nov
02/11/2018	Gazprom Marketing & Trading Re	4641	2,612.74		1741/Gas Sept 2018
02/11/2018	Gladiator Ltd	4642	360.00		1719/Banner advert
02/11/2018	Glasdon UK Ltd	4643	1,248.89		1761/Bins for parks
02/11/2018	The Great Western Brewing Comp	4644	157.20		1708/Bar stock
02/11/2018	Robert Haddow	4645	120.00		1717/NPLQ Re-assessment
02/11/2018	Hydro-Actif	4646	204.00		1770/Shallow- training
02/11/2018	Institute of Swimming	4647	35.00		1716/Course voucher
02/11/2018	J P Lennard Ltd	4648	855.43		1707/Pool stock
02/11/2018	JTS Snack Foods	4649	343.62		1709/Bar stock
02/11/2018	Langcon Building Services	4650	330.00		1739/Repair vandalised wall
02/11/2018	Online leisure systems Ltd	4651	1,198.80		1715/Leisure module support
02/11/2018	Lister Wilder	4652	388.99		1769/Bar stock
02/11/2018	Loomis UK Ltd	4653	466.73		1743/C.I.T contrt Mntly Servic
02/11/2018	Metro Rod Limited	4654	115.20		Purchase Ledger Payment
02/11/2018	Monsoon marketing ltd	4655	644.57		1725/Ratepayers arms Uniform
02/11/2018	Office Watercoolers SW Ltd	4656	44.82		1771/Monthly POU sanitisation
02/11/2018	Nikki Pitkin	4657	120.00		1775/Aquafit class
02/11/2018	RLSS UK Enterprises Ltd	4658	50.00		1772/TA update
02/11/2018	Tailor Made Office Supplies Lt	4659	107.98		1750/Stationery items
02/11/2018	Ernest Till (South West) & co	4660	422.40		1756/Air handling unit inspect
02/11/2018	Travis Perkins Trading Co Ltd	4661	196.69		1760/Bar maintenance
02/11/2018	Volunteer Centre	4662	250.00		1737/Volunteer centre 18-19
02/11/2018	Whitehall Printing Co (Avon) L	4663	375.00		1774/Dolphin swim-Booklets
02/11/2018	Virgin Mobile - DD	DDR2	21.18		1749/Telephon charge
08/11/2018	Four Towns Play Association	4664	4,280.00		1777/Grant 2018-19
08/11/2018	Brenntag UK Ltd	4665	336.84		1788/Pool chemicals
08/11/2018	Avonvale Electrics Ltd	4666	60.65		1787/Misc Maintenance items
08/11/2018	DCK Accounting Solutions Ltd	4667	432.90		1778/VAT Partial calculation
08/11/2018	Henry Howard Finance Plc	4668	924.53		Purchase Ledger Payment
08/11/2018	J P Lennard Ltd	4669	230.87		1797/Pool stock
08/11/2018	Monsoon marketing ltd	4670	558.14		1793/Protective clothing
08/11/2018	RLSS UK Enterprises Ltd	4671	54.00		1790/NPLQ Candidate pack
08/11/2018	ST JOHN AMBULANCE SUPPLIES	4672	57.82		1791/Safety items
08/11/2018	Swim England Awards	4673	438.24		1789/Pool stock
08/11/2018	Viridor Waste Management Ltd	4674	584.76		1785/Refuse collection
08/11/2018	Water2Business - DDR	4675	50.15		1784/Water 07.04.18-24.10.18

At : 16:48

BANK ACCOUNT-GENERAL

List of Payments made between 01/11/2018 and 30/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2018	Whats on group limited	4676	180.00		1794/Advert - whats on bristol
08/11/2018	Whitehall Printing Co (Avon) L	4677	478.80		1792/Free swim vouchers
08/11/2018	Foxstead Ltd - DDR	DDR3	1,238.44		1764/Bar stock
12/11/2018	Zen Internet Ltd - DD	DDR4	25.52		1880-Broadband
15/11/2018	Foxstead Ltd - DDR	DDR5	1,422.28		1763/Bar stock
16/11/2018	FIS Payments (UK) Ltd - DDR	DDR6	433.32		1825-PCI Non compliance fee
20/11/2018	BANK ACCOUNT-IMPREST	Tfr	70,000.00		
21/11/2018	Total Gas & Power Limited - DD	DDR7	1,117.54		1798/Elec October 2018
21/11/2018	Total Gas & Power Limited - DD	DDR8	3,876.40		1796/Elec October 2018
22/11/2018	Capital Cleaning (Kent) Ltd	4678	8.34		1821-janitorial materials
22/11/2018	Tolchards Ltd	4679	788.73		1840-purchases wet stock
22/11/2018	Co-Channel Electrics Ltd	4680	360.00		1815-Icom ICF2000
22/11/2018	Cromhall Media Ltd	4681	54.00		1822-My Filton text advert
22/11/2018	DCK Accounting Solutions Ltd	4682	934.92		1817-Accounts Sep 18
22/11/2018	FACE	4683	80.00		1818-1st Aid Training
22/11/2018	Filton Voice Ltd	4684	300.00		1824-Newsletter
22/11/2018	Gazprom Marketing & Trading Re	4685	3,185.54		1828-S/Pool gas
22/11/2018	The Great Western Brewing Comp	4686	78.60		1855-Purchase wet stock
22/11/2018	Initial Washroom Hygiene	4687	361.42		1849-Janitorial supplies
22/11/2018	J P Lennard Ltd	4688	416.52		1830-Stationery
22/11/2018	JTS Snack Foods	4689	341.79		1850-Purchase dry stock
22/11/2018	Liteshow Technical Services Lt	4690	90.00		1831-NPLQ Assessment
22/11/2018	Cape Meridian Ltd	4691	182.00		1832-Key holding Sep18-Mar19
22/11/2018	RLSS UK Enterprises Ltd	4692	122.45		1835-Staff uniforms
22/11/2018	South Gloucestershire Council	4693	320.00		1836-Premises licence
22/11/2018	Tailor Made Office Supplies Lt	4694	57.81		1837-Stationery
22/11/2018	Ernest Till (South West) & co	4695	486.00		1839-Repair changing rm shower
22/11/2018	Travis Perkins Trading Co Ltd	4696	132.88		1844-equipment/tools
22/11/2018	Foxstead Ltd - DDR	DDR9	1,018.50		1811-Purchases wet stock
23/11/2018	DL I.T. Solutions Ltd	DDR10	180.00		1823-IT maintenance
23/11/2018	Butcombe Brewery - DD	DDR11	246.44		1726/Bar stock
30/11/2018	Airquee Limited	4697	282.35		1885-Inflatables inspection
30/11/2018	Brenntag UK Ltd	4698	334.18		1881-Pool chemicals
30/11/2018	A.M.P Window Cleaning Services	4699	45.00		1859-Window cleaning 30.11.18
30/11/2018	Bristol & Avon Stocktakers	4700	100.00		1860-Stocktaking 22.11.18
Total Payments			117,207.61		

PRESENT: Cllrs: D Collins (Chair), K Briffett, A Kenyon, D Layade, J Tucker, A Tink

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

APOLOGIES: Cllrs: B Mead, A Monk, A Doyle, M Chaudhry

NOT IN ATTENDANCE: Cllrs: R Taylor

1728. APOLOGIES FOR ABSENCE: Apologies were noted.

1729. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1730. DECLARATIONS OF INTEREST: None noted.

1731. PRESENTATION FROM JODY MUELANER (LAND BEHIND THE BULLDOG):

Jody talked through the plans for the land behind the Bulldog, it was confirmed that a committee had now officially been set up, Jody explained that the land was left in trust to the council and the covenant clearly stated it was to be used for a play area. Councillors were shown plans of what the committee would like to do and the proposal from Jody was for the Council to give the committee full permission to manage the land on behalf of the council, the committee do not want any funding or transfer of ownership, after a short discussion about location of cars it was proposed and seconded for the Council to go out to consultation, this was **Agreed:** unanimously.

Action: Town Council Office

1732. SUBMISSIONS FROM PUBLIC:

i) **Defibrillator:** A resident asked if the council has made a decision regarding the supply of more defibrillators in Filton, it was **Agreed:** to make this an agenda item for the January Meeting.

Action: Town Council Office

1733. TO APPROVE MINUTES OF THE MEETING HELD 27th NOVEMBER: Were approved as an accurate record.

1734. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: It was noted that there was no mention of HMO licences which were discussed at the last meeting, following on from that it was proposed, seconded and **Agreed:** unanimously to hold a meeting in the new year to discuss housing as part of the community plan.

1735. FILTON BEAT TEAM: The report was noted.

1736. SOUTH GLOUCESTERSHIRE REPORTS:

The Town Clerk thanked the South Gloucestershire Councillors for granting some of their Member Award Funding to refurbish the Ratepayers Arms toilets.

i) **Cllr R Hutchinson** – The report was noted.

ii) **Cllr A Monk** – The report was noted.

iii) **Cllr I Scott** – The report was noted.

1737. SUBMISSIONS FROM MEMBERS: It was **Agreed:** to move Councillor Monks motion to the next meeting as he was not available to speak to it.

1738. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

ii) Draft Minutes of Planning Committee held 04th December 2018 – Noted.

1739. OTHER REPORTS/CONSULTATIONS:

i) Consultation Spreadsheet – No consultations this month.

ii) Filton Community Plan – It was noted that the date for the housing meeting would be sent round in due course.

1740. PAYMENTS FOR INFORMATION – Noted.

The Chair closed the meeting at 8.30pm