

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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

Tel: 01454 866 698

24th January 2019

Dear Member

You are hereby summoned to a meeting of FILTON TOWN COUNCIL to be held on Tuesday 29th January 2019 at 7.30p.m. 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.

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Presentation of 2019/2020 Budgets – Derek Kemp – revised budgets – Appendix 1
Resolution to approve the 2019/20 Precept to be set at £710,184 (an increase of 4.05% per band D property)
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 10th December 2018 – (pages 1-2)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Vacancy for Councillor – Council to decide whether to co-opt for remaining term (page 3)
9. Filton Beat Team (page 4)
10. South Gloucestershire Reports:
 - i) Cllr R Hutchinson (pages 5-7)
 - ii) Cllr A Monk – (page 8)
 - iii) Cllr I Scott – (page 9)
11. Submission from members;
12. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee held 8th January 2019 for information only (pages 10-12)
 - ii) Draft Minutes of Planning Committee held 15th January 2019 (pages 13-14)
 - iii) YTL request – To agree date on presentation on new arena (page 15)
 - iv) Naming of street on the old airfield site (page 16)
 - v) Spring Clean 2019
 - vi) Community Centre Update
13. Other Reports/Consultations:
 - i) Consultation spreadsheet – (page 17)
 - ii) Filton Community Plan
 - iii) Payments for information (December) (pages 18-19)

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

NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

TOWN OF FILTON

NOTICE IS HEREBY GIVEN

that due to the resignation of a councillor a casual vacancy has arisen in the Office of Councillor for the Filton Town Council, Northville Ward, Filton

In accordance with Rule 5 of the Local Elections (Parishes and Communities) Rules 2006, where the vacancy occurs within six months before the day on which the councillor whose office is vacant would regularly have retired, an election shall not be held and the vacancy may be filled either by co-option by the Parish, or at the next ordinary election of councillors on 2 May 2019.

Clerk to Filton Town Council
Filton Sports and Leisure Centre
Elm Park
Filton
South Gloucestershire
BS34 7PS

Dated 30 January 2019

POLICE REPORT..

Things remain steady on the Filton beat and the Christmas period went well with little in the way of problems.

- Small amount of thefts in and around Abbeywood retail especially around Matalan.
- 5 pedal cycle thefts around Abbeywood retail/train station in the last 6 weeks.
- Theft of motor vehicle last weekend after keys stolen from the changing rooms at Filton Pavilion.. UPDATE.... Car located in Horfield and male arrested was known to police and identified from CCTV at Filton Town Council. Keys to car on him at time of arrest. Crime prevention carried out by beat team at the Pavilion.
- Drugs op continuing at Filton College but latest figures show a reduction in drug referrals at the college.

Thank you and hope to see you at a future meeting.

Regards.

Sean.

PC 3937 Sean WHITE
CN213 Beat, Filton.
North East area (Avon & Somerset constabulary)

✉ sean.white@avonandsomerset.police.uk

☎ +44 101

📍 Avon & Somerset constabulary, Patchway police station, Patchway, BRISTOL.

Next Community Engagement forum January 16th 2019 @ Filton pavilion. 7pm.

Cllr Roger Hutchinson - report to Filton Town Council meeting on Tuesday 29th January 2019

Major Transport chapter of the draft Joint Local Transport Plan

As I have reported religiously I have been following up on the issue of the 15m band proposed to be taken from the Ring Road side of Elm Park.

The Local Green Spaces Policies and designation are being reassessed as part of the new Local Transport Plan where there is a "hook" for ring road improvements. Where and if required, details of schemes will be developed further through Local Plan policies.

I have been sent the following table in the last 24 hours and have asked questions to which I am awaiting answers.

Table 11.4: Early investment schemes under development

Ref	Mode	Connectivity	Scheme	Cost	Timescale		
					S	M	L
E1	Highway	Beyond WoE	Bristol South West Economic Link (BSWEL)	Med			
E2	Highway	Beyond WoE	East of Bath Link	Med			
E3	Highway	Beyond WoE	M5 Junction 19	Low			
E4	Public Transport	Beyond WoE	Passenger Rail Service and Capacity Improvements, Station Upgrades and New Stations Package	High			
E5	Highway	Beyond WoE	Smart Motorways: M4 J18-19 and M5 J17-21A	High			
E6	Highway	Beyond WoE	M5 J21A	Med			
E7	Highway	Within WoE	A4174 Ring Road junction improvements including Wraxall Road (Longwell Green)	Med			
E8	Highway	Within WoE	Freezing Hill junction upgrade and whole route improvements	Low			
E9	Active Travel	Within WoE	Interurban cycle routes – including North Somerset Coastal Cycle Route, and cycle links to Yate and Thornbury	Low			
E10	Highway	Within WoE	M4 Junction 18A to A4174 Ring Road	High			
E11	Multi-modal	Within WoE	MetroBus – Bristol City Centre to Clevedon and Nailsea	Med			
E12	Public Transport	Within WoE	MetroBus consolidation package	Med			
E13	Public Transport	Within WoE	Park & Ride package for Bath	Low			
E14	Other	Within WoE	Regional Electric Vehicle Charging Network	Med			
E15	Multi-modal	Within WoE	MetroBus – Bristol City Centre to Severnside	Low			
E16	Active Travel	Local	Bath Cycle Network and City Centre Package	Low			
E17	Active Travel	Local	Keynsham / Midsomer Norton and Somer Valley Public Realm Improvements Packages	Low			

I am told that the Joint Local Transport Plan is proposed for consultation from 6th February to 20 March and Councillors will be given more details prior to the commencement of the consultation. Should I have more information by the time of the meeting then I will add it to my report verbally.

Local Actions

Fly tipping in back lane

Residents continue to contact homeowners backing on to the lane to secure permission to gate and to raise the funding to put the gates in. I understand that currently they are still short of the amount needed and I continue to try to assist them in achieving gating which is the only way in which the tipping is going to be prevented..

Boverton Road

I am now pleased to report that the resurfacing of Boverton Road is expected to be completed before April. A better result than I dared to expect.

Buses: At the Community Engagement Forum residents had expressed concern particularly in respect of the number 10 bus and this has been raised by other communities along the route. The most up to date position at the moment is that the West of England Combined Authority, (WECA), which is the Transport Authority is conducting a review of bus services across the west of England and the number 10 is part of that so that is as much as I can say at this point in time. I thought that this would also be of interest to the Town Council

Lanes on Filton Roundabout I have secured an agreement for a change in the lining of the central lane of Filton roundabout too make it clear that it is for vehicles going straight across and not for turning right, unfortunately this has to wait until work is done on the roundabout or repainting of all of the lines is carried out. This is probably a good time to raise issues such as the value of the yellow box which concern was expressed about at the Forum

Massive Attack

A public notice has been published in respected of traffic management measures affecting Cleve Road and College Way in Filton, currently for 2 days but possibly for 3 depending on the number of concerts that are actually taking place and I am awaiting confirmation from the organisers about this. Importantly the the closures are intended to ensure access to and from the roads for residents preventing concert goers from using the roads for the purpose of parking. The road entrances will be patrolled by marshalls. this will be in the period from 1st March

Since the December meeting I have attended the following:

Wednesday 12th December - I attended a meeting of South Glos Full Council Kingswood

Friday 15th December - I attended a meeting of the Strategic Sites Delivery Committee Sites Stoke Gifford

Saturday 22nd December - I attended our regular weekly surgery Filton.

Saturday 5th January - I attended our regular weekly surgery Filton
Monday 7th January - I attended the Agenda briefing meeting for the
Strategic Sites Delivery Committee Yate

Thursday 10th January - I attended the Strategic Sites Delivery Committee
meeting. Kingswood

Saturday 12th January - I attended our regular weekly surgery Filton

Monday 14th January - I attended a meeting of the Lead members of the
Planning Committees to discuss performance, forward planning and the way
that the changes had worked in the opening rounds of meetings. Yate

Friday 18th January - I attended a meeting of South West Councils - the
main item on the agenda was Brexit and how the local authorities on the
Region were preparing for it. Unfortunately no-one was present from the
administration in South Gloucestershire

Taunton

Saturday 19th January - I attended our regular weekly surgery Filton

Between today 23rd January and the Council Meeting I expect to attend the
following:

Friday 25th January The plenary and the Executive meeting of the LGA
Public Transport Consortium. Westminster

Saturday 26th January - our regular weekly surgery Filton

Cllr Roger M Hutchinson

Labour Lead Member for Planning and Communities.

Wednesday 23rd January 2019

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 January 2019

What's in the budget?

On February 4th the 7 Conservative councillors who make up South Gloucestershire's Cabinet will meet and approve their budget for the forthcoming financial year. This will be presented to South Gloucestershire's Full Council on 13th February 2019 where it is bound to pass as there is currently a Conservative majority.

This is the second annual budget to be drawn up since the Conservatives moved the Council to the 7-member Cabinet system. Last year a good number of councillors complained about the lack of budget information being shared with councillors, and I took the lead on this by tabling formal questions on the challenges and opportunities in the budget. When we finally got to question the decision makers we were repeatedly told "The details are being worked up".

This is not very satisfactory, so I successfully pushed for a councillor budget scrutiny group to be set up to meet throughout the year to question the detail of the budget. Unfortunately, even though this is now in place, the Cabinet has proved unwilling to share any detail on their budget proposals until the very last minute. This makes proper scrutiny rather difficult, to say the least.

On January 30th (next week) the Scrutiny Commission will once again question the Cabinet on their budget. Yet again we will have only had the lengthy report for a few days. We wait to see if we get better answers than "The details are being worked up", following on from the debacle last year. The meeting is at Kingswood Civic Centre at 3pm if anyone is interested in attending.

What we do know is that there will be little to look forward to, as the Medium Term Financial Plan voted through last year by the controlling Conservative Group contains £36 Million of further cuts commencing 2019 through to 2022 in order to meet Government funding limits.

When the 7-member Cabinet was set up the Council's Conservative leadership in 2017 they claimed it would make Council decisions more transparent. I always knew that the opposite was true and the budget experience over these past two years has proved me right.

Councillor Adam Monk



Cllr Ian Scott Filton Town Council Report January 2019

Member Awarded Funding Update

Each member has £3,000 and I have made the following grants since it started.

FACE – Debbie Teml - Friday Youth Club £3,000

Filton Rangers to attend international event £155.00

3rd Filton Brownies PGL Adventure Weekend £300

Filton Twinning Association Visit to Filton £300

Filton Petanque Club Accessibility and Information project £ 425

FACE - Diner refurbishment £500

Filton Ladies Assistance with Running Costs £100

Filton Town Council, Replacement/repair of disabled access roundabout £500

Southern Brooks Filton Community Plan £500

Filton Town Council to improve the Council's toilets £1,500

Aerospace heritage museum and learning centre smartboard £1,500

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 8th January 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), K. Briffett, D Collins, M Chaudhry, A. Kenyon, E.

Seymour, A Monk, D Layade, J Tucker, A Kenyon

ALSO PRESENT: L Reuben (Town Clerk) and C Westcott (Administrator)

APOLOGIES: Cllrs: - B. Mead and A Doyle

NON ATTENDANCE: - None

1432. APOLOGIES FOR ABSENCE: Councillors Mead and Doyle

1433. DECLARATION OF INTEREST: There were none.

1434. MINUTES: The minutes of the meeting held Tuesday 13th November 2018 were approved as an accurate record. (Cllrs A Tink and J Tucker to be added as attended)

1435. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA:

- Community Plan Meeting scheduled for Thursday 10th January at the Doug Daniels Pavilion.
- Works starting on the stewards flat roof 9th January 2019.

1436. PUBLIC QUESTIONS: There were none.

1437. INCOME AND EXPENDITURE REPORTS:

- Leisure Centre salaries are over budget / procedures in place already to reduce

Councillor Dammy Layade arrived 7.07 pm

- 101-4023 Stationary- Over budget
- 101-4103 Purchases for resale - Under budget
- 101-1054 Soft Play income – Under
- 4051 Bank Charges

Action – FTC to look at other banks

1438. BALANCE SHEET: The document was noted.

1439. OUTSIDE HUT –Proposal from FACE

- The Face proposal for using the hatch starting with opening weekends January to March and then progressing if successful. The discussion included issues such as opening times, clientele, rent fees, other parties running it. It was proposed that FACE would have the Hatch rent free for 3 months with a review after then to see how successful it was.

Vote was unanimous FOR the project to go ahead

1440. COMMUNITY PLAN UPDATE

- Community Plan Meeting scheduled for Thursday 10th January at the Doug Daniels Pavilion. The possibility of a Green Space leaflet discussed but agreed will wait until Community Plan meeting for further information.

1441. COUNCIL SUPPLYING MORE DEFIBRILLATORS IN FILTON :

- Filton Chest and Heart Committee are keen for Filton Town Council to fund more defibrillators in the area. Agreed that they will look at this in the new financial year. Information included with agenda pack

1442. CONFIDENTIAL SESSION:

- The Town Clerk informed the councillors of current financial situation. More information to be discussed at the Full Town Council Meeting when the accountant will attend.

The Chair closed the meeting at 8.10 pm

Minutes of the **PLANNING COMMITTEE** held Tuesday 15th January 2019 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)
Apologies: N/A
Non Attendees: N/A

521. APOLOGIES FOR ABSENCE: There were none.

522. DECLARATIONS OF INTEREST: There were none.

523. MINUTES OF MEETING 04TH DECEMBER 2018: The minutes were noted.

524. MATTERS ARISING: There were none.

525. FEEDBACK: 04th December 2018 – 08th January 2019

PT18/5031/F - 37 Eighth Avenue, Filton, Bristol, S Glos, BS7 0QS – Demolition of existing garage. Erection of single storey detached residential annexe ancillary to main dwelling with parking and associated works (resubmission of PT18/3405/F). - ***Refusal***

PT18/4916/PNH – 28 Nutfield Grove, Filton, Bristol, S Glos, BS34 7LG – The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.30 metres, for which the maximum height would be 3.35 metres, and for which the height of the eaves would be 2.43 metres. - ***Objection***

PT18/4214/F – 491 Filton Avenue, Filton, Bristol, S Glos, BS7 0LR – Creation of vehicular access onto Filton Avenue (Class C Highway) and installation of concrete hardstanding. - ***Refusal***

PT18/4852/F – Rolls Royce Site, Gloucester Road North, Filton, S Glos, BS34 7QE – Installation of a switch gear sub-station and load bank and associated works. - ***Approve with Conditions***

PT18/4808/F – 4 Shields Avenue, Filton, Bristol, S Glos. BS7 0RR – Demolition of existing garage and erection of two storey side extension to form additional living accommodation. - ***Approve with Conditions***

PT18/4797/F – 28 Conygre Grove, Filton, S Glos, BS34 7DP- Erection of 4no 1 bed flats with associated works. ***Approve with Conditions***

PT18/4778/F – 87 Kenmore Crescent, Filton, Bristol, BS7 0TP – Demolition of existing detached garage. Erection of single story side and rear extension to provide additional living accommodation, Installation of raised decking area. ***Approve with Conditions***

PT18/5130/F – 7 Mackie Road, Filton, Bristol, S Glos, BS34 7NE – Erection of single storey and two storey rear extension to form additional living accommodation. (Resubmission of PT18/2002/F) – ***Approve with Conditions***

PT18/5001/PDR – 100 Kenmore Crescent, Filton, Bristol, S Glos, BS7 0TR – Installation of side and rear dormer to facilitate loft conversion. - ***Approve with Conditions.***

PT18/4863/F – 816 Filton Avenue, Filton, Bristol, S Glos, BS34 7HA – Creation of new vehicular access - ***Approve with Conditions***

PT18/5235/F – Building 193 Rolls Royce Site, Gloucester Road North, Filton, S Glos. – Erection of building to house coolant farm. – ***Approve with Conditions***

526. PLANNING APPLICATIONS – see schedule below;

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3704	PT18/5487/F	Land Adjacent Conygre House, Conygre Road, Bristol, Filton, S Glos, - Variation of condition 2 attached to planning permission PT18/2072/F to substitute plans for drawing 15C and 707D to permit the installation of photo voltaic panels on the south west facing roof slope	9.1.2019	No Objection
F.3705	PT18/6065/F	37 Boverton Rd, Filton, Bristol, S Glos, BS34 7AQ – Erection of a two storey and single rear extension to form additional living accommodation.	9.1.2019	No Objection, subject to adequate parking
F.3706	PT18/5001/PDR	100 Kenmore Crescent, Filton, Bristol, S Glos, BS7 0TR – Installation of side and rear dormer to facilitate loft conversion.	10.1.2019	Expired
F.3707	PT18/6468/F	668 Southmead Road, Filton, Bristol, S Glos, BS34 7RD – Demolition of existing garage of 1no dwelling with new access, parking, and associated works.	11.1.2019	Strongly Object, FTC agrees with neighbour's objection comments. We have concerns over parking and the new dwelling is not in keeping with the houses on that road. FTC would also like to clarify how the builder proposes to erect scaffolding when they will not be allowed access onto the neighbouring property?
F.3708	PT18/6018/F	32 Stanley Avenue, Filton, Bristol, S Glos, BS34 7NQ – Demolition of existing garage. Erection of two storey side extension to form 1no attached dwelling and associated works.	28.1.2019	No Objection, subject to adequate parking.
F.3709	PT18/6613/F	36 Gayner Road, Filton, Bristol, S Glos, BS7 0SW – Erection of a single storey rear extension and two storey side extension to form additional living accommodation.	30.1.2019	No Objection, subject to adequate parking
F.3710	PT19/0068/F	12 Cleve Road, Filton, Bristol, S Glos, BS34 7QF – Demolition of existing garage and annexe. Erection of two storey extension to form 1no dwelling with associated works.	4.2.2019	Object, FTC believes the development is over intensive and we have concerns over parking, the space outside the front of bay window will not be long enough to fit a car. There will be restricted access to the front door with all 4 cars parked out the front.

There being no further business, Chair closed the meeting at 7:45pm

Dear Filton Town Council Clerk,

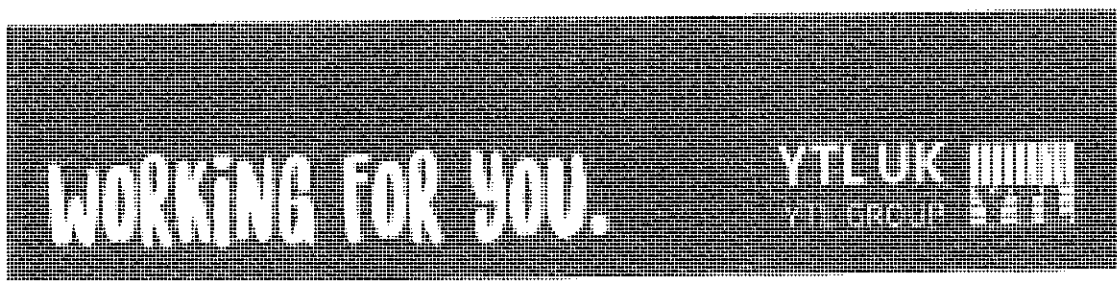
You may be aware that as owners of the Brabazon hangars, YTL is developing plans to create an arena on the site. We would welcome the opportunity come and talk to the Town Council about our plans and to answer any questions they may have.

We would be happy to either attend a Council meeting, or arrange a separate meeting specifically to discuss our plans. Alternatively, if the councillors are interested, we would be very happy to meet on site and take them on a tour of the hangars.

If the Council is interested in any of these options please could you get in touch to arrange a convenient time?

Many thanks.

YTL Arena Operations
18 Concorde Road, Bristol. BS34 5TB



Please see email below from the developer of the first phase of the development on the old Filton Airfield, I am emailing the 3 Parishes/Town Council as this is going to be a very large site spanning across all the boundaries and would like suggestions on the theme/street names for this site. The first phase should be finalised in around 10 weeks and the developer, who I have copied in, is also very keen to be involved in the naming of the new streets and would like to keep the theme in line with the history of the area. I look forward to hearing from you in due course.

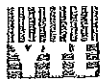
Dear Sir/Madam

We currently have a new development submitted for the 278 dwellings at the former Filton Airfield. This is the first phase of 2675 as approved in our outline application. The Reserved Matters Application - Filton Airfield PT18/5892/RM that can be viewed here:
<https://developments.southglos.gov.uk/online-applications/applicationDetails.do?keyVal=PJBNI3OKOC600&activeTab=summary>

Can you please supply information regarding the standard numbering procedure for dwellings in apartment buildings. We would like to get this right now for construction/delivery purposes.

Secondly, we are very keen to be involved in the naming of the new streets in our development with your approval. How can we do this? I am happy to come to SGC to discuss and understand this better or simply discuss on the phone.

Many thanks



YTL Developments
YTL GROUP



Consultation	Consultation Period	Summary
Street Trading Policy Review	Wednesday 20th March 2019	The Council has designated all streets in South Gloucestershire as Consent Streets for street trading purposes. The effect of this designation is that street trading in any street in South Gloucestershire is prohibited, subject to the legal exemptions, without first obtaining a consent to trade from the Council. South Gloucestershire Council is currently consulting on the revised draft Street Trading Policy and corresponding Application Guidelines, prior to approval by the Regulatory Committee. The Street Trading Policy and Application Guidelines 2019 – 2022 have been developed to assist persons applying for Street Trading Consents in South Gloucestershire. The Policy and associated guidelines set out the Council's standards for determining applications for, and enforcement of, street trading activities in the South Gloucestershire area. We are keen to receive feedback on the Policy and Application Guidelines - this consultation will be open until Wednesday 20th March 2019

At : 9:47 AM

BANK ACCOUNT-GENERAL

List of Payments made between 01/12/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2018	Water2Business - DDR	DD01	1,352.15		1847-S/Pool water
03/12/2018	Virgin Mobile - DD	DD02	18.18		1879-Telephone
05/12/2018	Bank charge	CHRG	10.00		Bank charge
05/12/2018	Commission	CHRG	140.93		Commission
05/12/2018	Fee delta card purchase	CHRG	0.20		Fee delta card purchase
06/12/2018	Tolchards Ltd	4701	833.78		TMT7615/1873/Tolchards Ltd
06/12/2018	David Fear Electrical Ltd	4702	126.00		1861-Replace pool clocks
06/12/2018	Instyle Marketing Services	4703	63.24		1864-No Dogs signs
06/12/2018	JTS Snack Foods	4704	151.75		16072717/1882/JTS Snack Foods
06/12/2018	Loomis UK Ltd	4705	466.73		1865-Security costs Dec 18
06/12/2018	Office Watercoolers SW Ltd	4706	44.82		1866-Water cooler
06/12/2018	Nikki Pitkin	4707	100.00		1868-Aqualit classes Nov 18
06/12/2018	RLSS UK Enterprises Ltd	4708	39.15		1869-Lifesaving manual
06/12/2018	Swim England Awards	4709	85.00		1870-Dolphin Swim School subs
06/12/2018	Travis Perkins Trading Co Ltd	4710	46.74		1875-Brush/handrail brackets
06/12/2018	Virgin Media Payments Ltd	4711	94.90		1877-Telephone
06/12/2018	WCS Group The H2O Experts	4712	485.00		1884-Water monitoring
06/12/2018	Up & Over Doors Ltd	4713	72.00		1889-Garage Door repairs
06/12/2018	WCS Group The H2O Experts	4714	4,506.00		1890-Replace pool pumps
06/12/2018	Foxstead Ltd - DDR	DD03	898.76		1919/Bar stock
10/12/2018	Zen Internet Ltd - DD	DD04	25.52		Purchase Ledger Payment
12/12/2018	BANK ACCOUNT-IMPREST	TFR	20,000.00		
13/12/2018	BANK ACCOUNT-IMPREST	TFR	20,000.00		
13/12/2018	Foxstead Ltd - DDR	DD05	1,445.89		SVI0001687/1862/Foxstead Ltd -
13/12/2018	HMRC VAT	BACS	11,413.44		HMRC VAT
17/12/2018	FIS Payments (UK) Ltd - DDR	DD06	544.05		Purchase Ledger Payment
19/12/2018	SIG Trading Limited	DD01	28.60		1935/Opal Diffusers
20/12/2018	Brenntag UK Ltd	4715	231.84		1915/Pool chemical
20/12/2018	Avon Industrial Doors Ltd	4716	3,976.80		1927/Supply+install fire exit
20/12/2018	Avonvale Electrics Ltd	4717	189.84		1931/Misc repair items
20/12/2018	C. Brewer & Sons Ltd	4718	168.04		1925/Base paint+sampler
20/12/2018	Capital Cleaning (Kent) Ltd	4719	570.53		1918/Janitorial supplies
20/12/2018	Tolchards Ltd	4720	1,102.43		1893/Bar stock
20/12/2018	DCK Accounting Solutions Ltd	4721	2,680.64		1906/Budget setting
20/12/2018	Filton Voice Ltd	4722	300.00		1900/Filton voice in adv
20/12/2018	Gazprom Marketing & Trading Re	4723	3,651.75		1899/Gas Nov 18 Pool
20/12/2018	GM Engineering (Bristol) Ltd	4724	558.00		1956/Galvanised plates
20/12/2018	Robert Haddow	4725	100.00		1912/NPLQ Assessment
20/12/2018	PPL PRS Ltd	4726	1,280.03		1892/Music Licence for royalty
20/12/2018	RIUKL Hygiene No 1	4727	208.03		1928/Cleaning contract
20/12/2018	Rubicon Play Ltd	4728	267.32		1926/Replacement Edging tile
20/12/2018	Trade UK(6331640004995809)	4729	155.99		1930/Misc repair items
20/12/2018	South Gloucestershire Council	4730	925.31		1902/Grass cutting Oct-Dec
20/12/2018	Southern Brooks Community Parl	4731	250.00		1961/Grant 18/19
20/12/2018	St John Ambulance	4732	72.40		1913/workplace first aid kit
20/12/2018	Ernest Till (South West) & co	4733	405.60		1933/Investigate LED Panels
20/12/2018	Unicorn Office Products Ltd	4734	30.20		1914/Misc Stationery

Continued on Page 2

At : 9:47 AM

BANK ACCOUNT-GENERAL

List of Payments made between 01/12/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/12/2018	Viridor Waste Management Ltd	4735	697.62		1908/Waste collection
20/12/2018	RLSS UK Enterprises Ltd	4736	1,476.95		1962/Staff uniform
20/12/2018	Cancel CHQ4716	CNXL4716	-3,976.80		Cancel CHQ4716
20/12/2018	BANK ACCOUNT-IMPREST	TFR	70,000.00		
20/12/2018	Foxslead Ltd - DDR	DD07	764.36		1921/Bar stock
20/12/2018	Total Gas & Power Limited - DD	DD08	1,084.74		1916/Elec Nov Rec Centre
20/12/2018	Total Gas & Power Limited - DD	DD09	3,893.18		1901/Elec Pool Nov 2018
21/12/2018	South Gloucestershire Council	Std Ord	5,012.00		Leisure Centre Rates
21/12/2018	British Telecom	DD10	203.40		1910/Telephone mothly chrg
23/12/2018	POOL TAKINGS CASHBOOK	PCC23	129.60		
24/12/2018	Public Works Loan Board	DD11	8,051.33		1886-486814 Loan Interest
24/12/2018	DL I.T. Solutions Ltd	DD12	180.00		1952/IT Maintenance Mnthly
24/12/2018	CryoService Ltd - DD	DD13	183.06		1819-Cryoservice hire
27/12/2018	Foxstead Ltd - DDR	DD14	1,051.00		1891/Bar stock
28/12/2018	Pitney Bowes - DD	DD15	63.00		1955/Postage cost
31/12/2018	British Telecom	DD16	204.50		1896/Telephone charge
Total Payments			169,135.52		

Minutes of a Meeting of **FILTON TOWN COUNCIL** held at 7:30 pm on **29th January 2019** at the Doug Daniels Pavilion, Elm Park, Filton

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

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

APOLOGIES: Cllrs: I Scott

NOT IN ATTENDANCE: Cllrs: E Seymour, D Layade

1741. APOLOGIES FOR ABSENCE: Apologies were noted.

1742. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1743. DECLARATIONS OF INTEREST: None noted.

1744. PRESENTATION OF 2019/2020 BUDGET FROM ACCOUNTANT DEREK KEMP Resolution to approve the 2019/2020 Precept to be set at **£710,184.00 (an increase of 4.05% band D property)** : Derek explained that he had more accurate figures for this meeting as was only on month 6 at the previous. Now at month 9 he was able to give much more a detailed report. The saving and cost cutting that had been implemented previously had made a significant improvement up to £35,000 cash flow for Filton Town Council and the Leisure Centre. The current budget he had set was now achievable and realistic if the procedures now put in place were continued.

Question from a councillor: How sustainable is the projected income?

Answer from D Kemp: As long as the measures that have already been put in place are continued to be implemented it's sustainable.

Question form a member of the public: When will they meet the target they are below at the moment?

Answer from D Kemp: will hit net amount of £90,000 by year 2019/2020 and in full by 2021/2022.

Question from member of the public: Why is staffing so over budget in the Leisure Centre?

Answer by D Kemp: Over staffing due to covering staff sickness was key factor in this, significant improvements have already been made in this area.

Resolution to approve the 2019/2020 Precept to be set at £710,184.00 (an increase of 4.05% band D property)

Cllr A Tink proposed a Motion which was seconded by Cllr John Tucker of 2.5% increase and to make up the deficit from when staff leave the leisure centre/bar or office not to replace them. Voted in **favour 3**, Voted **against 5** **abstain 1**

Cllr Monk proposed to accept the accountant's recommendation and was seconded by Cllr M Chaudhry. Voted in **favour 5**, Voted **against 4**.

Cllr Monks Motion was carried.

1745. SUBMISSIONS FROM PUBLIC:

i) **Northville Family Practice:** A resident has had a meeting with the practice manager from Northville Family Practice to address the rumours of its closure. The Practice Manager has assured the member of the public that it has an extension on the current contract until September 2019 when it will be open to other organisations to bid to run, but keep it as a General Practice

ii) **Defibrillator:** A resident asked if the council has made a decision regarding the supply of more defibrillators in Filton, it was stated that this would be looked at in the new financial year as agreed in the Finance Committee meeting 8th January 2019.

iii) **Cllr I Scott:** A resident would like to commend Cllr Scott on his report detailing his Membership Award Funding Grants

iv) **Bethany Church:** Feels isolated from community groups especially transport issues for the lunch club that promotes companionship and provides lunch for the elderly. Would like easier access to transport such as Four Towns. Filton Town Council to liaise with Four Towns to find solution. Bethany Church to give contact details to Cllr D Collins and get involved with the Community Plan.

ACTION: Filton Town Council Office

v) **Community Association:** A resident would like the Community Association involved in the community plan actions and to be more involved in the community generally. They would like Filton Town Council to assist with this.

vi) **FACE:** FACE is running Donuts for Donation Day to fundraise for a coffee machine for when they open the outside hut. The outside hut will be opening the same day as the leisure centre open day February 21st 2019.

vii) **Co Opt Councillor on to Town Council:** Local South Gloucestershire Council Candidate Chris Wood wanted it known that if the Town Council were to Co Opt to fill current vacancy he would like to be forward for it.

1746. TO APPROVE MINUTES OF THE MEETING HELD 10TH DECEMBER 2018:
Were approved as an accurate record.

1747. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: Cllr A Monk's Motion was included on the agenda as previously stated. Cllr A Monk discussed its regarding the use of the unused outside court to make revenue. The Community Garden are not interested in taking it over. The next option is a car park facility. There will be more information to follow when available

1748. FILTON BEAT TEAM: The report was noted.

1749. SOUTH GLOUCESTERSHIRE REPORTS:

i) **Cllr R Hutchinson** – The report was noted.

ii) **Cllr A Monk:** - The report was noted.

iii) **Cllr I Scott** – The report was noted.

1750. SUBMISSIONS FROM MEMBERS: None Reported

1751 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 8th January 2019 – Noted.
- ii) Draft Minutes of Planning Committee held 15th January 2019 – Noted.

Councillor Brian Mead left the meeting at 8.35pm

iii) **YTL Arena:** Visit to be arranged for Councillor and YTL staff to be invited to next Full Town Council Meeting.

Action – Filton Town Council Office

iv) **Naming of the streets of the old airfield:** It was agreed to advertise locally in the Filton Voice and local schools for suggestions.

v) **Community litter picks:** These have been arranged for Sunday 24th March 2019 starting at 10 am, one for each ward, meeting points are The Spar Filton Avenue. McColls Filton Avenue and Greggs Gloucester Road North. Other routes to be arranged on another date to be confirmed. Tools and litter collections to be arranged with StreetCare. Advertising to follow

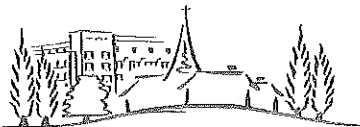
Action Filton Town Council Office

vi) **Community Centre update:** Cllr A Tink reports that the Community Centre is now running well and would like outside agencies to step away. It was confirmed that they have a new administrator to assist with the running of it. Concerns were raised from councillors and members of the public. There were concerns over the procedure of which a new Vice Chairman and committee board had been arranged, the treasurers on the board, safety and storage of member personal information, and the nondisclosure of Information to allow members to be involved in its running including invites to the AGM arranged for May 2019. Discussions took place and were eventually stopped by the Chair.

1752. OTHER REPORTS/CONSULTATIONS:

- i) Consultation Spreadsheet – Noted
- ii) Filton Community Plan – Noted
- iii) Payments of Information - Noted

The Chair closed the meeting at 9.25pm



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 February 2019

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 26th February 2019 at 7.30p.m. 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.

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. YTL Update
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 January 2019 – (pages 1-3)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team (page4)
9. South Gloucestershire Reports:
 - i) Cllr R Hutchinson *(report to be tabled)*
 - ii) Cllr A Monk – *(pages 5-7)*
 - iii) Cllr I Scott – *(page 8)*
10. Submission from members;
 - i) To Elect new Vice Chairman
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee held 12th February 2019 for information only *(page 9)*
 - ii) Draft Minutes of Planning Committee held 19th February 2019 *(pages 10-11)*
 - iii) Spring Clean 2019 *(New Date to be set)*
 - iv) Play Streets scheme *(pages 12-32)*
 - v) Community Association Update
12. Other Reports/Consultations:
 - i) Consultation spreadsheet – *(page 33)*
 - ii) Filton Community Plan
 - iii) Payments for information *(January2019)* *(pages 34-35)*

Minutes of a Meeting of **FILTON TOWN COUNCIL** held at 7:30 pm on **29th January 2019** at the Doug Daniels Pavilion, Elm Park, Filton

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

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Question from a councillor: How sustainable is the projected income?

Answer from D Kemp: As long as the measures that have already been put in place are continued to be implemented it's sustainable.

Question form a member of the public: When will they meet the target they are below at the moment?

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Resolution to approve the 2019/2020 Precept to be set at £710,184.00 (an increase of 4.05% band D property)

Cllr A Tink proposed a Motion which was seconded by Cllr John Tucker of 2.5% increase and to make up the deficit from when staff leave the leisure centre/bar or office not to replace them. Voted in **favour 3**, Voted **against 5** **abstain 1**

Cllr Monk proposed to accept the accountant's recommendation and was seconded by Cllr M Chaudhry. Voted in **favour 5**, Voted **against 4**.

Cllr Monks Motion was carried.

1745. SUBMISSIONS FROM PUBLIC:

i) **Northville Family Practice:** A resident has had a meeting with the practice manager from Northville Family Practice to address the rumours of its closure. The Practice Manager has assured the member of the public that it has an extension on the current contract until September 2019 when it will be open to other organisations to bid to run, but keep it as a General Practice

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ACTION: Filton Town Council Office

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Were approved as an accurate record.

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1748. FILTON BEAT TEAM: The report was noted.

1749. SOUTH GLOUCESTERSHIRE REPORTS:

i) **Cllr R Hutchinson** – The report was noted.

ii) **Cllr A Monk:** - The report was noted.

iii) **Cllr I Scott** – The report was noted.

1750. SUBMISSIONS FROM MEMBERS: None Reported

1751 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 8th January 2019 – Noted.
- ii) Draft Minutes of Planning Committee held 15th January 2019 – Noted.

Councillor Brian Mead left the meeting at 8.35pm

- iii) **YTL Arena:** Visit to be arranged for Councillor and YTL staff to be invited to next Full Town Council Meeting.

Action – Filton Town Council Office

iv) **Naming of the streets of the old airfield:** It was agreed to advertise locally in the Filton Voice and local schools for suggestions.

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Action Filton Town Council Office

vi) **Community Centre update:** Cllr A Tink reports that the Community Centre is now running well and would like outside agencies to step away. It was confirmed that they have a new administrator to assist with the running of it. Concerns were raised from councillors and members of the public. There were concerns over the procedure of which a new Vice Chairman and committee board had been arranged, the treasurers on the board, safety and storage of member personal information, and the nondisclosure of Information to allow members to be involved in its running including invites to the AGM arranged for May 2019. Discussions took place and were eventually stopped by the Chair.

1752. OTHER REPORTS/CONSULTATIONS:

- i) Consultation Spreadsheet –. Noted
- ii) Filton Community Plan – Noted
- iii) Payments of Information - Noted

The Chair closed the meeting at 9.25pm

POLICE REPORT.

Sorry, but I am on football duty Tuesday evening and the rest of the team are on a day shift. We are aiming to get along to your March/April meeting if we change our shifts in time

Crime remains low in the Filton area but below is a small list of recent events to note.

- Retail thefts on going around Abbeywood retail and Shields retail with some offenders unknown to us. Working with the stores and continue to target local offenders..
- Small amount of ASB around McDonalds at Abbeywood on weekends.
- Stolen van located outside of the Spar shop Filton Avenue. 19/02/19 Stolen from Bishopston on the 13th.
- Rogue traders.. (Our main issue at the moment) with a victim at Sixth Avenue and also Filton Avenue. One victim had work carried out with a quote for £1600 but ended up giving £26,000. Advice has been sent out on our twitter and neighbourhood watch group for crime prevention. Always use a local trusted company and check the paperwork making sure the 14 day cooling off period is on it and offered.
- Massive attack concert on Filton airfield March 1st and 2nd. Contact made with organisers and low level neighbourhood policing to be carried out in conjunction with Marshalls.
- On-going patrol around Kipling road for Graffiti and Station road for a small group of girls gathering at times.

Regards.

Sean.

PC 3937 Sean WHITE
CN213 Beat, Filton.
North East area (Avon & Somerset constabulary)

✉ sean.white@avonandsomerset.police.uk

☎ **+44 101**

📍 Avon & Somerset constabulary, Patchway police station, Patchway, BRISTOL.

Next Community Engagement forum Wednesday May 15th 2019 @ St Chads Patchway. 7pm.

Report for Filton Town Council February 2019

As requested at the last meeting of Filton Town Council. Please find below a list of what projects have been funded through the Member Allocated Finding Scheme.

Group Name	Project Name	Disclosable interest	Member	Ward Area	Amount applied for	Awarded
Filton Community Garden	Upgrading the Disabled Entrance to Filton Community Garden	N/A	Cllr Adam Monk	Filton	£1,270.00	£500.00
Filton Petanque Club	Replacement Scoreboard	N/A	Cllr Adam Monk	Filton	£500.00	£500.00
Filton Ladies	Running Costs	N/A	Cllr Adam Monk	Filton	£1,500.00	£500.00
Filton Twinning	2019 Visit to our twinned town Witzzenhausen	N/A	Cllr Adam Monk	Filton	£600.00	£250.00
Foundation for Active Community Engagement (FACE)	Friday Youth Club	N/A	Cllr Adam Monk	Filton	£9,000.00	£ 500.00
Filton Town Council	Replacement toilets	Member of Filton Town Council	Cllr Adam Monk	Filton	£1,500.00	£ 750.00
						3000

Group Name	Project Name	Member	Ward Area	Amount applied for	Awarded
Foundation for Active Community Engagement (FACE)	Friday Youth Club	Cllr Ian Scott	Filton		£ 3,000.00

Group Name	Project Name	Member	Ward Area	Amount applied for	Awarded
Filton Community Garden	Upgrading the Disabled Entrance to Filton Community Garden	Cllr Roger Hutchinson	Filton	"	£500.00
Filton Ladies	Running Costs	Cllr Roger Hutchinson	Filton	"	£500.00
Filton Twinning	2019 Visit to our twinned town Witzenhausen	Cllr Roger Hutchinson	Filton	"	£250.00
Foundation for Active Community Engagement (FACE)	Friday Youth Club	Cllr Roger Hutchinson	Filton	"	£ 1,000.00
Filton Town Council	Replacement toilets	Cllr Roger Hutchinson	Filton	"	£ 750.00
					3000

On February 13th South Glos voted to increase the council tax by 2.99% for their element of council. The authority wasn't able to increase the Social Care precept due to Central Government legislation although the need has in no means gone away.

The budget which requires significant future cost savings to be made in the future. This will result in a further reduction in services but as yet exactly where the axe will fall remains unclear.

At the meeting the relatively new Conservative leadership repeatedly criticised what had gone before. They attempted to present themselves as knights in shining armour clearing up everyone else's mess.

However the inconvenient truth for them is that the Conservatives have been the dominant party on South Gloucestershire Council for the past 12 years. In seven of those years the council had an exclusively Conservative Cabinet.

By attempting to re-write history and present it as a failure, they are rubbishing their Tory predecessors and all their efforts. I think that is pretty shabby.



Cllr Ian Scott Filton Town Council Report February 2019

FILTON TOWN COUNCIL ELECTIONS MAY 2019

The News is dominated by Politics. Nearly every day the lead news item is Brexit. The Country is divided and the main political parties are divided. So much so, that a new independent group has formed in Parliament made up of former Labour and Conservative MPs.

It seems that everyone has an opinion and as we get closer to 29th March politicians will have to decide what way to vote for the future of this Country.

Do you have an opinion?

Do you have an opinion about Filton where you live?

Again, it seems that lots of people have an opinion about where they live but you may be surprised to know that at the last elections in May 2015 none of the political parties could find enough candidates to stand for the Filton Town Council elections.

There was no need for an election in the Conygre or the Northville ward as there were not enough candidates to cause an election.

In fact only the Charborough ward had an election as there were 4 candidates for 3 seats.

If you do have an opinion and you care about the future of Filton come to find out more at the Filton Town Council meetings held on the last Tuesday of each month at 7.30pm at the Pavilion Elm Park Filton BS34 7PS.

Filton Town Councillors representing various political parties will be able to advise you on standing for the Filton Town Council elections in May 2019.

YOUR FILTON TOWN COUNCIL NEEDS YOU!

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 12th February 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - I Scott (Chair), K. Briffett, D Collins, M Chaudhry, A. Kenyon, E.

Seymour, J Tucker, A Kenyon, A Tink

ALSO PRESENT: N Gould (Council Support Officer) and C Westcott (Administrator)

APOLOGIES: Cllrs: - B. Mead

NON ATTENDANCE: - D Layade, A Monk

1443. APOLOGIES FOR ABSENCE: Cllr B Mead

1444. DECLARATION OF INTEREST: There were none.

1445. MINUTES: The minutes of the meeting held Tuesday 8th January were approved as an accurate record after noting that Cllr Tink was present at the meeting.

1446. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None

1447. PUBLIC QUESTIONS: There were none.

1448. INCOME AND EXPENDITURE REPORTS:

- What are 803 Civic expenses?

Action – Filton Town Council Office

Councillor A Doyle Arrived 7.06pm

- Detailed summary was unable to be printed for the agenda packs. Filton Town Council Office will email to all councillors.

Action- Filton town Council Office

1449. BALANCE SHEET:

The document was noted. Councillors would like budgeted amounts to be visible.

1450. INTERNAL AUDIT: Renewal of Services

Currently using South Gloucestershire Internal Audit Services, They charge £250 per day. Filton Town Council book out two days for them but it is usually completed in 1 day.

Cllr I Scott proposed that we continue to use South Gloucestershire Internal Audit Services. Cllr A Tink Seconded.

Voted unanimous FOR the continuation of using their services

1451. MANAGERS REPORTS:

It was suggested after looking at the reports that the leisure centre projections are too optimistic in the month of July and that the budget should reflect this. Manager Scott Fessey to be invited to next meeting to present price details comparisons of prices with other local centres

1452. COMMUNITY PLAN UPDATE: No update

The Chair closed the meeting at 7.25 pm

Present: Cllrs: K Briffett (Chair), D Collins, E Seymour, J Tucker,

Also Present: N Gould (Town Council Support Officer)

Apologies: N/A

Non Attendees: M Chaudry

527. APOLOGIES FOR ABSENCE: There were none.

528. DECLARATIONS OF INTEREST: There were none.

529. MINUTES OF MEETING 15th JANUARY 2019: The minutes were noted.

530. MATTERS ARISING: There were none.

531. FEEDBACK: 15th January 2019 – 14th February 2019

PT18/4908/F- East Works site Gloucester Road North, Filton, South Glos, BS34 7BQ – Development of 10,872 sqm of research and development facility (B1b) including ancillary offices, external compound and associated parking, landscaping, highways and drainage infrastructure. ***Approved with Conditions***

PT18/5487/F – 814 Filton Avenue, Bristol, South Glos, BS34 7HA – Widening of a vehicular access. ***Approve with Conditions***

PT18/4490/F – 7 Stanley Crescent, Filton, Bristol, South Glos, BS34 7NH – Erection of 1no. dwelling with associated works. – ***Approve with Conditions***

PT18/6065/F – 37 Boverton Road, Filton, Bristol, South Glos, BS34 7AQ – Erection of a two storey and single storey rear extension to form additional living accommodation. – ***Approve with Conditions.***

PT18/0829/F – Lanes Dairy, Rectory Lane, Filton, S Glos, BS34 7BF – Erection of a first floor side extension to form 2no additional bedrooms. Change use of ground floor from Class B2 (general industry) to 8no bedroom house in Multiple Occupancy (suis generis). As defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) – ***Approve with Conditions***

PT18/6468/F – 668 Southmead Road, Filton, Bristol, S Glos, BS34 7RD - Demolition of existing garage. Erection of 1no dwelling with new access, parking and associated works. - ***Withdrawn***

532. PLANNING APPLICATIONS – see schedule below;

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3711	PT18/6718/PND	Charborough Road Centre, Charborough Road, Filton, Bristol, South Glos – Prior notification of the intention to demolish the former school, training centre and offices.	12.2.19	No Objection in principle, FTC would like clarification that the application will have no effect on the preservation of green open space as previously agreed.
F.3712	PT18/6402/PND	28 Nutfield Grove, Filton, Bristol, S Glos, BS34 7LJ – Erection of rear conservatory	15.2.19	No Objection
F.3713	P19/0615/F	25 Broncksea Road, Filton, Bristol S Glos, BS7 0SE - Demolition of existing lean to and erection of single storey rear extension to facilitate conversion of existing	18.2.19	Please see attached comments

		dwelling into 3 no. flats		
F.3714	P19/0793/F	168 Station Road, Filton, Bristol, S Glos, BS34 7JW – Erection of two storey side extension to form 1 no. flat with associated works.	19.2.19	No Objection subject to adequate parking
F.3715	P19/0808/F	3 Kenmore Drive, Filton, S Glos, BS7 0TS – Demolition of existing and erection of annex ancillary to the main dwelling house.	20.2.19	No Objection subject to it being stated that the new structure is only used by owners and immediate family
F.3716	P19/0846/ADV	Elm Park Service Station, 73-75 Gloucester Road North, Filton, Bristol, S Glos – Consent to display 1no. internally laminated staic pylon sign.	21.2.19	No Objection
F.3717	P19/1061/F	37 Eighth Avenue, Filton, Bristol, S Glos, BS7 0QS – Demolition of existing garage. Erection of single storey detached residential annexe ancillary to main dwelling with parking and associated works	27.2.19	No Objection as long as the annexe is not let out to third parties
F.3718	P19/1266/F	29 Wallscourt Road South , Filton, Bristol, S Glos, BS34 7NU – Erection of a single storey rear extension to form additional living accommodation. Installation of 1no rear dormer to facilitate loft conversion.	5.3.19	No Objection, subject to adequate parking
F.3719	P19/1295/F	166 Station Road, Filton, Bristol, S Glos, BS34 7JW – Erection of a two storey side extension and single storey rear extension to form additional living accommodation.	7.3.18	No Objection subject to adequate parking
F.3720	P19/0562/F	Building 180 Rolls Royce Site, Gloucester Road North, Filton, S Glos, - Installation of an external Air Handling Unit (AHU) and external flume extraction stack.	7.3.19	No Objection
F.3721	P190578/LB	Hanger 16M Aerospace Bristol Hayes Way, Patchway, S Glos- Internal and external works to Hanger 16M for use as a collections workshop as part of Aerospace Bristol, to include replacement of external wall and roof cladding, removal of roof lights, replacement of windows and doors, removal of internal partitions and introduction of new vents/flues.	7.3.19	No Objection
F.3722	P19/1018/F	24 Wallscourt Road South, Filton, Bristol, S Glos, BS34 7NU – Erection of a two storey rear extension, installation of 4no velux roof lights to facilitate loft conversion and form additional living accommodation.	1.3.19	Object! There are no 2 nd floor plans to review & we feel there will be inadequate parking

There being no further business, Chair closed the meeting at 7:45pm

Hi all,

I'm writing to you because of your role in priority neighbourhoods. Could you help me to promote our Play Streets scheme, please?

A successful pilot was completed recently and we've just had the go-ahead for a second phase: May 2019-May 2020. The report is attached (including an executive summary) and here is our web page with all things Play Streets, including an application form to hold events:

www.southglos.gov.uk/playstreets

Although the pilot was very successful overall - e.g. over 400 child play hours and 100% positive feedback about physical activity and community cohesion - it was less successful in reaching priority neighbourhoods and empowering residents in those areas. This we would like to put right in the next round.

To hold Play Streets events, residents need to apply for a legal order (at no cost to the residents) to close the street for play on certain dates and for limited periods of time. Then they organise and hold the events themselves. This was achieved by several residents during the first phase and now we'd like to help more people do the same, particularly people from priority neighbourhoods. The applications window is now open until 26/04/19.

It would be really helpful if you could pass on this email to your contacts but especially if you know of any proactive residents in priority neighbourhoods who would be interested in applying to hold Play Streets events – I'd love to meet them and help them through the process.

Thank you in anticipation of your support.

Kind regards,

Brian

Brian Gardner

Active Lifestyles Team Leader (Public Health)

01454 862296 / 07702 696363

Address for posting: South Gloucestershire Council; Department for Children, Adults and Health; PO Box 1955; Public Health & Wellbeing Division; Bristol BS37 0DE

Office base = Badminton Road, Yate

<http://www.southglos.gov.uk/health-and-social-care/staying-healthy/getting-active/>

Play Streets Evaluation



Diana Bright & Brian Gardner

January 2019

Executive Summary

- Outdoor play has been associated with higher levels of physical activity (PA) and contributes to weight management in children.
- Regular Temporary Street Play Closures (TSPCs) are a scalable intervention that have the potential to deliver public health outcomes as well as creating safer and stronger communities.
- TSPCs had been previously successfully trialled by Playing Out in Bristol.
- In September 2018, a similar scheme '*Play Streets*' was rolled out in South Gloucestershire as a pilot.
- A mixed-methods approach was used to collect data on the total number of children and families taking part as well as the duration of the sessions. Two surveys and qualitative interviews with parents/guardians and organisers were used to explore their views and experiences of participating in *Play Streets*.
- *Play Streets* led to 18.75 hours of sessions in 6 locations that have reached around 290 children and 153 families. *Play Streets* was directly responsible for 405 child-hours of PA.
- The scheme revealed a strong consensus among parents/guardians and organisers regarding the perceived benefits of the scheme for children and families, particularly in terms of social interaction and community cohesion. It also offered a different and fun activity for children to be more physically active and make new friends.
- Although this was a small-scale pilot there is the potential to build on this experience and reach other areas of South Gloucestershire, particularly areas of high deprivation.

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1. Background

Physical activity (PA) is essential for the normal growth and development of children and adolescents, plays an important role in the prevention of becoming overweight and obese in childhood and adolescence, and reduces health risks of obesity¹. There is widespread concern that children's PA has been declining and that this may underpin population level increases in childhood overweight and obesity as well as creating a potential burden of future ill health². These concerns have led to policies to increase children's PA as a public health intervention. Children who are physically active are less likely to be overweight, less likely to suffer future cardiovascular illness and have better overall indicators of health than less active children³.

In addition, it has been proven that physical environmental factors play an important role in influencing young people's PA. For instance, time spent with friends outdoors is related to higher levels of activity and contributes to weight management in children⁴.

Regular Temporary Street Play Closures (TSPCs) are a scalable intervention that can, with support from residents and local authorities, be rolled out locally and nationally. TSPCs can contribute to achieving the council's Physical Activity Strategy targets and deliver public health outcomes as well as creating safer and stronger communities. TSPCs had been previously successfully trialled by Playing Out in Bristol⁵:

- Children spent on average 70% of the time of the street closure outdoors (compared with less than 20% outdoors on an average school day)
- Children spent 45% of their time outdoors being active, compared to 5% of their time indoors.
- Resident involvement and regular street closures also lead to wider benefits including improved social cohesion and community connectedness.

In September 2018, a similar scheme '*Play Streets*' was rolled out in South Gloucestershire as a pilot. This report sets out the findings of the evaluation of the pilot.

2. Methods

A mixed-methods approach was used to collect data on the total number of children and families taking part as well as the duration of the sessions. Feedback about *Play Streets* from parents and organisers was gathered via two surveys. In addition, two brief interviews were conducted with parents (n=5) during the sessions and further notes from conversations with parents/guardians (n=3) were taken to gather parents' views and opinions about the scheme.

3. Findings

From September to December 2018, six streets participated in *Play Streets*. In this period 10 sessions were organised reaching 290 children and 153 families, and gave rise to an estimated 405 child-hours of outdoor play (Table 1).

Table 1. Play Streets sessions

	Pear Tree Way*	Moorend Rd	Quarry Lane/Church Rd	Grange Ave	Pendock Rd/Frome Way	Fir Tree Close	Total
No. of sessions (Sep-Dec 2018)	2	1	1	4	1	1	10
Session length (hrs)	2	1.25	1.5	2	2	2	N/A
Total hrs (Sep-Dec 2018)	4	1.25	1.5	8	2	2	18.75
Children attending	40	40	20	140	20	30	290
Total child-hours [†] (Sep-Dec 2018)	60	37.5	22.5	210	30	45	405
Families attending	20	25	10	70	13	15	153

*Estimated attendance; [†]Child-hours: This figure was calculated using the formula (no. of children attending) x (total hours) x 75%. The rationale for this formula is that it recognises that not all children attend the whole of a session, although most do stay for the majority of a session⁶.

Table 2 shows the areas and the Index of Multiple Deprivation (IMD) by street. The majority of the streets where *Play Streets* sessions were organised were in the least deprived areas according to the English IMD.

Table 2. Street characteristics

Street	Area	IMD
Pear Tee Way	Lyde Green	8
Moorend Rd	Hambrook	5
Quarry Lane/Church Rd	Winterbourne Down	10
Grange Ave	Hanham	7
Pendock Rd	Winterbourne	10
Fir Tree Close	Patchway	4

IMD= English Index of Multiple Deprivation (1 is the most deprived)

3.1 Cost data

The *Play Streets* scheme was developed from a successful bid for a SGC Public Health & Wellbeing Business Case grant. The pilot was awarded a total of £1,500 to cover the scheme's costs. All staff time was provided in kind.

3.1.1 Total cost

The total cost of the scheme was £1,768, resulting in an overspend of £268. The cost of the material needed for 10 sessions (e.g., cones, kits, signs) was £492. The greater expense involved Temporary Play Street Orders (TPSO) processed by the SGC legal team (n=6). Each TPSO cost £168 (Table 3).

Table 3. Total costs of *Play Streets*

Item Ordered	Supplier	Cost	Quantity	Total cost	Budget Remaining
Funding					£1,500
Playing Out Kits	Playing Out	£60.00	4	£240	£1,260
Flexible Road Closed Signs	Pro-tect Signs	£20.00	8	£160	£1,100
Flexible Road Ahead Closed Signs	Pro-tect Signs	£20.00	2	£40	£1,060
Delivery Charge for Pro-Tect Signs	Pro-tect Signs	£20.00	1	£20	£1,040
Cones	SGC Procurement	£5.50	20	£110	£930
Flexible Road Closed Signs	Pro-tect Signs	£20.00	7	£140	£790
Essential Street Play training day	Playing Out	£50.00	1	£50	£740
TPSO	SGC Legal Services	£168.00	6	£1,008	-£268
Total				£1,768	

3.1.2 Cost per street

The cost per street was £372 including the material and the legal services. If the scheme is extended, the estimated cost x 10 streets is £3,720.

Table 4. Cost per street

Item	Cost	Quantity	Total cost
TPSO (road closure)	£168	1	£168
Playing Out Kit	£60	1	£60
Flexible Road Closed Sign	£20	4	£80
Delivery of signs	£20	1	£20
Cones	£5.50	8	£44
Total cost per street			£372
Cost x 10 streets			£3,720

3.1.3 Estimated costs for future *Play Streets* sessions

Table 5. Estimated costs

Costs	
Cost per street (excl. TPSO)	£200
If the kits are shared (and stored at community hubs e.g. community centres) the cost (excl. TPSO) could be halved	≈ £100
Revised total cost per street	≈ £268
Cost of adding more streets to the scheme	x 10 streets = 2,680
	x 12 streets = £3,216
	x 15 streets = £4,020

3.2 Findings from the surveys and interviews

Two surveys were designed to collect parents' and organisers' feedback about the sessions. The survey was available in paper copy and electronic format for parents attending the *Play Streets* sessions.

Results from the surveys were combined with the findings from the qualitative interviews in order to provide a better picture of parents' views and experiences of participating in the scheme. Quotes from survey respondents (S) and interviewees (P/G) are given to illustrate the findings.

3.2.1 Parents' feedback

In total, 32 respondents completed the survey. Overall, parents' responses were very positive regarding the benefits of *Play Streets* sessions.

a) Parents' perceived benefits of *Play Streets* for the children

Almost 95% of parents strongly agreed or agreed that children enjoyed playing on the streets. Over 90% strongly agreed or agreed that children were more physically active

during the sessions, had the opportunity to make new friends, and that the sessions helped them developing a sense of community (Fig 1a-1d; in blue).

A few parents strongly disagreed or disagreed with some survey statements, this could be explained by the fact that some parents would not let their children be part of the sessions without their supervision (Fig 1a) and that some children may have spent the time socialising with other children without necessarily being more physically active (Fig 1b). In addition, it is possible that one session was not enough for some parents to feel that *Play Streets* helped children with developing a sense of community (Fig 1c).

b) Parents' perceived benefits of *Play Streets* for parents/guardians

Similar to the perceived benefits for children, parents also strongly agreed or agreed that the benefits of *Play Streets* were getting to know and socialise with neighbours (94%), developing a sense of community (94%), playing with their children safely on the street (94%), and being more physically active (90%). Although the majority (66%) of parents strongly agreed or agreed that one of the benefits of the session was "having the confidence that my children are playing safely on the streets while I am busy with other activities", others strongly disagreed or disagreed with this statement (22%). Again, this could be explain that some parents would not feel confident leaving their children playing out in the street without their supervision, especially if they do not know their neighbours (Fig 2a-2d).

c) What would children be usually doing at the same time of the sessions?

The majority of parents/guardians responded that their children would be playing indoors or outdoors (e.g., garden or park). Notably, 10 out of 28 parents/guardians responded that their children would spend the time in sedentary activities, such as drawing or colouring, watching TV or playing with electronic devices (e.g. phones, tablets, computers, game consoles).

Figure 1. By participating in *Play Streets* children:

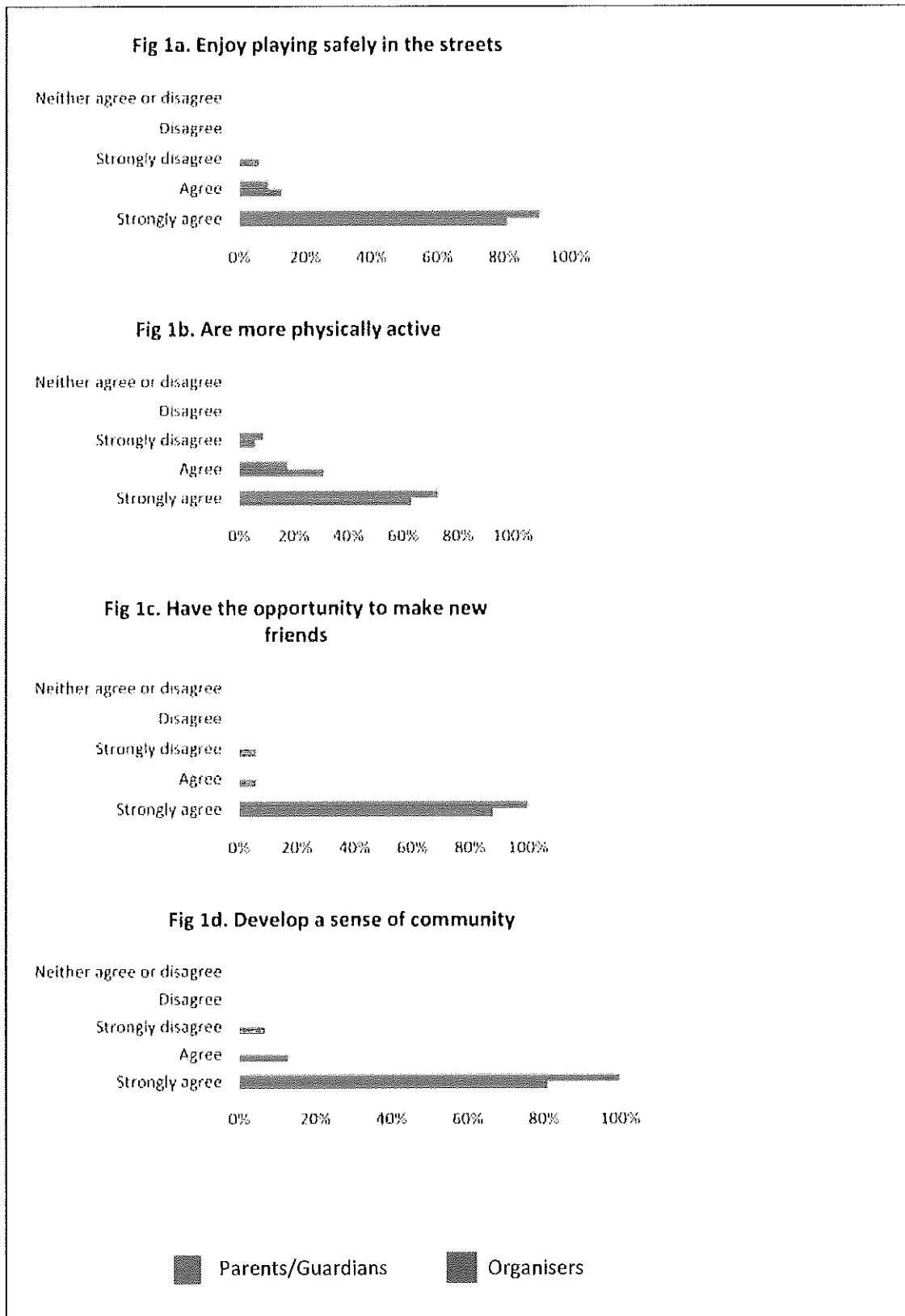


Figure 2. By participating in *Play Streets* parents:

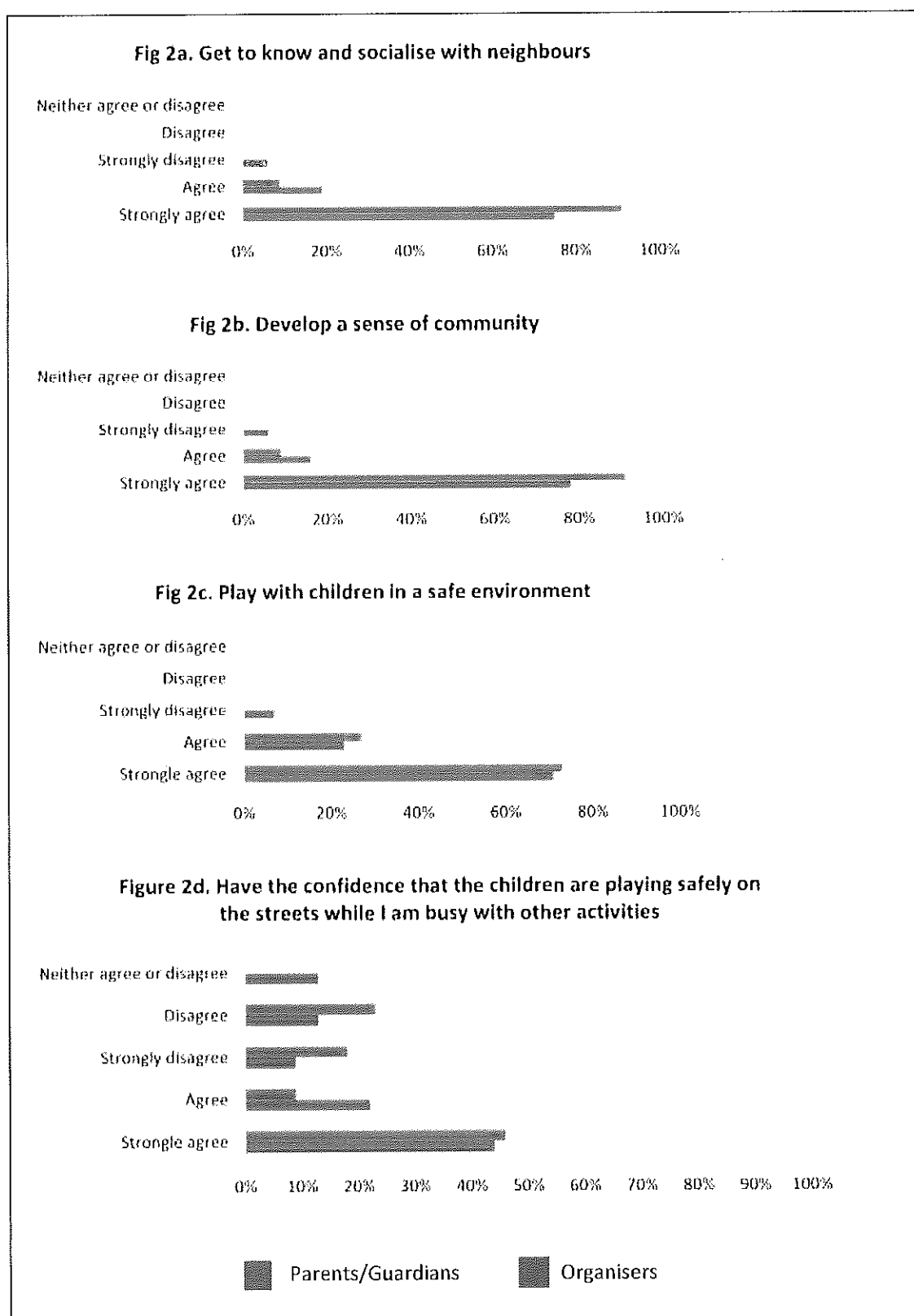
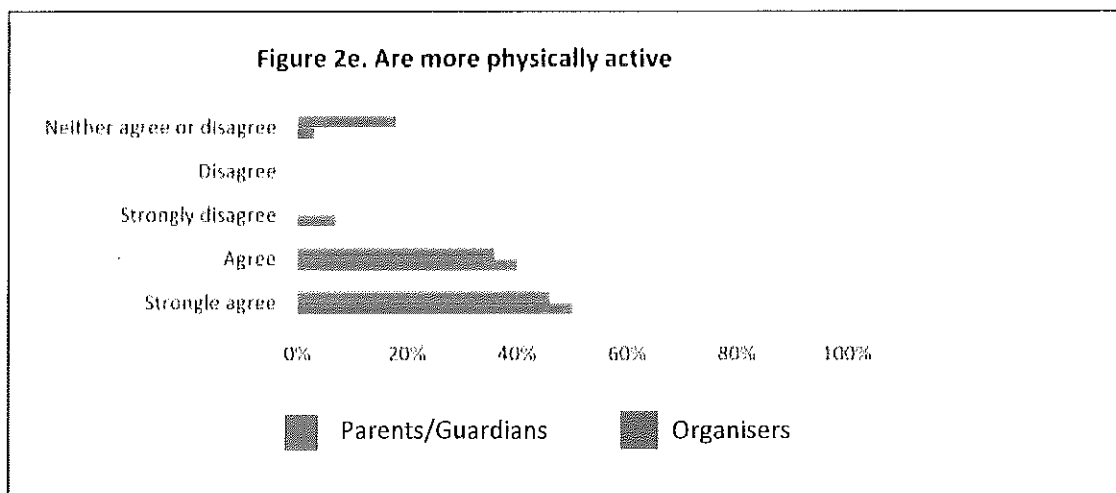


Figure 2. Continued...



d) What difference do you think the sessions have made to your street?

The main difference that respondents reported was feeling a great sense of community cohesion which has helped to build new friendships and a community bond:

A huge difference, people have made new friendships and there is a great sense of community cohesion and sense of being part of a team (S).

It just brings everyone together doesn't it? I mean you get to know, you know, there's some neighbours here that you say hello, good morning to but you don't know anything more than that but in these events, like the first one we had 4 weeks ago you introduce neighbours names, you find out what they do for a living you just sort of build a bit of a bond and you never know how that might benefit people further down the line (P/G).

For some parents/guardians this was the first time they experienced such a social interaction on their streets:

I've lived here for nine years and I've never seen anyone playing outside my house before. It's great! (P/G)

Following the sessions some parents reported taking advantage of meeting new people and hoping to set up follow-up activities to keep the sense of belonging and community cohesion:

... hoping to now set up a cooperative for babysitting (S).

Parents/guardians also reported that *Play Streets* made a difference as it "offers a different, unusual activity" for children and some parents reported that it provided an opportunity for children to be more active:

Well it is practically physical activity the whole time so it's 2 hours of cycling, running around being out and about, out on adventures (P/G).

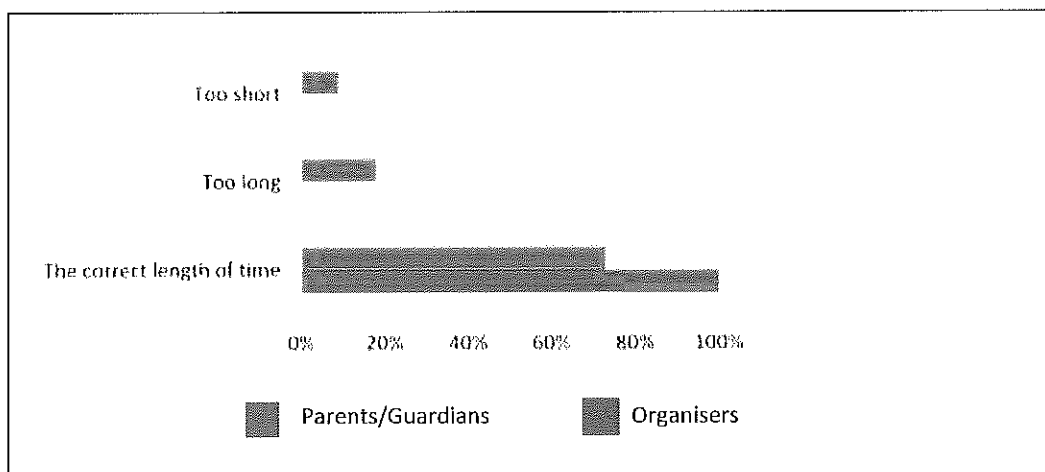
During one of the interviews, one of the parents highlighted that it was an opportunity to allow children from different age groups to interact:

In terms of vertical play, so you've got [girl's name] who's 4 and [girl's name] who is 9 playing together. So it isn't just about similar age groups, it's about a range and a mixture and that's really important (P/G).

e) Duration of the sessions

On average, *Play Streets* sessions lasted 1.9 hrs (113 min). For 100% of surveyed parents, the sessions were the correct length of time (Fig 3; in blue).

Figure 3. Duration of the activity



f) Concerns about *Play Streets*

The main concern parents/guardians reported in the survey was the uncertainty of not knowing if the scheme will continue, particularly over the summer months:

Only that it might end and we want it to become a permanent scheme (S).

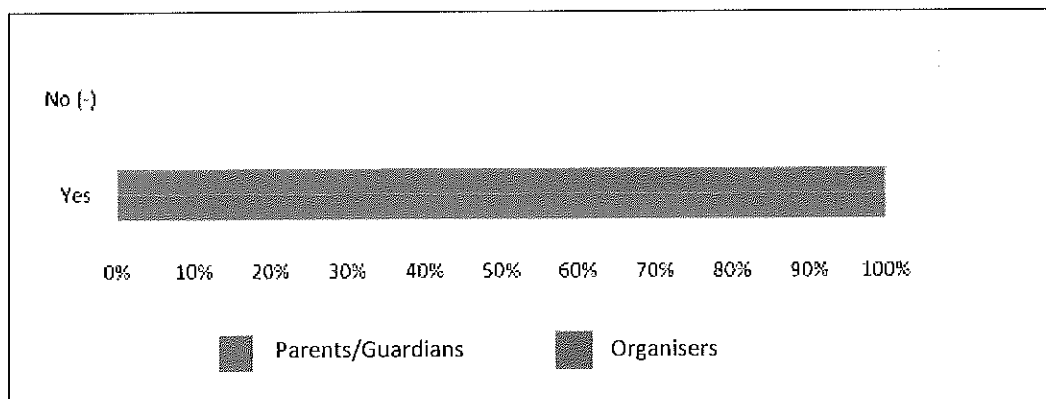
One parent/guardian concern was trying to avoid upsetting other “grumpy” neighbours while another respondent reported that not having insurance concerns her/him:

Insurance –I didn't have any as I would have to fund it myself, it made me nervous. Maybe a group/overall insurance policy could be found (S).

g) Would you like South Gloucestershire Play Streets to continue?

In line with the concerns of not having the Play Street sessions as a permanent scheme, all respondents (n=32) reported that they would like the scheme to continue (Fig 4; in blue).

Figure 4. Would you like South Gloucestershire Play Streets to continue?



During the interviews parents also highlighted their wish for the sessions to continue, one parent even suggested that the *Play Streets* sessions could be even bigger during the summer:

...so hopefully it will be long continuing especially to next year when the weather gets nicer again and you can see we've got barbeques going here and it could become a bigger event (P/G).

In addition, it was suggested that events like Play Streets could also have the support of shops in the high street which in turn, would benefit them given the current economic panorama:

I also think, you think about, we've got quite an important high street, I think there's a place for these sorts of things for the shops in the high street to get involved in something festive..... Because our high street is quite well established but we know the strain on high streets so... (Parent).

3.2.2 Organisers' feedback

In total, 11 respondents completed the survey. Similar to the parents' feedback, organisers' responses were very positive about the benefits of the sessions.

a) Organisers' perceived benefits of *Play Streets* for the children

Respondents strongly agreed (91%) or agreed (9%) that children enjoyed playing safely on the streets. All organisers strongly agreed that Play Streets benefited children in having the opportunity to make new friends and develop a sense of community. Regarding children being more physically active, 91% of organisers strongly agreed or

agreed with the statement, while 9% neither agreed nor disagreed (fig 1a- 1d; in orange).

Further comments from the survey highlighted how much children enjoyed the session:

All the above! Plus get to experience their school or road without fearing traffic. One child did a cartwheel down the centre of the road they were so excited! (S).

b) Organisers' perceived benefits of Play Streets for parents/guardians

All organisers strongly agreed or agreed (100%) that parents/guardians enjoyed playing safely on the streets, got to know and socialise with neighbours, and developed a sense of community as a result of participating in *Play Streets*. Similar to the parents' feedback there were mixed responses regarding having the security that their children are playing safely on the streets while they are busy with their other activities. The majority (66%) strongly agreed or agreed with the statement, while 27% disagreed and 18% strongly disagreed (Fig 2a-2e; in orange).

c) Organisers' perceived benefits of Play Streets for themselves

All organisers (n=11) strongly agreed or agreed that they have benefited from building community relationships, from developing a sense of belonging to their community, from enabling their own children to play safely out more often and from helping other families/children to play safely out more often (Fig 5).

d) What difference do you think the sessions have made to your street?

Similar to parents' responses, the main difference Play Streets has made to their streets was an improvement in community cohesion and sense of belonging:

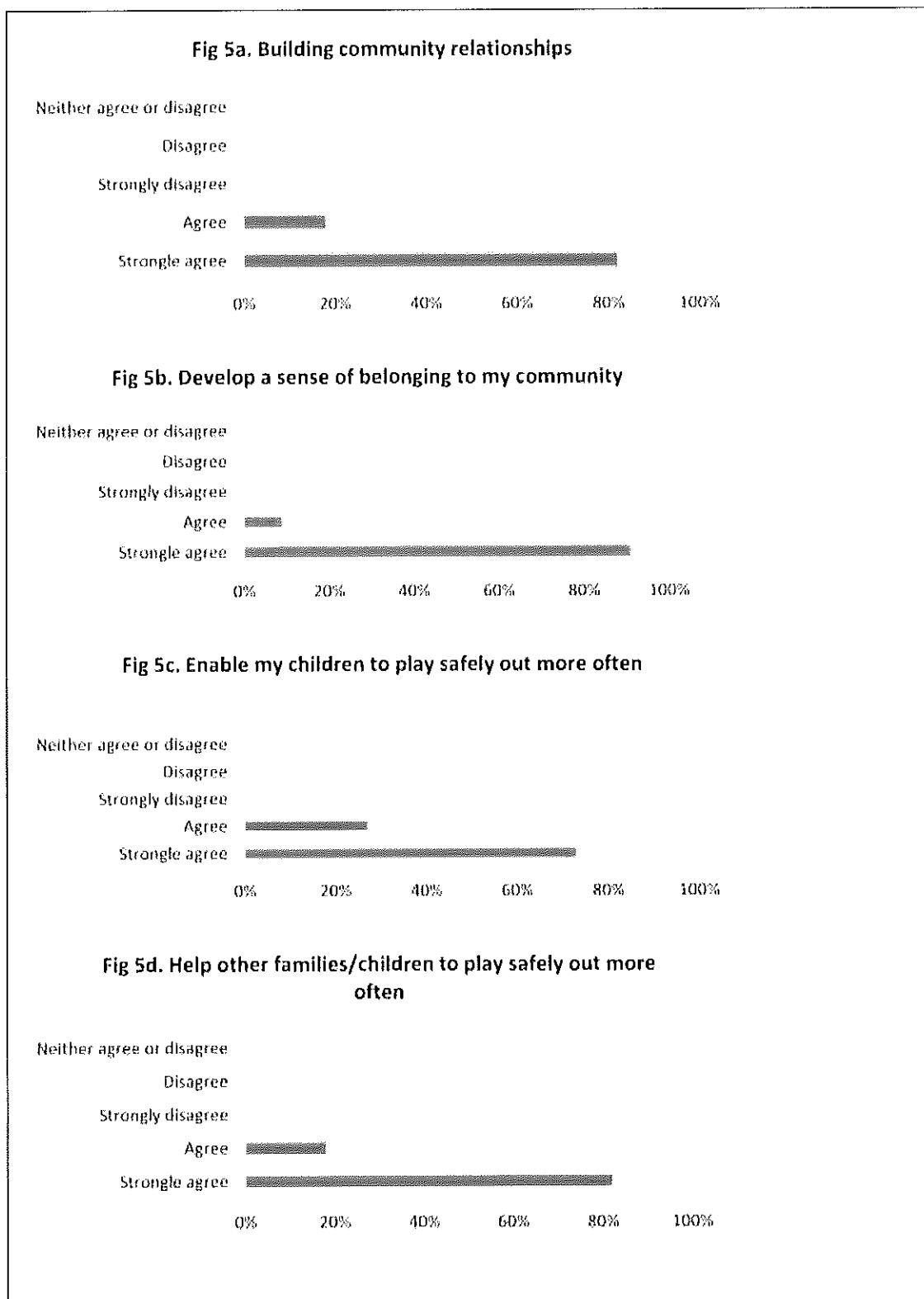
It's made a huge difference, people now know each other's names, they know each other's kids and they stop and talk to each other where many would have previously only smiled at each other or not even known them (S).

e) Duration of the sessions

73% of the organisers felt the sessions were the correct length of time, while 18% and 9% responded they were too short and too long, respectively (Fig 3; in orange). One organiser reported that a 2hr was too long:

We booked in two hours for the sessions, but the children were done with 1 hour or 1.5 hours. On a Friday after school they would be rushing off home to do extracurricular activities in cars (S).

Figure 5. The benefits of organising the activity have been:



f) What would children be usually doing at the same time of the sessions?

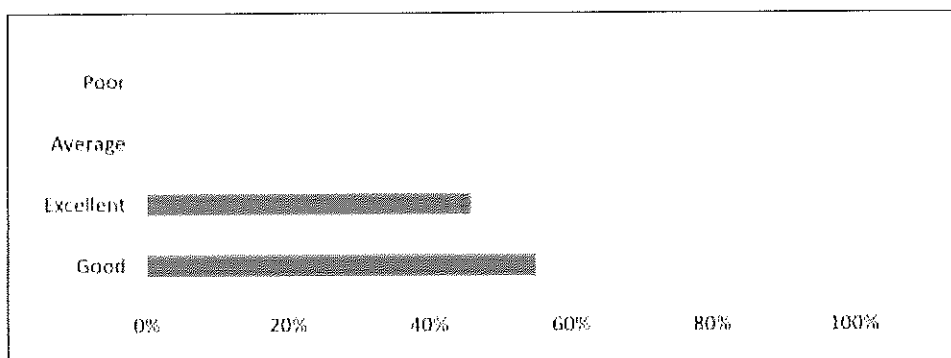
Organisers also reported that children would be mainly playing in their houses particularly during the winter months. One organiser reported that due to *Play Streets* sessions some neighbours have changed their activities so that they were able to participate:

In the winter a lot would be playing at home watching TV/films. Perhaps visiting family. I know people have changed their plans to be able to attend a Play Streets event (we hold ours every last Sunday of the month)(S).

g) How would you rate the support you had from South Gloucestershire Council?

Organisers rated the council's support very positively. 55% and 46% rated it as good and excellent, respectively.

Figure 6. Support received by South Gloucestershire Council



h) What else might have been helpful?

Having more kits available and having a specific place to store them seemed to be the main recommendation. One organised reported that it was complicated for her to store the kit:

Somewhere to store the kit or deliver it. I have a small car which can't hold traffic cones, and we don't have a garage so I have had kit all over my house(S).

One organiser reported that meeting other parents and/or organisers and hear about their experiences would be helpful:

...would be great to hear any tips or successes from other people who've done Playing Out sessions.

During one of the sessions the project coordinator interviewed three parents who were part of the organising team. They all agreed that it was easy and that it was an opportunity for adults to socialise with their neighbours:

Interviewer: How long did the planning take?

J: We had a few meetings.

M: To be honest with you they were quite positive, like (J) was saying, we went out – up the pub as a social event.

Interviewer: So the planning was in the pub!

M: Yeah so none of it was stressful or anything, and we helped out with leafletting and the children got involved in that.

i) Support from Playing Out

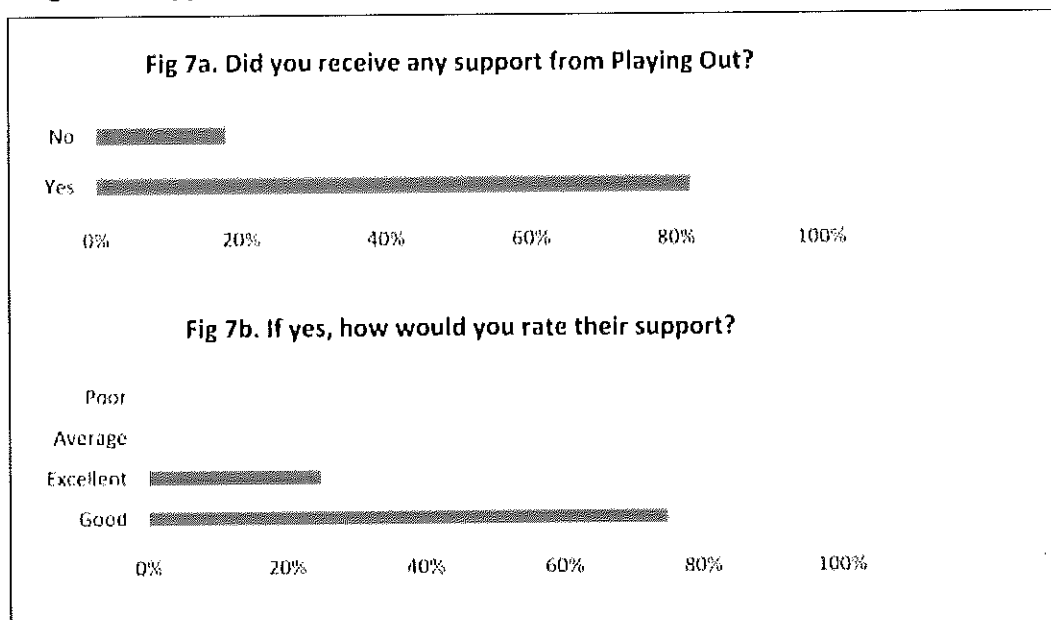
82% of organisers received support from Playing Out, of them 75% rated their support as good and 25% as excellent.

j) Biggest challenges

The main challenges reported in the survey were:

- Getting residents involved in organising and running the event, including finding stewards to help with the sessions
- The kit not being enough (the kit included only 4 high vis vests)
- Raising awareness of the sessions
- Timing with regards to filling in the application form and organising the event
- Getting the paper work completed for the legal side of the road closure (including the risk assessment)
- Having to deal with cars in the middle of the activity (neighbours needed to be walked out the street – i.e., an organiser needed to walk in front of cars being driven along the street)

Figure 7. Support from Playing Out



k) Would you like South Gloucestershire *Play Streets* to continue?

Similar to parents' feedback, all organisers would also like the scheme to continue, particularly during the summer months. A parent who was involved in organising the sessions on her street highlighted that after the success of the sessions, other people have shown interest in the scheme:

I have mentioned it to people at work, and they're really positive about it and they want to start doing it down their streets (P/G).

4. Conclusions

Play Streets led to 18.75 hours of sessions in 6 locations that have reached around 290 children and 153 families. In term of child-hours *Play Streets* was directly responsible for 405 child-hours of PA.

The scheme revealed a strong consensus among parents/guardians and organisers regarding the perceived benefits of the scheme for children and families, particularly in terms of social interaction and community cohesion. It also offered a different and fun activity for children to be more physically active.

This was a small-scale pilot and children's objective-measures of PA were not collected. However, a research study evaluating Playing Out in Bristol has demonstrated that children spent on average 16 minutes per hour in moderate-to-vigorous physical activity (MVPA) during street closures⁵. This in turn, could make a meaningful contribution to whether children are likely to meet the recommended 60 minutes per day of MVPA set out in the UK PA guidelines⁸. In line with findings from Playing Out in Bristol, *Play Streets* promoted child and adult social interaction between friends, neighbours and families⁵.

Overall, the pilot showed that SGC can successfully develop and manage a process to support and approve street play sessions. Once a street has been approved, given a TSPC and equipped for a *Play Streets* session, the neighbours would be able to run the activities by themselves.

Although this was a small-scale pilot there is the potential to build on this experience and reach other areas of South Gloucestershire, particularly areas of high deprivation.

5. Recommendations

- To facilitate the delivery of the sessions, kits could be stored in community hubs. This could also reduce the number of kits needed, therefore reducing costs.
- An online application form could facilitate the process.
- A risk assessment template could be provided to potential organisers to help facilitate the application process.
- Joint ownership and funding of the project could be considered.
- An alternative method of achieving TSPCs could be scoped and adopted, therefore reducing costs.
- The team could also consider promoting the scheme in areas of high deprivation. It is possible that these areas need greater support than least deprived areas.

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7. Department for Communities and Local Government. English Index of Multiple Deprivation. (2015). Available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/465791/English Indices of Deprivation 2015 - Statistical Release.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/465791/English_Indices_of_Deprivation_2015_-_Statistical_Release.pdf)
8. Chief Medical Officers of the UK. (2011). Factsheet 3. Physical activity guidelines for children and young people (5-18 years). Available at: www.nhs.uk/Livewell/fitness/Documents/children-and-young-people-5-18-years.pdf

Contact details

Brian Gardner –Active Lifestyles Team Leader (Public Health) & Play Streets Pilot Coordinator. South Gloucestershire Council.

☎ 01454 862296

✉ Brian.Gardner@Southglos.gov.uk

Diana Bright –Evidence & Evaluation Support Officer. South Gloucestershire Council.

☎ 01454 866354

✉ Diana.Bright@Southglos.gov.uk

Consultation	Consultation Period	Summary
FILTON - A4174 STATION ROAD - Proposed replacement Toucan crossing - STATUTORY NOTICE	6 Feb 2019	The Council proposes to replace the existing crossing across A4174 Station Road, Filton, east of its junction with Shellard Road with a new Toucan crossing. Full details of the proposal, together with a plan and a statement of the Council's reasons for proposing to install the measures can be seen in the documents section below and have also been deposited at Patchway One Stop Shop and at Filton Public Library and may be seen free of charge during normal opening hours.

At : 11:40 AM

BANK ACCOUNT-GENERAL

List of Payments made between 01/01/2019 and 31/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2019	Water2Business - DDR	DDR	1,390.30		1959/Water Nov 2018
03/01/2019	Virgin Mobile - DD	DDR1	18.18		1983/Telephone charge
03/01/2019	Foxstead Ltd - DDR	DDR2	1,101.86		1965/Bar stock
04/01/2019	Co-Op Bank	DDR	10.00		Bank charges
04/01/2019	Co-Op Bank	DDR	134.58		bank charges
10/01/2019	Zen Internet Ltd - DD	DDR4	25.52		1981/Zen monthly charge
10/01/2019	Foxstead Ltd - DDR	DDR5	318.96		Purchase Ledger Payment
11/01/2019	Hitachi Capital Invoice Financ	4737	3,976.80		Purchase Ledger Payment
11/01/2019	Ricoh UK Ltd - DD	DDR6	864.81		1904/Photocopying charge
17/01/2019	Foxstead Ltd - DDR	DDR7	636.39		Purchase Ledger Payment
17/01/2019	FIS Payments (UK) Ltd - DDR	DDR8	604.41		Purchase Ledger Payment
18/01/2019	South Glos	D/CARD	21.00		Festival Temp Event Licence
21/01/2019	South Gloucestershire Council	Std Ord	5,012.00		Leisure Centre Rates
21/01/2019	BANK ACCOUNT-IMPREST	Tfr	70,000.00		
22/01/2019	Artisan Hire Centre	4738	456.00		1978/De-humidifier hire
22/01/2019	The ASA (Swim England Ltd)	4739	140.00		2009-VG NCTP Training
22/01/2019	C. Brewer & Sons Ltd	4740	98.56		1979/Acrylic paint
22/01/2019	Bristol Locksmiths	4741	43.61		2012-Keys
22/01/2019	Bristol & Avon Stocktakers	4742	100.00		1964/Stock take 21.12.18
22/01/2019	Tolchards Ltd	4743	895.72		1969/Bar stock
22/01/2019	Chapple & Jenkins Ltd	4744	33.26		319753/2018/Chapple & Jenkins
22/01/2019	DCK Accounting Solutions Ltd	4745	923.52		2003-Accountancy Dec 18
22/01/2019	David Fear Electrical Ltd	4746	144.00		1980/Small electric work
22/01/2019	Filton Voice Ltd	4747	300.00		2022-Filton Voice
22/01/2019	Gazprom Marketing & Trading Re	4748	6,007.87		2025-S/Pool gas
22/01/2019	The Great Western Brewing Comp	4749	89.86		1970/Bar stock
22/01/2019	Initial Washroom Hygiene	4750	361.42		2002/Cleaning service
22/01/2019	J P Lennard Ltd	4751	59.58		1995/Pool stock not for resale
22/01/2019	JTS Snack Foods	4752	288.23		1972/Bar stock
22/01/2019	Loomis UK Ltd	4753	933.46		1990/C.I.T Contract service
22/01/2019	Cape Meridian Ltd	4754	117.00		1984/Alarm activation callout
22/01/2019	Office Watercoolers SW Ltd	4755	44.82		1987/Monthly point of use
22/01/2019	Office Furniture Online	4756	124.80		2024-2 x Office Chairs
22/01/2019	Nikki Pitkin	4757	75.00		1988/Aquafit class
22/01/2019	Police and Crime Commissioner	4758	300.00		1963/Fund bike marking kits
22/01/2019	Roofing Solutiond (SW) Ltd	4759	7,980.00		2013-Bar Fibreglass roof
22/01/2019	South Gloucestershire Council	4760	5,275.20		2019-Install/Remove Xmas light
22/01/2019	Swimrite Supplies Ltd	4761	465.48		1991/Pool stock for resale
22/01/2019	Virgin Media Payments Ltd	4762	59.99		1982/Broadband + telephone
22/01/2019	Viridor Waste Management Ltd	4763	886.62		1977/Waste collection
22/01/2019	CryoService Ltd - DD	DDR9	182.70		1895/Monthly rental charge
23/01/2019	Total Gas & Power Limited - DD	DDR10	60.18		182885455/19/2007/Total Gas &
23/01/2019	Total Gas & Power Limited - DD	DDR11	595.65		1997/Elec 01.10.8-31.12.18
23/01/2019	Total Gas & Power Limited - DD	DDR12	1,050.83		1999/Elec Dec 2018
23/01/2019	Total Gas & Power Limited - DD	DDR14	3,882.44		1998/Elec 01.12.18-31.12.18
24/01/2019	Foxstead Ltd - DDR	DDR15	1,079.77		IN026525/2023/Foxstead Ltd - D
29/01/2019	Pitney Bowes - DD	DDR16	145.19		2021-Postage charges

Continued on Page 2

At : 11:40 AM

BANK ACCOUNT-GENERAL

List of Payments made between 01/01/2019 and 31/01/2019

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30/01/2019	DL I.T. Solutions Ltd	DDR	180.00		2011-IT Support
30/01/2019	British Telecom	DDR1	204.50		M05991/2015/British Telecom
31/01/2019	Foxstead Ltd - DDR	DDR2	769.88		IN026529/2050/Foxstead Ltd - D
Total Payments			118,469.95		

Minutes of a Meeting of **FILTON TOWN COUNCIL** held at 7:30 pm Tuesday 26th February at the Doug Daniels Pavilion, Elm Park, Filton

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

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

APOLOGIES: Cllrs: B Mead, A Tink

NOT IN ATTENDANCE: Cllrs: E Seymour, M Chaudhry

1753. APOLOGIES FOR ABSENCE: Apologies were noted.

1754. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

The Chair brought forward item 10i (To Elect a new Vice Chair)

1755. TO ELECT NEW VICE CHAIR: Cllr A Doyle was nominated, seconded and voted in 7 for and 1 abstention.

1756. DECLARATIONS OF INTEREST: None noted.

1757. YTL UPDATE: YTL have offered a tour for Filton Town Councillors and once planning is formalised they will attend a Filton Town Council Meeting with a presentation for the public. Filton Town Council Office to arrange convenient time for Councillors.

ACTION: Filton Town Council Office

1758. SUBMISSIONS FROM PUBLIC:

i) **A member of the public had noted an error in the minutes from Filton Town Council meeting 29th January:** Typing error to be rectified, agenda item no 8 not minuted correctly.

ii) **A member of the public queried why Filton has higher Council Tax rate:** It was explained that FTC is also responsible for extra services other areas are not.

iii) **Several Residents are concerned over litter and general appearance of Filton:** Litter picks are being arranged for the area agreed to go ahead Sunday 24th March and concerns over ruined grass verges where people are driving over them. Public advised to keep reporting the issue to South Gloucestershire. If persistent then to give details to the South Gloucestershire Councillors and they will follow the complaints up.

iv) **Concerns over businesses running from residential premises:** If residents are concerned then they can give details to the South Gloucestershire Councillors and they will follow up with the relevant departments.

v) **Issues were raised regarding Northville Family Practice appointments and flu vaccination accessibility:** Contact to be made through Community Plan. Filton Town Council Office to contact Northville Family Practice for an explanation for the poor service residents have reported.

ACTION: Filton Town Council Office

vi) **The Community Plan hasn't been publicised very well meaning some residents had missed opportunity to go to meetings:** Filton Town Council

to get all future dates together and publicised for Filton residents. All future dates to be agreed and released at Filton Town Council AGM.

vii) Concerns of lack of new candidates for the May 2019 elections:

Members of the public and councillors shared concerns that there is not a large interest from new candidates for the upcoming May elections. It was decided Filton Town Council to publicise and invite potential candidates to and open hour before the next Finance and General Meeting 12th march 2019 6-7pm.

ACTION: Filton Town Council Office

- 1759. TO APPROVE MINUTES OF THE MEETING HELD 29th January:** Were approved as an accurate record. With the addition of Minute number 1749 to be amended in line with resident comment to read against agenda item 8 “that this council had agreed not to co-opt a member prior to the elections”.

- 1760. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:** None noted

- 1761. FILTON BEAT TEAM:** The report was noted. Concerns regarding the rogue trader issue to be publicised to public via Facebook, Filton Voice, and Filton Town Council Website.

ACTION: Filton Town Council Office

- 1762. SOUTH GLOUCESTERSHIRE REPORTS:**

- i) **Cllr R Hutchinson** – The report was noted.
- i) **Cllr A Monk** - The report was noted.
- iii) **Cllr I Scott** – The report was noted.

- 1763. SUBMISSIONS FROM MEMBERS:**

- i) **Agenda item 10i moved to the start of meeting.**
- ii) **Councillor raised concerns over recent missed refuse collections.**

It was noted that South Gloucestershire Council had provided a formal response to the missed refuse collections on their website. **iii) Bristol Foodbank loss of premises.** A Councillor shared new information from Bristol Foodbank regarding losing their current stock holding premises. Discussion took place and it was decided that Filton Town Council does not have any space to offer but would contact YTL to see if there was anything they could help with.

ACTION: Filton Town Council Office

- iiii) **Town Clerk clarified the appropriate protocol for adding items to agendas.**

- 1. Email/send letter of proposed agenda item 7 days before agenda is sent out.
- 2. Item needs seconding by another councillor
- 3. Item discussed with Town Clerk and Chair
- 4. Approved and added / Not approved

- 1764 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:**

Deleted: ¶

i) Draft Finance Minutes: Draft Minutes of Finance Committee held 12th February 2019 – Noted.

ii) Draft Planning Minutes: Draft Minutes of Planning Committee held 19th February 2019 – Noted.

iii) Spring Clean 2019

: - Will go ahead 24th March 2019. More equipment needed.

ACTION: Filton Town Council Office

iv) Play Streets Scheme: - Filton Town Council to invite them to attend Filton Town Council AGM.

ACTION: Filton Town Council Office

vi) Leisure Centre Open Day: The Town Clerk gave an update on very successful Filton Leisure centre open day. Over 600 people came to use the facilities. It was to be noted that the Filton Town Councillors commend the hard work from all the staff

vii) Meeting Dates April & May 2019: Clarification of Purdah period was discussed and it was decided as Purdah starts 27th March 2019 the last Filton Town Council meeting would be March 26th 2016 and there would be no scheduled Council meetings in April 2019.

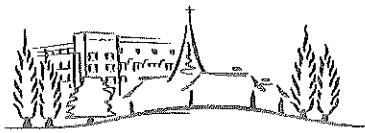
1765. OTHER REPORTS/CONSULTATIONS:

i) Consultation Spreadsheet – Noted

ii) Filton Community Plan – New dates need to be arranged and publicised

iii) Payments for Information - Noted

The Chair closed the meeting at 8.51pm



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 2019

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 26th March 2019** at **7.30p.m. 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.

AGENDA

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 26th February 2019 – (pages 1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team (page 3)
8. South Gloucestershire Reports:
 - i) Cllr R Hutchinson (tabled)
 - ii) Cllr A Monk – (page 4-5)
 - iii) Cllr I Scott – (page 6)
9. Submission from members;
10. Reports from Committees, Working Groups and the Town Clerk:
 - i) Jennings Garden – to agree a mandate for authorisation to proceed (pages 7-11)
 - ii) Draft Minutes Finance Committee held 12th March 2019 for information only (pages 12-13)
 - iii) Draft Minutes of Planning Committee held 19th March 2019 (pages 14-15)
 - iv) YTL Update
 - v) Community Centre Update
 - vi) May Meeting Dates
11. Other Reports/Consultations:
 - i) Filton Community Plan
 - ii) Payments for Information (pages 16-17)

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

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

APOLOGIES: Cllrs: B Mead, A Tink

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The Chair closed the meeting at 8.51pm

PC 3937 Sean WHITE
CN213 Beat, Filton.
North East area (Avon & Somerset constabulary)

✉ sean.white@avonandsomerset.police.uk

☎ **+44 101**

📍 Avon & Somerset constabulary, Patchway police station, Patchway, BRISTOL

Sorry for our non-attendance, but our shifts do not accommodate the meeting so apologies for that. We are looking at future dates and intend to come to a few of the summer/autumn meetings in person.

Things remain generally good in the Filton area so below are a few crime bullet points to raise.

- Shop theft at Abbeywood retail especially Asda and Matalan. (On going patrol and banning letters sent to detained suspects)
- Thefts of bicycle's at Abbeywood retail area as well as other areas away from Filton.
- Youth's gathering on Filton Avenue around McColl's and Blenheim Drive park. (Working with the Filton college to reduce the gatherings but they are not actually causing any offences.)
- Disorder especially on weekends at the Plough PH.. (Licence meeting held and licensee on a 9 point action plan with consequences)

In addition to this, we are currently delivering knife crime talks to schools and also leaflets to parents on child seat safety. We touched on Rogue traders in the last report and also in the last addition of the Filton Voice. Please remain cautious when having driveway or garden works done on your property, and never give personal detail or bank details over the phone. A contact number for the trading standards officer at South Gloucestershire council has been given to Filton Council members.

Thank You.

PC 3937 Sean WHITE
CN213 Beat, Filton.

This will be the last report of the current term.

In the most recent period the controlling Conservative Group have moved South Glos from an open & transparent committee system where a member of the public would attend a meeting and see councillors vote. Now we are in a cabinet system, information isn't openly shared with councillors or the public.

As I have reported on 2 separate occasions when quizzing the members of the cabinet in budget scrutiny meetings (which we had to fight for) and cabinet meetings on details of the budget the answer we receive is the detail is still be worked up.

The budget approved by Council in February presents a very gloomy picture. In order to balance the books short term, South Gloucestershire will have to dip into its reserves in the next two financial years up to March 2021 – £3 million next year and £11 million after that. Obviously these reserves can only be spent once.

After that the council is facing a major black hole. Last year the Conservative Administration agreed 'transformation and savings programme' to cut £36 million out of the budget over coming years. The detailed programme plans for these savings are undeveloped in many cases, especially in the most sensitive areas of social care. Labour councillors refused to vote for a budget containing so many unknowns.

Work I have been involved in the last year.

As I mentioned above I have extensively challenged on the budgets in addition. I am a very active participant of the Authority. I am the Labour representative on the Corporate Parenting Board which has responsibility for all children in care. This post requires a great deal of commitment, visiting young people in secure units for reviews. More positively working with the children in care council to hear the voice of the young person and use that information to shape policy and procedure to offer a normal life to people who find themselves in this position through no fault of their own.

In addition I am the Labour representative on the board of Integra, this is a arm's length company set up by South Glos delivering services that are not required by law, but in essence are required such as Community Meals, School Meals, Educational Support Services, Music Lessons and other functions such as IT Support for Schools and GDPR compliance.

I am the Labour lead for Corporate Resources.

As a member of Scrutiny, I have worked on the School standards task & finish (T&F) group. The Labour Group may not yet be in control in South Gloucestershire but it has still played a role in developing policy through the scrutiny commission and its task & finish groups. Labour councillors proposed and chaired a task & finish group to look at school standards in South Gloucestershire. It interviewed senior South Gloucestershire officers, representatives of the South Gloucestershire Education Commission, the CEOs of the Multi Academy Trusts that function in South Gloucestershire and a representative of the Regional Schools Commissioner. The task & finish group produced a comprehensive report and made fifteen recommendations, the majority of which were accepted by

the Tory cabinet. The report can be found on the council's website as part of the 3rd December 2018 Cabinet paperwork. It is a useful guide to some of the issues affecting school standards in South Gloucestershire and what practical steps can be taken to make things better.

Casework

Like all Councillors I am involved in case work.

I have recently assisted the mother of a child who was struggling to attend school and was advised to home educate her child. Working with the Mum, we have successfully manage to secure an EHCP (Educational Health Care Plan). This means the school will have in place the support for that the student requires for them to attend school.

As a consequence of this. The young person is now regularly attending school, where previously they were not attending as they were falling behind and completely struggled and was overwhelmed.



Cllr Ian Scott Filton Town Council Report March 2019

Working with Filton Residents –Some Key Highlights

FILTON CLINIC

I campaigned with Filton Residents to oppose the closure of Filton Clinic. NHS representatives recognised the need to take a step back on the decision to close Filton clinic and I chaired South Gloucestershire Council's Public Health and Health Scrutiny committee when NHS confirmed that **FILTON CLINIC WILL STAY OPEN**. In light of the budget pressure faced by the NHS we need to be ready to campaign to continue to protect it.

NUTFIELD GROVE

I campaigned with Filton residents in Nutfield Grove to introduce parking restrictions to improve road safety.

GIVING FILTON PUPILS PRIORITY!

I supported a Filton parent at a school appeal because Filton pupils were losing out on school places to pupils from Bristol because our schools are so close to the Bristol boundary.

I made the following public forum statement to South Gloucestershire Council. 'Can Council Officers investigate the feasibility of enabling Filton primary schools to have their own areas of prime responsibility so that we can define a boundary within South Gloucestershire for the allocation of school places'.

Following consultation, this has been agreed and will give Filton pupils priority at Charborough Road, Shield Road and Filton Hill School.

FILTON FLYER 555 bus service

I campaigned with Filton residents for improved bus services and following a residents' petition the Filton Flyer 555 bus service was introduced but unfortunately due to insufficient passenger numbers the service was financially unsustainable. To provide continuity of service, Four Towns Community Transport have operated a dial a ride service to provide transport from the Conygre area to the top of Filton Hill, Sainsburys and ASDA and will continue to deliver a service to residents with an access needs in the local area, including transport to NHS medical centres. Hopefully the development of Filton Airfield will make running a bus service along Filton Avenue (North Side) more viable in the future.

Grants to Support Filton residents

I have made the following grants.

FACE — Friday Youth Club £3,000 **Filton Rangers to attend international event** £155.00 **3rd**

Filton Brownies PGL Adventure Weekend £300 **Filton Twinning Association** Visit to Filton

£300 **Filton Petanque Club** Accessibility and Information project £ 425 **FACE** - Diner

refurbishment £500 **Filton Ladies** Assistance with Running Costs £100

Filton Town Council, Replacement/repair of disabled access roundabout £500 **Southern Brooks**

Filton Community Plan £500 **Filton Town Council** to improve the Council's toilets £1,500

Aerospace heritage museum and learning centre smartboard £1,500

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

Town Clerk report to Filton Town Council 26th March 2019.

Jenning's Garden Project – Land behind the bulldog.

The consultation period has now ended and I can confirm that FTC have received 26 responses in support of the project and have not received any against.

Following the consultation process it is now important to agree on a mandate for authorisation to proceed.

I would recommend a signed document outlining clear guidelines and the areas of responsibility in respect of risk assessments, insurance, etc.

The project is cost neutral to FTC. I would suggest that the group set up their own bank account for the purpose of receiving grants.

Once all this is in place the group can begin engaging with the community and welcome those that looking to join in and assist and it is important that this must be inventive and inclusive of all ages, race, gender etc.

Progress should be reported back to council on a regular basis.

Lesley Reuben
Town Clerk & RFO

Notice of Public Consultation

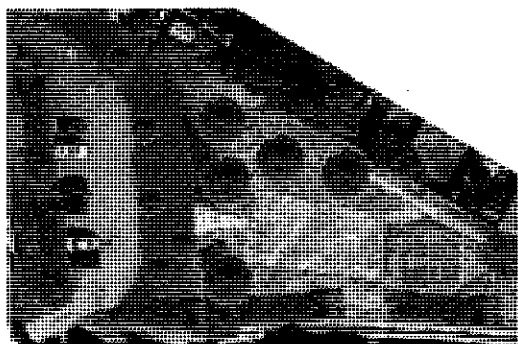
Notice effective from 15th February 2019 to 14th March 2019

What is the consultation about?

A plot of land behind Northville Road, Filton Avenue and Fifth Avenue is held in trust by Filton Town Council for use as a children's play area. Over recent decades it has not been maintained and is gated due to security issues. Since 2011 several residents have been maintaining the centre of the grass for use as a playing field and made other improvements for nature interest. This group is now formally constituted and is seeking formal permission from Filton Town Council to maintain the land on their behalf. This is so that it can be improved for use as a children's play and nature conservation area. Local schools and youth groups will be engaged. An added benefit will be that increased usage will lessen security concerns, potentially enabling greater public access in the future.



Site plan showing location of proposed community garden



What is being proposed?

Filton Town Council intends to formally hand over maintenance of the land to the Northville Community Garden group, to make the following improvements:

- Planting nature hedges, fruit trees, shrubs and veg plots
- Grass as play area with living goals and other play features
- Wild flowers, bee houses and mini-ponds
- Tarmac area reduced by driftwood and bark play zone

Filton Town Council will continue to assist with grass cutting and remove waste if any fly tipping occurs.

How will people access the Northville Community Garden?

The land will remain securely gated. Anyone wishing to be involved should contact the Northville Community Garden group. Local schools and youth groups may also be involved. Wider access will be available for events such as a garden party planned for July 2019.

How can I comment?

Please contact Filton Town Council with any comments by telephone, letter or email:

Council Offices: Elm Park, Filton
South Gloucestershire, BS34 7PS.
Tel. 01454 866698
Email: office@filtontowncouncil.gov.uk



How can I get involved?

Please send positive comments supporting this proposal to Filton Town Council. You can also follow us on Facebook, just search for Northville Community Garden

If you want to help out gardening, or support the project in any other way, contact the Northville Community Garden Chairman: Jody Muelaner

jody@muelaner.com

07743 845124

NORTHVILLE COMMUNITY GARDEN

CONSTITUTION DOCUMENT.

2018

1. Name and objectives of the association

Name: Northville Community Garden Committee

Objectives: To create and maintain a garden to be used as a children's play area and for the enjoyment of the local community

Local Children

-

Schools & youth groups

-

The elderly

-

The disabled

-

Volunteers

-

2. Powers

The powers of the association are:

2.1 To hold regular meetings to progress its aims

2.2 To organise and manage events and exhibitions

2.3 To apply for and raise funds to be used for furthering its aims

2.4 To employ paid staff and follow any legal requirements

2.5 To deposit or invest funds in any lawful manner

2.6 To take out insurances to protect the income and property of the Association and members of the Committee where required

2.7 To enter into contracts to provide services to or on behalf of other bodies

2.08 To co-operate with other bodies

2.09 To support, administer or set up other charities

2.10 To do anything else within the law which promotes or helps to promote the Objectives.

3. Membership

3.1 Membership will be open to persons living in the area who are interested in promoting the Objectives of the Association and have been approved by the Committee

3.2 The Committee may terminate the membership of any individual whose continued membership would in the reasonable view of the Committee be harmful to the Association

3.3 Every member will be entitled to one vote at an AGM or General meeting

3.4 A Committee member may resign by giving written notice to the Committee

3.5 The Committee may terminate the membership of any individual if they do not attend at least 50% of all meetings in the year (from 1 AGM to the next)

4. The Committee

4.1 The Committee will be appointed with the agreement of (alternatively: elected by) the membership at its Annual General Meeting

4.2 The Committee will consist of at least 4 and no more than 12 individuals.

4.3 The quorum for the Committee will be 3

4.4 The Committee will have the authority to co-opt up to 2 additional Committee members

4.5 If the termination of individual(s) membership results in the numbers falling below the minimum then this will result in an emergency meeting to decide on the future of the Committee

4.6 At least 4 Committee meetings will be held each year.

4.7 The first members of the committee are the signatories of this Constitution

4.8 Subject to Clause 4.6, committee members are entitled to hold posts for 1 yr

4.9 Future Committee members will be appointed by resolution of the Committee

4.10 Records of meetings shall be taken as written minutes by the secretary including AGM and any special meetings and shall be submitted to Filton Town Council and members in reasonable advance of next meeting.

4.11 Any works / changes to the structure of the garden will require approval from Filton Town Council

5. Income

The committee through the Finance officer (who is not on Filton town council) will keep a record, and have control of, all income and expenditure and will ensure that these accounts will be verified annually at the AGM. Filton Town Council shall have the right to examine all accounts and bank statements

6. Ownership and Responsibility

6.1 Anything that the association adds to the area designated as Filton Community Garden would come under the ownership of the committee

6.2 Filton Community Garden lay no claim to the land which the garden is sited on and this remains under the control and ownership of Filton Town Council

7. Changes to the Constitution

The constitution may be amended by a resolution passed by not less than two thirds majority of the members present and voting at a general meeting. Members must be given at least two weeks' notice of the meeting. The notice of the general meeting must include notice of the resolution setting out the terms of the amendment proposed.

8. Dissolution

The organisation can be dissolved at a general meeting with at least two thirds of the members in attendance in agreement to dissolve. After making provision for all outstanding liabilities of the Association, the Committee may transfer all the remaining property and funds to an organisation with the same or similar Objectives.

Present: Cllrs: - I Scott (Chair), K. Briffett, D Collins, A. Kenyon, D Layade, J Tucker, A Tink, A Monk

ALSO PRESENT: N Gould (Council Support Officer) S Fessey (Leisure Centre Manager)

APOLOGIES: Cllrs: - B. Mead, M Chaudhry, A Doyle

NON ATTENDANCE: - E Seymour

1453. APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

1454. DECLARATION OF INTEREST: There were none.

1455. MINUTES: The minutes of the meeting held Tuesday 12th February were approved as an accurate record.

1456. MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

1457. PUBLIC QUESTIONS: There were none received.

1458. INTERNAL AUDIT REPORT: After a short discussion surrounding the increase of prices it was agreed that a full schedule of payments would be submitted to the new Council to review, it was also agreed to check the Financial Regulations to make sure the Clerk has delegated authority to implement price increases.

1459. INCOME AND EXPENDITURE REPORTS: Questions were raised about the following budget codes; it was agreed to report back to the next meeting:

- 1001-101 (Rent Received) what has been coded under this budget?
- 4104 – 104 (Bar Sundries) what is coded here?

Cllr Monk asked if the Leisure Centre manager would look to increase the price of retail stock, it was noted that the Leisure Team were looking to restructure the reception area to increase retail stock.

1460. BALANCE SHEET: The document was noted. The Town Clerk directed councillors to look at the Deferred Grants unapplied, it was previously suggested that this money could be spent on the refurbishment of the recreational toilets. After a short discussion it was proposed and seconded to allow the Deferred Grants Unapplied budget to be spent on the refurbishment of the recreational toilets, this was **Agreed:** Unanimously.

1461. FINANCE COMMITTEE FUTURE STRUCTURE: It was noted that “A *Committee of the whole council cannot by definition be a committee of the parent body*”. The Town Clerk advised that moving forward the council could agree to hold two council meetings a month where one is specifically for Finance and General Purposes. The alternate option would be to have a Finance Sub Committee, who report back into Full Council. It was agreed to allow the new council to amend the structure at the first meeting in May.

1462. MANAGERS REPORTS:

i) Leisure Centre Manager Report: The Leisure Centre Manager talked through his price comparison document, it was noted that Filton Sports and Leisure Centre was very competitive with its prices and in some cases could increase prices to fall in line with other centres. Concerns were raised from a Councillor about glasses being carried onto pool side from the Bar, the Leisure Centre Manager agreed to investigate this.

ii) Maintenance Managers Report: The report was noted.

1463. COMMUNITY PLAN UPDATE: Councillors were advised that the next Health and Wellbeing meeting was being held on Thursday 14th March at 10am in the Party Room, Filton Sports and Leisure Centre. The contents of the meeting would be mainly around the events leading to Filton Community Festival.

The Chair closed the meeting at 7.50 pm

Present: Cllrs: K Briffett (Chair), D Collins, J Tucker, M Chaudhry
Also Present: N Gould (Town Council Support Officer) C Westcott (Administrator)
Apologies: N/A
Non Attendees: Cllr E Seymour

- 527. APOLOGIES FOR ABSENCE:** There were none.
528. DECLARATIONS OF INTEREST: There were none.
529. MINUTES OF MEETING 12th February 2019: The minutes were noted.
530. MATTERS ARISING: There were none.

Cllr M Chaudhry arrived 6.35pm

531. FEEDBACK:14th February – 13th March 2019

PT18/6402/PDR - 28 Nutfield Grove, Filton, South Gloucestershire, Bristol, South Gloucestershire, BS34 7LJ- Erection of rear conservatory - *Approve with Conditions*

PT18/6018/F - 32 Stanley Avenue, Filton, Bristol, South Gloucestershire, BS34 7NQ – Demolition of existing garage. Erection of two storey side extension to form 1no attached dwelling, access and associated works. – *Refusal*

PT18/6028/RVC - Land Adjacent Conygre House, Conygre Road, Filton, South Gloucestershire – Variation of condition 2 attached to planning permission PT18/2072/F to substitute plans for drawings 15C and 707D to permit the installation of photo voltaic panels on the south west and south east facing roof slopes. – *Approve with Conditions*

PT18/6718/PND – Prior notice of the intention to demolish the former school, training centre and offices.- *No Objection*

PT18/6613/F – 36 Gayner Road, Filton, Bristol, South Gloucestershire, BS7 0SW.- Erection of single storey rear extension and two storey side extension to form additional living accommodation.- *Approve with Contions*

PT18/5239/CLP – 53 Shellard Road, Filton, Bristol, South Gloucestershire, BS34 7LX – Installation of rear dormer to facilitate a loft conversion. – *Approve with Conditions*

P19/0793/F – 168 Station Road, Filton, Bristol, South Gloucestershire, BS34 7JW – Extension of two storey side extension to form 1no. flat with associated works (re submission of PT18/3577/F) - *Refusal*

532. PLANNING APPLICATIONS – see schedule below;

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3723	P19/1085/F	Unit 2b Abbey Wood Retail Park, Station Road, Filton, South Gloucestershire- Change of use from retail (Class A1) to retail unit (Class A1) or gymnasium (Class D2) as defined in the Town and Country Planning (Use Classes) 1987 (as amended). Alterations to existing shop front and installation of mezzanine floor.	12.3.19	Expired
F.3724	P19/1529/F	11B Ventnor Road, Filton, Bristol, S Glos, BS34 7HF – Erection of 1no	14.3.19	Expired

		bungalow with access, parking and associated works.		
F.3725	P19/1650/F	Building 180 Rolls Royce Site, Gloucester Road North, South Gloucestershire – Extensions and alterations to building 184 comprising an extension of existing wax cell, erection of new pumphouse and substation building (retrospective), and the installation of pedestrian door and roller shutter opening.	14.3.19	Expired
F.3726	P19/1685/ADV	Unit 1 Filton Park, Gloucester Road North, South Gloucestershire - Display of 4no. internally illuminated fascia signs, 4no. non-illuminated fascia signs and 1no. totem sign.	14.3.19	Expired
F.3727	P19/1596/RVC	National Blood Centre Filton, 500-600 North Bristol Park, Northway, Filton, South Gloucestershire - Variation of condition 5 attached to planning permission PT16/6900/F to substitute drawings for new plans.	14.3.18	Expired
F.3728	P19/1861/F	55 Warren Road, Filton, Bristol, Filton, South Gloucestershire, BS34 7EN – Erection of a single storey front, side and rear extension to form additional living accommodation.	20.3.18	No Objection, Subject to adequate parking
F.3729	P19/2309/F	21 Broncksea Road, Filton, Bristol, South Gloucestershire, BS7 0SE - Erection of single storey side and rear extension to form additional living accommodation. Installation of rear raised decking. (Amendment to previously approved scheme PT18/4409/F)	2.4.19	No Objection, Subject to adequate parking
F.3730	P19/2593/F	81 Northville Road, Filton, Bristol, south Gloucestershire, BS7 0RJ - Erection of single storey rear extension to form additional living accommodation.	8.4.19	No Objection, Subject to adequate parking
F.3731	P19/2600/F	38 Braemar Crescent, Filton, Bristol, South Gloucestershire, BS7 0TD - Installation of 3no. dormer windows to the principle elevation to facilitate the enlargement of the living accommodation.	9.4.19	Objection, Over intensive, no parking provision put in place, not in keeping with neighbouring properties

There being no further business, Chair closed the meeting at 7:10pm

At : 13:51

BANK ACCOUNT-GENERAL

List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2019	Water2Business - DDR	DD01	1,515.19		2006-LC Water Charges
04/02/2019	Virgin Mobile - DD	DD02	18.18		2030-Mobile phones
04/02/2019	HMRC Game Machine	DD	70.20		HMRC Game Machine
05/02/2019	Service charge	10	10.00		Service charge
05/02/2019	Commission charge	CHRG	124.95		Commission charge
05/02/2019	Fee delta card-purchase	CHRG	0.10		Fee delta card-purchase
07/02/2019	Brenntag UK Ltd	4764	668.36		2032-Pool Chemicals
07/02/2019	Box Steam Brewery Limited	4765	170.40		INV057883/2045/Box Steam Brewe
07/02/2019	Bristol & Avon Stocktakers	4766	100.00		2044-Stocktaking 25.1.19
07/02/2019	Capital Cleaning (Kent) Ltd	4767	171.62		2057-Cleaning Materials
07/02/2019	Tolchards Ltd	4768	974.62		TPIA3942/2046/Tolchards Ltd
07/02/2019	DCK Accounting Solutions Ltd	4769	873.58		2026-Budgets 19/20
07/02/2019	Fortyfour Creative	4770	105.00		2034-A5 Flyers
07/02/2019	Hydro-Actif Ltd	4771	204.00		Purchase Ledger Payment
07/02/2019	Initial Washroom Hygiene	4772	180.71		2037-Cleaning materials
07/02/2019	J P Lennard Ltd	4773	51.42		2035-Pool test tubes
07/02/2019	JTS Snack Foods	4774	194.73		16073611/2043/JTS Snack Foods
07/02/2019	Office Watercoolers SW Ltd	4775	44.82		2038-Office beverages POU
07/02/2019	Nikki Pitkin	4776	100.00		2039-AquaFit classes
07/02/2019	Pure Plastics Ltd	4777	309.31		2053-PVC for pool
07/02/2019	John Scanlan	4778	120.00		2040-Swim fit flases
07/02/2019	South Gloucestershire Council	4779	2,791.86		2029-Payroll Charges Apr-Dec18
07/02/2019	Travis Perkins Trading Co Ltd	4780	178.88		2054-Insulation/fence panel
07/02/2019	Virgin Media Payments Ltd	4781	59.99		2028-Virgin broadband
07/02/2019	WCS Group The H2O Experts	4782	242.50		2033-Water monitoring Jan 19
07/02/2019	Zurich Municipal	4783	2,076.74		2056-Insurance Inspection cont
07/02/2019	Foxstead Ltd - DDR	DD03	330.24		Purchase Ledger Payment
11/02/2019	Zen Internet Ltd - DD	DD04	25.52		2027-Zen broadband
14/02/2019	Foxstead Ltd - DDR	DD05	1,062.89		Purchase Ledger Payment
15/02/2019	FIS Payments (UK) Ltd - DDR	DD06	550.66		2073/Card processing charge
20/02/2019	BANK ACCOUNT-IMPREST	TFR	70,000.00		
20/02/2019	Total Gas & Power Limited - DD	DD07	1,109.67		2079/Elec 01.01.19-31.01.19
20/02/2019	Total Gas & Power Limited - DD	DD08	4,137.28		2066/Elec 01.01.19-31.01.19
21/02/2019	South Gloucestershire Council	Std Ord	5,012.00		Leisure Centre Rates
22/02/2019	Avonvale Electrics Ltd	4784	30.24		2078/Misc repair item
22/02/2019	Bristol & Avon Stocktakers	4785	200.00		2091/Stocktaking 13.07.18
22/02/2019	Capital Cleaning (Kent) Ltd	4786	137.84		2080/Cleaning materials
22/02/2019	Tolchards Ltd	4787	1,615.20		2065/Bar stock purchase
22/02/2019	Cash	4788	123.60		2097/Petty cash Feb 2019
22/02/2019	DCK Accounting Solutions Ltd	4789	923.52		2084/Contract accounting
22/02/2019	Filton Voice Ltd	4790	300.00		2086/Filton voice in advance
22/02/2019	Gazprom Marketing & Trading Re	4791	4,920.34		2071/Gas 31.12.18-31.01.19
22/02/2019	JTS Snack Foods	4792	117.86		2094/Bar stock
22/02/2019	Cape Meridian Ltd	4793	117.00		2085/Alarm callout
22/02/2019	Open Spaces Society	4794	45.00		2075/Open space sub Sept 18-19
22/02/2019	RLSS UK Enterprises Ltd	4795	37.00		2072/NPLQ Renewal candidate pk
22/02/2019	South Gloucestershire Council	4796	884.00		2089/Occupational health serv

Continued on Page 2

At : 13:51

BANK ACCOUNT-GENERAL

List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/02/2019	Swim England Awards	4797	686.40		2096/Pool stock for resale
22/02/2019	Viridor Waste Management Ltd	4798	554.76		2076/Waste Collection Jan 19
22/02/2019	Water2Business - DDR	4799	47.13		2020-Allot water charges
22/02/2019	DL I.T. Solutions Ltd	DD09	180.00		2082/Monthly IT maintenance
22/02/2019	CryoService Ltd - DD	DD10	192.50		1993/Monthly rental charge
28/02/2019	Foxstead Ltd - DDR	DD11	1,198.32		Purchase Ledger Payment
Total Payments			105,896.13		

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

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

APOLOGIES: Cllrs: A Tink

NOT IN ATTENDANCE: Cllrs: E Seymour

1766. APOLOGIES FOR ABSENCE: Apologies were noted.

1767. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

1768. DECLARATIONS OF INTEREST: None noted.

1769. SUBMISSIONS FROM PUBLIC:

i) **Lamppost** – A resident raised concerns that a broken lamppost on the path at Elm Park had still not been fixed and had now been reported 4 times. It was noted that an engineer had been out to fix the lamppost but had not been successful so another engineer would be sent out next week.

ii) **Defib's** – The Council were asked to clarify if they will be purchasing and installing new defibrillators in Filton in the new financial year. It was agreed to raise this question as an agenda item with the new council in May.

iii) **Litter Pick** – A resident raised concerns with the lack of safety equipment available at the Community Litter Pick held Sunday 24th March 2019. It was noted that if another event is organised the Council will need to invest in; ring hoops, gloves and hi-vis jackets.

iv) **Minute Amendment** – A resident noted that minute 1758 item two was incorrect, the minute should state that the majority of residents council tax is spent maintaining the Leisure Centre facilities. It was agreed this will need to be amended by Councillors in item 5. The Chairman noted that every year the management team bring forward a future year plan for the Council to approve. Any other questions surrounding the Leisure Centre should be directed by email to the Town Clerk.

v) **Community Garden** – Chairman of the Community Garden Association advised Councillors that a new bench had now been installed into the garden. The bench had been given to the garden by local resident Howard Bowker's family, for local people to remember him by.

vi) **Entrance to Garden** – The Community Garden has secured £3000 of funding to complete the much needed work to the side entrance. Once the work is completed the garden committee are hoping to have a mural painted onto the new wall.

vii) **Community Association** – It was noted a date had still not been advertised for the Community Centre AGM. A Councillor had spoken to the new administrator who had set reassurance that all members will be notified when a date for the AGM is set.

1770. TO APPROVE MINUTES OF THE MEETING HELD 26th February: It was proposed, seconded and **Agreed:** 9 in favour 1 abstention to amend minute number 1758ii) to read "Filton Town Council has responsibility of an aging swimming pool; we are also responsible for other services".

1771. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none.

1772. FILTON BEAT TEAM: The report was noted. Councillors asked if the Plough Pub consequences could be published if they don't meet their action plan. It was noted that this would probably breach data protection but the Town Council Office would ask.

Action: Town Council Office

1773. SOUTH GLOUCESTERSHIRE REPORTS:

- i) **Cllr R Hutchinson** – No report received
- i) **Cllr A Monk**: - The report was noted.
- iii) **Cllr I Scott** – The report was noted.

1774. SUBMISSIONS FROM MEMBERS:

- i) **Gypsy Patch Lane Bridge Re-development** – South Gloucestershire Councillors were asked to investigate the possibility of opening the A1474 crossing from Conygre to Filton Avenue whilst the above works were being carried out to alleviate traffic.
- ii) **Glasses being carried on Pool Side** – An update was given on the serious comment made by Cllr Tucker about facility users carrying glasses onto pool side. The Town Clerk confirmed that all CCTV had been examined for the last 30 days and no evidence was found. It was **Agreed**: anyone who sees a customer walk onto pool side with a glass of any sort to stop them immediately.

Cllr Monk left the room at 8.25pm and returned at 8.30pm

1775 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) **Jennings Garden**: After a short discussion about the feedback received from the consultation it was proposed, seconded and Agreed: unanimously to instruct the Clerk to write up terms of reference to include security with the committee.
- ii) **Draft Finance Minutes**: Draft Minutes of Finance Committee held 12th March 2019 – Noted. (The Town Clerk drew attention to the Leisure Centre Price list tabled for information).
- ii) **Draft Planning Minutes**: Draft Minutes of Planning Committee held 19th March 2019 – Noted.
- iv) **YTL Update**: The majority of Councillors had responded to confirm they were available to attend presentation on 24th April 2019. The Town Council office would send out further details when received.
- v) **Community Centre Update** – It was noted that the community association accounts are now available to view on the charity commission website.
- vi) **May Meeting Dates** – Due to having to meet within 14 days of an election, the May meeting dates have been moved around. The Annual General Meeting will be held Tuesday 14th May and the Finance and General Purposes Committee will be held on Tuesday 28th May 2019. Meetings will commence as normal from June.

1765. OTHER REPORTS/CONSULTATIONS:

ii) Filton Community Plan – The lead on Green Spaces gave an update on some of the projects they have completed so far under green spaces;

- Secured some funding from Airbus to plant spring flowers on roundabouts and verges.
- The paths around Elm Park have been widened for easier access with buggies.
- Improvements to local allotments
- There are now 3 green spaces in Filton maintained by volunteers (The Community Garden, Jennings Garden and Millennium Green).
- New signs have been ordered to try and tackle dog mess on the field at Elm Park.

iii) Payments for Information – The document was noted

The Chair thank all for attending the last Council meeting before Elections. It was noted that South Gloucestershire Councillor Roger Hutchinson would be standing down and not re-standing in the May Elections. The Chairman thanked Cllr Hutchinson on behalf of all Councillors and the management team for all his hard work in Filton over the years, he will be deeply missed.

The Chair closed the meeting at 9.00pm

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), A Doyle, Christopher Wood, K Briffett, A Kenyon, Andy Robinson, Adam Monk, Ailsa Johnstone, I Scott, Mubasher Chaudhry, Tom Mewies

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

APOLOGIES: Cllrs: J Tucker and B Mead

0001. ELECTION OF CHAIR: Cllr D Collins was nominated, seconded and elected unanimously.

0002. ELECTION OF VICE CHAIR: Cllr A Doyle was nominated, seconded and elected unanimously.

0003. APOLOGIES FOR ABSENCE: Apologies were noted.

0004. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

0005. DECLARATIONS OF INTEREST: None Given.

0006. SUBMISSIONS FROM PUBLIC:

i) Query if the lamppost between Shields Avenue and Elm Park was scheduled to be fixed. A south Gloucestershire Councillor confirmed it was but was awaiting LED bulb and there was a back log of orders.

ii) Has the Council yet looked the previous request for 3 more defibrillators were progressing? It was confirmed that it was a matter of interest for the Council and would be added to the next Finance Meeting Agenda for discussion.

iii) Litter in Filton still a massive issue,

iv) Concerns regarding the petition to open up Filton Avenue at the Link Road junction were discussed, some residents felt un included in the petition. Councillor to check was on the list to drop leaflets. A discussion took place regarding the implications of the current Gypsy Patch Lane worked and the impact on the traffic in Filton. Dates of public meetings given out and will be published.

It was proposed Filton Town Council would invite the Executive Transport Officer to attend the next Full Filton Town Council Meeting Seconded and Voted FOR UNANIMOUSLY.

ACTION: Invite Executive Transport Officer – Town Clerk

ACTION: Circulate dates for Gypsy Patch Lane works – Filton Town Council Office

ACTION: Draft Impact Statement -

CLLR MUBASHER CHAUDHRY ARRIVED 7.30PM

0007. TO APPROVE MINUTES OF THE MEETING HELD 26th MARCH 2019: Were approved as an accurate record.

0008. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:

An update from Filton Community Association was asked for. It was noted that the AGM had taken place without inviting members as it should. It was not advertised

anywhere except inside the building. A brief history was given on previous issues and a discussion took place regarding moving forward.

It was proposed that Filton Town Council would approach The Community Association and as for a meeting to establish how the previous issues have been rectified.

VOTED 10 FOR and 1 ABSTAIN

It was also proposed to start a liaison group from Filton Town Councillors.

VOTED 8 FOR, 2 AGAINST and 1 ABSTAIN

Names for volunteer group are Cllrs D Collins, A Doyle, M Chaudhry, A Robinson, C Wood.

ACTION – Liaison group to contact and arrange meeting with FCA.

0009. TO APPROVE AND ADOPT;

Standing Orders: The Standing Orders were approved unanimously.

Financial Regulations: The Financial Regulations were approved unanimously.

0010. REVIEW OF INVENTORY & LAND ASSETS: The document was noted,

0011. CONFIRMATION OF INSURANCE ARRANGEMENTS: The document was noted.
Current flood issues explained

0012. REVIEW OF COMPLAINTS PROCEDURE: The document was noted.

0013. MEETING DATES: The document was noted. There will be no planning meeting in May 2019 and The Annual Filton Town Parish Assembly will be held 7pm Tuesday 28th May 2019 with the Finance meeting starting straight after at 8pm.

0014. SUBMISSIONS FROM MEMBERS:

The Town Clerk explained for new councillors that all submissions need to be in writing to the office 5 days before meetings.

i) Issues regarding grass cutting and Millennium Green, Filton Grounds team are responsible.

ii) Parking on grass verges. Who enforces it? It was confirmed previously that the Beat Team can only approach people when seen with vehicle. A discussion took place regarding laws and by laws.

ACTION: Filton Town Council Office to look into by laws

iii) What is meant by the 'Community Plan and census information included. A discussion took place giving outlines of how the progression of the plan will end with the implemented plan. This can only be done with the support of the residents as well as professional bodies.

iiii) Jennings Gardens queries, fly tipping, grass cutting and running bus these need to be discussed with the Jennings Committee to see who roles are what.

0015. APPOINTMENT OF COMMITTEE MEMBERS AND OUTSIDE BODIES:

i) Finance & General Purposes Committee It was proposed and seconded to keep Finance and General purposes to include FULL town Councillors attending. It was proposed and seconded to carry the motion.

VOTED FOR UNANIMOUSLY

ii) Representatives on outside bodies: To be on agenda at next Full Town Council

0016. ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT: There were none.

0017. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

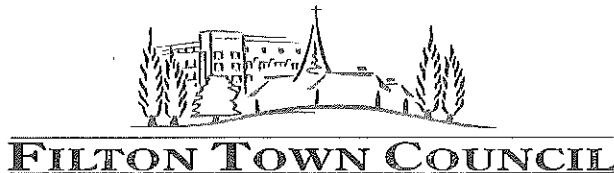
- i) Draft Minutes of Finance Committee held 08th May 2018 – Noted.
- ii) Reaffirm planning and staffing committee at the Finance Meeting 28th May **2019**

0018. OTHER REPORTS/CONSULTATIONS:

- i) Consultation **Spreadsheet** – Noted

0019. PAYMENTS FOR INFORMATION – The documents were noted.

The Chair closed the meeting at 8:45pm



original

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 69820th June 2019

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 25th June 2019 at 7.30p.m. 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.

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Invitation to Stephen Reade – Executive Transport Officer Gypsy Patch Lane and Filton Ave/King George junction
5. **Presentation of Financial Statements 2018/19– Derek Kemp, Accounting Solutions (previously circulated)**
6. **To approve the completed annual return 2018/19 (pages 1-6)**
7. 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*
8. To approve the minutes of the meeting held 14th May 2019 – (pages 7-9)
9. Matters of report arising from the minutes not otherwise included on the Agenda
10. Filton Beat Team (page 10)
11. South Gloucestershire Reports:
 - i) Cllr A Monk – (page 11)
 - ii) Cllr C Wood – (to be tabled)
12. Submission from members;
i) Notice of Motion Cllr A Doyle seconded Cllr A Johnstone
“That this council discuss the opportunity to select locations (either grass verges or other green spaces) that could be allowed to grow & encourage wildflower growth & improve biodiversity in Filton
If the council agrees we’d then suggest inviting Sally Pattison from Street Care – Biodiversity to a council meeting to discuss the next steps in site location and what support is required by the council.”
13. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee held 11th June 2019 for information only (page 12)
 - ii) Planning Applications – see attached schedule and notify office in advance of meeting of any application that requires discussion. (page 13)
14. Other Reports/Consultations:
 - i) Filton Community Plan
 - ii) Payments for Information (page 14-15)

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

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 and published **before 1 July 2019**.
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 is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

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

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

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 the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- 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. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. 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 if possible 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 returning it to the external auditor by email or post (not both).
 - Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial 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 full variance.
 - If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
 - Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
 - The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved 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 **before 1 July 2019.**

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 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?		
	Has the bank reconciliation as at 31 March 2019 been reconciled 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 as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

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 2019.

The internal audit for 2018/19 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	☐	☐	☒
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	☐	☐	Not applicable ☒
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	☐	☐	Not applicable ☒

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

IN-YEAR 2018/19 AUDIT REPORT
Date(s) internal audit undertaken

Name of person who carried out the internal audit

30/05/19

E. M. GRIFFITHS J. LAWSON

Signature of person who carried out the internal audit

E. M. Griffiths

Date 19/06/19

*If the response is 'Yes' you must include a note to 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 2018/19

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 2019, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/2019

and recorded as minute reference:

F.006

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

Chairman

Clerk

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

Authority web address

WWW.FILTONTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2018/19 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	142,645	84,586	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.
2. (+) Precept or Rates and Levies	646,151	675,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	592,485	626,262	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-781,723	827,014	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.
5. (-) Loan interest/capital repayments	-15,933	-15,917	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-499,039	-447,576	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	84,586	95,341	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	202,776	131,448	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.
9. Total fixed assets plus long term investments and assets	2,988,098	3,009,470	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.
10. Total borrowings	63,987	51,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

[Signature]

18/06/2019

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2018/19

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 2019; 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 2018/19

(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 2018/19

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 2019.

*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 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), A Doyle, Christopher Wood, K Briffett, A Kenyon, Andy Robinson, Adam Monk, Ailsa Johnstone, I Scott, Mubasher Chaudhry, Tom Mewies

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

APOLOGIES: Cllrs: J Tucker and B Mead

0001. ELECTION OF CHAIR: Cllr D Collins was nominated, seconded and elected unanimously.

0002. ELECTION OF VICE CHAIR: Cllr A Doyle was nominated, seconded and elected unanimously.

0003. APOLOGIES FOR ABSENCE: Apologies were noted.

0004. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

0005. DECLARATIONS OF INTEREST: None Given.

0006. SUBMISSIONS FROM PUBLIC:

- i) Query if the lamppost between Shields Avenue and Elm Park was scheduled to be fixed. A south Gloucestershire Councillor confirmed it was but was awaiting LED bulb and there was a back log of orders.
 - ii) Has the Council yet looked the previous request for 3 more defibrillators were progressing? It was confirmed that it was a matter of interest for the Council and would be added to the next Finance Meeting Agenda for discussion.
 - iii) Litter in Filton still a massive issue,
 - iv) Concerns regarding the petition to open up Filton Avenue at the Link Road junction were discussed, some residents felt un included in the petition. Councillor to check was on the list to drop leaflets. A discussion took place regarding the implications of the current Gypsy Patch Lane worked and the impact on the traffic in Filton. Dates of public meetings given out and will be published.
- It was proposed Filton Town Council would invite the Executive Transport Officer to attend the next Full Filton Town Council Meeting Seconded and Voted FOR UNANIMOUSLY.

ACTION: Invite Executive Transport Officer – Town Clerk

ACTION: Circulate dates for Gypsy Patch Lane works – Filton Town Council Office

ACTION: Draft Impact Statement -

CLLR MUBASHER CHAUDHRY ARRIVED 7.30PM

0007. TO APPROVE MINUTES OF THE MEETING HELD 26th MARCH 2019: Were approved as an accurate record.

0008. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:

An update from Filton Community Association was asked for. It was noted that the AGM had taken place without inviting members as it should. It was not advertised

anywhere except inside the building. A brief history was given on previous issues and a discussion took place regarding moving forward.

It was proposed that Filton Town Council would approach The Community Association and as for a meeting to establish how the previous issues have been rectified.

VOTED 10 FOR and 1 ABSTAIN

It was also proposed to start a liaison group from Filton Town Councillors.

VOTED 8 FOR, 2 AGAINST and 1 ABSTAIN

Names for volunteer group are Cllrs D Collins, A Doyle, M Chaudhry, A Robinson, C Wood.

ACTION – Liaison group to contact and arrange meeting with FCA.

0009. TO APPROVE AND ADOPT;

Standing Orders: The Standing Orders were approved unanimously.

Financial Regulations: The Financial Regulations were approved unanimously.

0010. REVIEW OF INVENTORY & LAND ASSETS: The document was noted,

0011. CONFIRMATION OF INSURANCE ARRANGEMENTS: The document was noted.
Current flood issues explained

0012. REVIEW OF COMPLAINTS PROCEDURE: The document was noted.

0013. MEETING DATES: The document was noted. There will be no planning meeting in May 2019 and The Annual Filton Town Parish Assembly will be held 7pm Tuesday 28th May 2019 with the Finance meeting starting straight after at 8pm.

0014. SUBMISSIONS FROM MEMBERS:

The Town Clerk explained for new councillors that all submissions need to be in writing to the office 5 days before meetings.

i) Issues regarding grass cutting and Millennium Green, Filton Grounds team are responsible.

ii) Parking on grass verges. Who enforces it? It was confirmed previously that the Beat Team can only approach people when seen with vehicle. A discussion took place regarding laws and by laws.

ACTION: Filton Town Council Office to look into by laws

iii) What is meant by the 'Community Plan and census information included. A discussion took place giving outlines of how the progression of the plan will end with the implemented plan. This can only be done with the support of the residents as well as professional bodies.

iiii) Jennings Gardens queries, fly tipping, grass cutting and running bus these need to be discussed with the Jennings Committee to see who roles are what.

0015. APPOINTMENT OF COMMITTEE MEMBERS AND OUTSIDE BODIES:

i) Finance & General Purposes Committee It was proposed and seconded to keep Finance and General purposes to include FULL town Councillors attending. It was proposed and seconded to carry the motion.

VOTED FOR UNANIMOUSLY

ii) Representatives on outside bodies: To be on agenda at next Full Town Council

0016. ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT: There were none.

0017. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 08th May 2018 – Noted.
- ii) Reaffirm planning and staffing committee at the Finance Meeting 28th May **2019**

0018. OTHER REPORTS/CONSULTATIONS:

- i) Consultation **Spreadsheet** – Noted

0019. PAYMENTS FOR INFORMATION – The documents were noted.

The Chair closed the meeting at 8:45pm

Filton Town Council update

- Increase of theft in bicycle's from Abbeywood Retail Park. Working with security at the retail park. Please ensure 'D' locks are used when possible as bikes stolen have been locked up.
- Theft of mopeds in Filton and surrounding areas have increased in the last month. Suspects identified and enquiries ongoing.
- 0 residential burglaries in the last month 28 days.
- Bike marking event completed at Filton 20 site and 30 bikes marked
- Speed checks being conducted on Northville Road following complaints from residents.

Cllr Adam Monk South Glos report to Filton Town Council June 2019.

If you require assistance with any Council related matter I am available in Filton Library on the 1st & 3rd Saturday of every month from 9.30am to 10.30am and no appointment is required. I can always be contacted by email adam.monk@southglos.gov.uk

I am very pleased to report that I have been appointed as the Labour representative on Avon Fire Authority and I have attended the 1st meeting.

Following on from the election the induction of members this is now nearing completion and therefore decision making, and scrutiny of those decisions is set to recommence.

On Monday 17th June I attended the 1st Cabinet meeting. I questioned the Executive Member on the reported GDPR compliance issues, additionally I will be challenge the provision of Adult Social Care.

Within the Cabinet papers there was reference to Horizon 38 (old Rolls Royce works) and the take up of units on this development. Within the same section of the report there was mention of Filton Enterprise Zone.

The Scrutiny Commission is meeting on Wednesday 26th June. A proposed piece of work to be conducted is develop a strategic plan for South Gloucestershire Council to adopt in response to the Climate Emergency.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 11th June 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair), K Briffett, D Collins, A Doyle, A Johnstone, A. Kenyon, A Monk, A Robinson, I Scott, C Wood
ALSO PRESENT: L Reuben (Town Clerk) N Gould (Council Support Officer)
APOLOGIES: Cllrs: - J Tucker, B Mead
NON ATTENDANCE:- T Mewies

F.001.APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.002.DECLARATION OF INTEREST: Cllrs Monk and Wood declared an interest as they both sit on the Audit Committee at South Gloucestershire Council.

F.003.MINUTES: The minutes of the meeting held Tuesday 28th May 2019 were approved as an accurate record after noting that in minute 1478 there was a typo, the minute should read "spar on Filton Avenue" not "spa on Filton Avenue".

F.004.MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Arising from minute 1477 Appointment of Committees (Planning) – It was noted that there was still not enough councillors to sit on this committee group, after a short discussion about the benefits of holding planning meetings it was proposed and seconded to not hold planning meetings but to continue to circulate the planning schedules and if a councillor has concerns with a specific application, it will be added to the next month's agenda for council comment, the proposal was put to the vote and **Agreed:** 9 in favour 1 abstention.

F.005.PUBLIC PARTICIPATION: There was none.

F.006.ANNUAL GOVERNANCE STATEMENT

i) **Statement of internal control:** Points 1-8 agreed upon, point 9 N/A. The 3 new councillors abstained from all votes. It was suggested that the office send round some dates councillors could visit to look through internal control policies.

Action: Town Council Office

F.007. FINANCIAL STATEMENTS 2019: It was advised that the document had been presented at the Finance meeting to give councillors 2 weeks to look through the figures before the accountants presentation on 25th June 2019.

F.008. MANAGERS REPORTS:

i) **Leisure Centre Manager Report:** A backdated report would be provided at the next meeting.

ii) **Maintenance Managers Report:** The report was noted.

iii) **Bar Manager Report:** The report was noted.

F.009.COMMUNITY PLAN UPDATE: There was no update at present on the community plan. Cllr Collin's let the committee know that he had been invited to a meeting at SHE7, it was agreed he would keep the council updated.

The Chair closed the meeting to the Public at 7.35pm

SCHEDULE OF PLANNING APPLICATIONS JUNE 2019

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3732	P19/6960/F	590 Filton Avenue Horfield South Gloucestershire BS7 0QQ - Demolition of existing detached garage and erection of a single storey residential annexe. Creation of new vehicular access (retrospective).	14-07-2019	
F.3733	P19/6955/F	Unit F2G Horizon 38 Taurus Road Patchway Bristol BS34 6FB - External alterations to the front and side elevations	19-07-2019	
F.3734	19/02406/F	Filton Golf Club Golf Course Lane Bristol BS34 7QS - Construction of three hole Par 3 golf course and nine hole pitch and putt course with driving range, pitching area and putting green (course) and associated landscape works including in filling of 2 no. existing ponds. This application includes an Environmental Statement.	16-08-2019	

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2019	Cancel Gazprom CHQ004842	CNXL004842	-3,744.57		Cancel Gazprom CHQ004842
02/05/2019	Virgin Mobile - DD	DD01	18.18		P/Ledger Electronic Payment
02/05/2019	Foxstead Ltd - DDR	DD02	1,290.43		2349-Bar stock
03/05/2019	Union Due	BACS	8.38		Union Due
03/05/2019	REVERSE to correct Cashbook	REVERSE	-8.38		REVERSE to correct Cashbook
03/05/2019	Service charge	CHRG	10.00		Service charge
03/05/2019	Commission Charge	CHRG	133.39		Commission Charge
03/05/2019	Fee stop payment	CHRG	5.00		Fee stop payment
07/05/2019	Everflow Ltd	DD03	2,874.29		2327-Water 24.04.19-22.06.19
07/05/2019	ICO	DD	55.00		ICO-Data protection Fee
08/05/2019	Mobility Smart Limited	DC01	56.46		2338-Economy grab bars
08/05/2019	Jewson	D/CARD	85.68		Disabled toilet door
09/05/2019	Foxstead Ltd - DDR	DD04	868.86		2322/Bar stock
10/05/2019	Brenntag UK Ltd	4856	27.30		2329-Pool chemicals
10/05/2019	A.L.C.A.	4857	24.40		2308/Copies of Good Councillor
10/05/2019	Amy's Photography Bristol	4858	175.00		2305-Selfie Pod Hire-Elm park
10/05/2019	Boels Rental Ltd	4859	61.00		2340-Cut off saw
10/05/2019	Tolchards Ltd	4860	475.79		2317-Bar stock
10/05/2019	DCK Accounting Solutions Ltd	4861	1,395.26		2311/Monthly contract visit
10/05/2019	Louise Howard	4862	70.00		2307- 2x outdoor pillar
10/05/2019	Bodypower Sports Plc	4863	3,956.29		2331/Indoor cycle
10/05/2019	The Gladiator Group	4864	360.00		2326-Gladiator page button
10/05/2019	Robert Haddow	4865	140.00		2335/NPLQ Assessment
10/05/2019	Initial Washroom Hygiene	4866	180.71		2336-Serice monthly charge
10/05/2019	Loomis UK Ltd	4867	603.36		2334/CIT Contract service
10/05/2019	National Security Group	4868	312.00		2332-Annual kep holding Subs
10/05/2019	Nikki Pitkin	4869	100.00		2324/AquaFit classes April
10/05/2019	Playsafety Ltd	4870	132.60		2345-Annual subs 5 sites
10/05/2019	RLSS UK Enterprises Ltd	4871	125.85		2328/Mini AED Trainer
10/05/2019	South Gloucestershire Council	4872	933.78		2306-Payroll charge 1st Qtr
10/05/2019	Society of Local Council Clerk	4873	25.00		2309-SLCC Meeting 16.05.19
10/05/2019	ST JOHN AMBULANCE SUPPLIES	4874	130.60		2333-Misc first aid kit
10/05/2019	Ernest Till (South West) & co	4875	291.60		2344-Replace twin RCD socket
10/05/2019	Travis Perkins Trading Co Ltd	4876	531.00		2343-Plasterboards,Timer,roll
10/05/2019	Viridor Waste Management Ltd	4877	837.06		2347-Disposal collection ElmPK
10/05/2019	Water2Business	4878	152.13		2356-Water 25.10.18-18.04.19
10/05/2019	World Snooker Services Ltd	4879	160.99		2330/Service 2xsnooker table
10/05/2019	YZDesigns	4880	360.00		2304/Website maint. June 19-20
10/05/2019	Zurich Municipal	4881	333.86		2203/Insurance inspection cntr
10/05/2019	Zen Internet Ltd - DD	DD05	25.52		2310-Zen monthly charge
10/05/2019	Zurich Municipal	BAC01	9,694.48		2186/Insurance May.19-Apr.20
10/05/2019	HMRC VAT Payment	VAT	1,115.05		HMRC VAT Payment
14/05/2019	Henry Howard Finance Plc	100617	924.53		2418/Qtrly coffee machine rent
15/05/2019	FIS Payments (UK) Ltd - DDR	DD06	475.89		2358-Card processing charge
16/05/2019	Foxstead Ltd - DDR	DD07	1,201.39		P/Ledger Electronic Payment
17/05/2019	Pension Due April 19	BACS	9,335.18		Pension Due April 19
17/05/2019	REVERSE to correct Cashbook	REVERSE	-9,335.18		REVERSE to correct Cashbook

Time: 14:20

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/05/2019	BANK ACCOUNT-IMPREST	TFR	70,000.00		
21/05/2019	Total Gas & Power Limited - DD	DD08	1,039.82		2350-Elec April
22/05/2019	Brenntag UK Ltd	4882	263.76		2399/Pool chemicals
22/05/2019	Capital Cleaning (Kent) Ltd	4883	232.92		2416/Cleaning materials
22/05/2019	Gazprom Marketing & Trading Re	4884	3,654.47		2408-Gas April-Office
22/05/2019	GM Engineering (Bristol) Ltd	4885	180.00		2412/Welding repair-lawnmower
22/05/2019	The Great Western Brewing Comp	4886	93.85		2407-Bar stock
22/05/2019	J P Lennard Ltd	4887	254.94		2400/Pool stock
22/05/2019	JTS Snack Foods	4888	262.41		2406/Bar stock
22/05/2019	Loomis UK Ltd	4889	1,206.72		2397/CIT Contract for June
22/05/2019	Mogford Prescott Ltd	4890	708.00		2411/Plastering work-toilet
22/05/2019	John Scanlan	4891	255.00		2422/Swim fit session x 4
22/05/2019	Ernest Till (South West) & co	4892	451.20		2415/Intall new bar lighting
22/05/2019	Travis Perkins Trading Co Ltd	4893	35.66		2413/Metal paint+frame
22/05/2019	Water2Business	4894	2,602.06		2421/Water bill adjustment
22/05/2019	PAYE/NI Due April 19	BACS	9,996.64		PAYE/NI Due April 19
22/05/2019	Reverse to correct cashbook	REVERSE	-9,996.64		Reverse to correct cashbook
22/05/2019	CryoService Ltd - DD	DD09	193.10		2315-Food gas rental chrg
23/05/2019	Foxstead Ltd - DDR	DD10	1,187.66		2395/Bar stock
23/05/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
28/05/2019	Everflow Ltd	DD11	1,240.99		2464/Water 23.06.19-17.07.19
28/05/2019	Butcombe Brewery - DD	DD12	181.30		2417/Bar stock
29/05/2019	DL I.T. Solutions Ltd	DDR	216.00		2463/IT Maint May 2019
29/05/2019	Pitney Bowes - DD	DDR1	63.00		2409-Monthly rental charge
30/05/2019	Foxstead Ltd - DDR	DDR2	1,046.16		2452/Bar stock
31/05/2019	British Telecom	DDR3	204.50		2462/TV Service Bar
Total Payments			117,682.68		

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), C Wood, K Briffett, A Kenyon, A Robinson, B Mead, A Monk, I Scott, M Chaudhry, Tom Mewies

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

APOLOGIES: Cllrs: J Tucker, A Johnstone

0020. APOLOGIES FOR ABSENCE: Apologies were noted.

0021. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

0022. DECLARATIONS OF INTEREST: None given.

0023. INVITATION TO STEPHEN READE: No response received from Stephen Reade. Cllr Wood was asked how his petition was going for the opening of the King George Junction, Cllr Wood confirmed that the petition had raised 512 signatories and it had now been presented to MP Jack Lopresti who will be formally presenting to parliament.

Cllr Doyle arrived at the meeting at 7.35pm

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Cllr Mewies arrived at the meeting at 7.40pm

Cllrs asked the accountant the following questions;

- What should the reserves be at by the end of March 2020? It was noted the accountant would respond with the answer via email.
- It was noted that the council will need to continue to budget for a surplus and achieve it if they would like to get to the minimum reserve level over the next few years.
- The accountant was asked what the largest outlay of expenditure was this year. It was noted that staffing in the Leisure Centre was the biggest cost.
- Why have the minimum reserves not been met? It was noted that this was due to staffing costs and budget overspends. The Town Clerk did advise that the management team had worked hard to ensure that all expenditure budgets were closely monitored and monthly meetings were being held to discuss income generation ideas.
- It was noted that the management team could look at opening the Leisure Centre over less days to reduce staffing overheads.
- The Ratepayers Arms on its own is currently making a small profit, it was agreed that the council needs to establish why people aren't utilising other areas of the centre.
- It was suggested that the council look at making the centre a charitable trust, it was noted that this had been looked into before but would be worth investigating again along with co-operative models. It was agreed to bring a motion to the next meeting to be considered.
- Theme nights in the Ratepayers Arms were suggested as an income generation idea, it was noted that the council office would go away and look at some dates to hold a council income generation brain storming meeting.

After further discussions regarding income and expenditure it was proposed, seconded and **Agreed:** unanimously to adopt the 2018/19 financial statements, Derek was thanked for his time he left the meeting at 8.30pm.

0025. APPROVE THE ANNUAL RETURN: It was proposed, seconded and **Agreed:** by all present to adopt the annual return.

0026. SUBMISSIONS FROM PUBLIC:

i) Internal Audit Report: A resident asked why two sections on the internal audit report that relate to budget control were only ticked as partially. It was noted that the auditor felt that the councillors had not precept enough to bring the reserves back up to a minimum level.

ii) Leisure Centre: A resident raised their concerns over the future of the Leisure Centre, it was noted that the Council need to look at its financial position seriously and come up with a plan to sustain the centre moving forward.

iii) Defibrillators: an update was requested, it was noted that the council office were waiting on 1 extra quote and a report would be brought to the next finance meeting for discussion.

Action: Town Council Office

iv) Gypsy Patch Lane Closure: Concerns were raised about the effects on traffic in Filton since the Gypsy Patch lane work commenced, it was suggested that the council contract Stephen Reade again to try and get him to a meeting before the second lot of work starts on Gypsy Patch Lane.

Action: Town Council Office

v) Car Park: A resident asked for an update on the suggestion to get a car parking company to manage the Leisure Centre car park. It was noted that a report would be coming back to council with more detail and different company options. It was suggested that instead of car parking the tennis courts could be hired out to a tennis club who would potentially maintain them generating income for the centre.

0027. TO APPROVE MINUTES OF THE MEETING HELD 14th MAY 2019: The minutes were approved as an accurate record.

0028. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:

Arising from minute 0014iii (*submission from members*) It was noted that this minute should state that the Council Office would be circulating Office of National Statistics information.

Arising from minute 0015ii (*reps on outside bodies*) – The Town Clerk apologised that this item was not on the agenda but confirmed it would be on the agenda for July's full council meeting.

Action: Town Council Office

0029. FILTON BEAT TEAM REPORT: The report was noted.

0030. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

i) Cllr A Monk: The report was noted

ii) Cllr C Wood: It was noted that Cllr Wood would produce a written report for Town Council meetings each month.

0031. SUBMISSIONS FROM MEMBERS:

i) Notice of motion Cllr A Doyle;

"This council discuss the opportunity to select locations (either grass verges or other green spaces) that could be allowed to grow and encourage wildflower growth and improve biodiversity in Filton. If the council agrees we'd then suggest inviting Sally Pattison from street care – Biodiversity to a council meeting to discuss the next steps in site location and what support is required by the council."

Cllrs discussed the proposal and questions were asked regarding who would be responsible for maintenance and where in Filton the sites might be, it was suggested that by inviting Sally Pattison to a meeting all these questions could be answered, the motion was seconded by Cllr Monk, put to the vote and **Agreed:** unanimously.

Cllr Monk leaves the meeting at 9.15pm

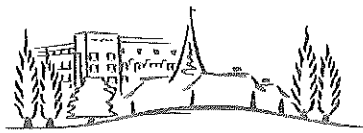
0032. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 11th June 2019 – Noted.
- ii) Planning Applications – The document was noted.

0033. OTHER REPORTS/CONSULTATIONS:

- i) Filton Community Plan – No update at present.
- ii) Payments for information – The document was 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

25th July 2019

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 30th July 2019 at approx 8p.m. (or immediately after the Annual Assembly)** 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.

AGENDA

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 June 2019 – (pages 1-3)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team
8. South Gloucestershire Reports:
 - i) Cllr A Monk – (page 4)
 - ii) Cllr C Wood – (to be tabled)
9. Submission from members;
 - i) **Notice of Motion Cllr A Johnstone – (pages 5-6)**
"This council declare a climate change emergency, and commit to;
 - *Become carbon neutral by 2030,*
 - *Become zero waste by 2022 and*
 - *Consider the environmental impact of all its operational and business decisions."*
 - ii) **Notice of Motion Cllr C Wood**
"Filton Town Council resolves to investigate alternative management structures for the continued operation of the Filton Leisure Centre. A report outlining these potential alternative arrangements, following stakeholder engagement and public consultation, will be presented to the Full Council by the end of this financial year"
10. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee held 09th July 2019 for information only (pages 7-8)
 - ii) Planning Applications – see attached schedule and notify office in advance of meeting of any application that requires discussion. (page 9)
 - iii) Defibrillator Report (page 10-11)
 - iv) Filton Festival Report (pages 12-16)
 - v) Suggestions for street name – Rodney Crescent development (pages 17-18)

11. Other Reports/Consultations:

- i) Filton Community Plan
- ii) Consultation Spreadsheet (*page 19*)
- iii) Reps on outside bodies (*page 20*)
- iv) Payments for Information (*pages 21-22*)

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The Chair closed the meeting at 9:20pm

Report for FTC

My apologies if I don't make this I have a meeting of Audit & Accounts and the timing have clashed.,

Firstly Congratulations to Roger Hutchinson who was awarded the honorary role Alderman of South Glos Council.

At the last South Glos Council meeting a motion to declare a Climate Emergency which was unanimously passed. This means a Scrutiny Group will be established to identify workstreams to make the council carbon neutral by 2030, I am sitting on this task & finish group (although I think it will be a long time until it finishes).

With the forthcoming closure of the Northville Family Practice. I have initiated a petition for this decision to be reviewed.

At the same meeting as mentioned above of South Glos Council I asked the Cabinet Member with responsibility for health, what reassurance can be offered to residents that they will not see a reduction in service? I was informed that other local practices are recruiting additional staff to cope with the increase in demand. I highlighted to the Cabinet member that there is well known shortage of GPs nationally. In a recent survey showing 39% of GPs envisage it is a high likelihood they will leave the profession in the 3 to 5 years.

Additionally, I highlighted that this closure will really impact all residents in Filton, those patients who will be losing continuity of service and having to use a surgery further from home, some without adequate parking. Other residents are inevitably going to see longer delays in gaining non-urgent appointments. Finally I highlighted that the information events that have been organised are both being held during the working day, and asked how someone who works is supposed to attend.

In the same meeting, I also questioned the proposed changes to the Resource Base within Charborough Road the answer I was given wasn't a satisfactory answer. I am awaiting a further reply. The issue here is one of funding and the school are looking to reduce the amount of time Children spend in the resource base and the focus of the unit as well.

With regards to the Playgroup located on Charborough the future remains uncertain and soon there will be a need for the Council to take action. I have been informed that there are enough places based upon legislation locally, however those places are being provided via commercial operators so someone not in full time employment looking to access government funded pre-school provision isn't going to be able to secure a place, this is why the Charborough Rd pre-school is so popular. I will report further on this in due course.

Finally at a recent Community Engagement Forum Great Western Air Ambulance were asking to for volunteers for sponsored events, I have committed to run the Bristol Half Marathon in September and keen to secure as much sponsorship as possible for this charity. Please sponsor me if you are able the link is below.

https://www.justgiving.com/fundraising/adam-monk1970?utm_campaign=pfp-tweet&utm_content=Adam-Monk1970&utm_medium=fundraisingpage&utm_source=Twitter&utm_term=KJZP32ZkB

Adam Monk
South Gloucestershire Councillor

Item 9i on agenda

The motion is that:

This council declare a climate change emergency, and commit to;

- Become carbon neutral by 2030,
- Become zero waste by 2022 and
- Consider the environmental impact of all its operational and business decisions.

Note this refers to the council as an entity, rather than as a geographic area (the motion does not commit households within the council area to these targets)

What is a climate emergency?

The term “climate emergency” is used to describe the crisis facing humans and nature due to climate change. The scientific evidence for man-made climate change is indisputable. Global temperatures needs to be kept to 1.5c above pre-industrial levels for the most extreme effects of climate change to be avoided, however scientists warn the measures to do this must take place within the next 11 years or risk temperatures continuing to rise: <https://www.ipcc.ch/sr15/chapter/summary-for-policy-makers/>. A recent report also states 1 million species are threatened with extinction as a result of human activity, including as a result of man-made climate change: <https://www.ipbes.net/news/million-threatened-species-thirteen-questions-answers>.

What does ‘declaring a climate emergency’ mean?

Declaring a climate emergency means the council recognises the seriousness of climate change as an issue and will take all necessary steps to combat it. It places fighting climate change at the heart of council business. Whilst the council cannot be expected to solve the problem of climate change by itself, it will play its part to do so within the national and global picture. The UK government, as a result of an opposition day motion, declared a climate emergency in May this year. Scotland had already declared a climate emergency in 2018. Other councils to have declared include cities such as Bristol, Bath and Manchester, but also smaller town and parish councils. South Gloucestershire council declared a climate emergency on 17th July 2019.

What does it mean to be carbon neutral?

Being carbon neutral means the council reduces its carbon emissions as much as possible, with the remaining amount being offset. This is also referred to as ‘net zero emissions’ or just ‘net zero’.

Why choose 2030 as the goal?

This is a realistic goal based on the size of the council but also on the urgency needed to tackle climate change. This date has also been chosen other councils who have declared climate change emergencies, including South Gloucestershire.

What sort of thing can the council do to reduce its carbon emissions?

The majority of council carbon emissions will come from the energy used to run its premises, so this would be the logical place to start. The council would also need to consider emissions generated in its procurement, events, and any business travel undertaken by staff.

What does it mean to be zero waste?

Being zero waste means the council would send no waste to landfill. The council would first act to reduce its waste, and recycle the waste it did produce. It is recognised that there will be a small minority of waste items which cannot be recycled (e.g. sanitary waste) and would need to be sent for incineration rather than sent to landfill.

Why choose 2022 as the goal?

This is considered to be an achievable goal given the size of the council.

What can the council do to reduce its waste?

The council will need to consider the points in its operations where waste is currently generated, and work to eliminate this waste as much as possible. Where waste is unavoidably generated, the majority of this should be recyclable. As with the part of the motion on carbon emissions, the council will also need to take into account any waste generated by its procurement operations and events.

What does it mean to 'consider the environmental impact of all its operational and business decisions'?

This part of the motion asks the council to place environmental sustainability at the heart of its operations, which would be a natural progression from declaring a climate change emergency. The council would recognise the importance of safeguarding the environment and consider the potential environmental impact of any decision it was going to take.

What else can the council do to be more environmentally friendly?

Some ideas;

Install solar panels, install green roofs, electric car charging points, wider range of recycling facilities, ban disposable coffee cups/takeaway containers, sell locally sourced food, plant wildflower meadows, work with other town and district councils to lobby for greater public transport options.

How much will this cost?

It is not possible to state an exact figure at this moment without knowing what measures the council will take to become carbon neutral/zero waste and when. It is possible some measures will involve an initial outlay which will be recouped by long term savings, for example in energy bills. Councillors should also consider the cost of not passing this motion. A number of poll this year report people citing climate change as the major issue facing the country today, or that levels of concern about climate change are at an all-time high, for example: <https://www.gov.uk/government/statistics/beis-public-attitudes-tracker-wave-29> . As noted above, other local councils have declared climate emergencies and committed to becoming carbon neutral, and we should not refuse to play our own part in the effort to tackle climate change. More importantly, there is no back-up planet for us if we do not work to mitigate the effects of climate change. The costs of continuing business as usual would be catastrophic.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 09th July 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair), B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A. Kenyon, T Mewies, A Robinson, I Scott, J Tucker

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Council Support Officer)

APOLOGIES: Cllrs: - A Monk, C Wood

NON ATTENDANCE:-

F.0010 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.0011 DECLARATION OF INTEREST: There were none.

F.0012 MINUTES: The minutes of the meeting held Tuesday 11th June 2019 were approved as an accurate record.

F.0013 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

F.0014 PUBLIC PARTICIPATION: There was none.

F.0015 INCOME & EXPENDITURE REPORTS: Both reports were noted, the council office was asked to answer the below questions in a report back to the next meeting;

- Summary Report 909 Capital Projects – Why is the expenditure 77.1% of budget in month 2?
- 4036-902 (Property Maintenance Outside Services) – Breakdown of what has been spent from this budget.
- The Councillors would like to know the depreciation amount on vehicle and equipment totalling £1,422,802 is calculated.

F.0016 BALANCE SHEET: The document was noted.

F.0017 RISK ASSESSMENTS 2019: The Town Clerk noted that currently Councillors receive a summary report for risk assessments once a year. Moving forward it was agreed to hold a committee meeting twice a year for a small group of councillors to review risk assessments and report back to full council, the group would be made up of Cllrs; M Chaudhry, A Doyle, D Collins & A Johnstone. It was agreed to circulate the invitation to the group onto Cllrs; A Monk and C Wood.

Action: Town Council Office

F.0018 DEFIBRILLATOR REPORT: The report was noted. The Councillors agreed that the fully automatic defibrillators were the best option in the three locations, It was Agreed: the town council office report back to the next meeting with 3 comparable quotes for fully automatic defibrillators.

Cllr T Mewies arrives at 7.30pm

It was also noted that a map should be produced showing exactly where each defibrillator is located in Filton.

Action: Town Council Office

F.0019 MOTION FROM CLLR JOHNSTONE: The motion from Cllr Johnstone was "Weed Killer activity should be stopped/not funded on all Filton Town Council sites", The motion was discussed between councillors and an amendment to the motion was proposed to bring a report back to the next meeting to clearly outline the full impact of not using weed killers, the report will need to state

costings, use of volunteers locations where week killer is used and organic options, the amended motion was **Agreed:** unanimously.

It was also noted that Sally Patterson might have some advice at the next meeting.

Action: Town Council Office

F.0020 MANAGERS REPORTS:

i) **Leisure Centre Manager Report:** The report was noted.

ii) **Maintenance Managers Report:** The report was noted.

iii) **Bar Manager Report:** The report was noted.

It was noted that from September managers reports would go to staffing committees.

F.0021 COMMUNITY PLAN UPDATE:

i) **Jennings Garden** – A meeting had been held to resolve an issue with keys for the Jennings's Garden. It was agreed to trial a key box where key's had to be signed in and out.

F.0022 MEETING TIMES: It was **Agreed:** 9 in favour and 3 against to hold Finance Committee meetings at 7.30pm instead of 7.00pm.

The Chair closed the meeting to the Public at 8.00pm

SCHEDULE OF PLANNING APPLICATIONS JUNE 2019

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3735	P19/8105/ADV	Bus Stop At Gloucester Road North Filton Bristol South Gloucestershire - Display of illuminated double-sided advertising panel on bus shelter.	04-08-2019	
F.3736	P19/5907/F	Unit G4B Bolingbroke Way Patchway South Gloucestershire BS34 6FE - Replacement of roller shutter door with louvre panel, installation of louvre panels to front and rear elevations. Creation of 7 No. additional car parking spaces.	05-08-2019	
F.3737	P19/8273/CLP	489 Filton Avenue Horfield South Gloucestershire BS7 0LR - Erection of a single storey rear extension to form additional living accommodation	05-08-2019	
F.3738	P19/09282/F	37 Sixth Avenue Filton Bristol South Gloucestershire BS7 0LT - Erection of 1no. attached dwelling with parking and associated works.	23-08-2019	

Company	Defibrillator	Fully Automatic	What's Included?	Key Features	Adult & Paediatric	Include outdoor case	Cost
Quote 1	Zoll AED 3	Yes	1X Set of Uni Padz (Adult & Child) 1 Smart Lithium Battery 1 Year PlusTrac Licence 8 Year's Manufacturer's Warranty once registered	- CRP Feedback - IP55 rating (protected against small amounts of dust) - Fully functional both led down and standing up - User friendly, full colour interactive touch screen - Visual rescue Prompts on screen - Onboard USB port to transport data and update software directly.	Yes – Push button to change between Adult and Child (No pads need to be changed)	Yes – AED Armor Mild Steel Locked Cabinet with heating	£1860.00 per unit Total - £5580.00 Bulk Buy Discount Total - £4770.00
Quote 2	Powerheat G5 AED	No – Semi Automatic	8 Years Warranty - IntelliSense Lithium Battery - AED Armor Rescue Kit - AED Manager and User Manual - Internal ECG & Event Data Memory - Full Escalating Variable Energy - RescueCoach prompts provide user-paced Instructions 1X set of Adult Pads	- Adapt the rescue prompts to suit the skills of the responder - Real-time CPR feedback assists with chest compressions - Rescue Ready indicator confirms the defibrillator is ready to use - Text display with rescue prompts and critical rescue information - Images on the electrodes make pad placement easy for the first respond	No – Adult only	Yes – Stainless Steel IP66 Locked and Heated outdoor AED Cabinet	£2550.00 per unit Total - £7650.00 Bulk Buy Discount Total - £4692.00



Quote 3	Physio Control Lifepak CR2	Yes	1X Set of Uni Padz 4 Year Battery Life - Rescue Kit 8 Year Warranty	- Always connected via LIFELINK central program manager - Readiness status flashes every 6 seconds, indicating the device is ready for use - Fastest time to start CPR 15 languages available	Yes – Flick switch to change between (No pads need to be changed)	Yes – AED Armor Mild Steel Locked Cabinet with heating	£2193.00 per unit Total - £6579.00 <i>Bulk Buy Discount</i> Total - £4935.00
Quote 4	Cardiac Science G5	Yes	8 Year Warranty - Carry Sleeve - AED Prep Kit - Real-time CPR feedback 1X Set of Pads	- Rescue Ready® self-testing - User-paced prompts - Fast shock times - Customized escalating energy - High ingress protection rating (IP55) for dust and water - Downloadable, easily viewable rescue data (shocks and ECG information) via PC or USB	Yes – Suitable for Children 8 and over. Different Pads needed for under 8's	Yes - Outdoor Stainless Steel Cabinet, Keypad Lock with Heating & LED Light	£1700.00 per unit Total - £5100.00 <i>Bulk Buy Discount -</i> £4260.00

Filton Community Festival 2019

Sunday 14th July 2019..... The event kicked off with a fancy dress parade, followed by a variety of bands and performances including Zumba and a creepy crawlies bug show.

A big thank you needs to be passed to Airbus for their sponsorship of this year's band and stage area, we look forward to working with them again next year.

This year's event saw a lot more activities for all aged children including a Children's Tipi with a selection of mini shows, soft play area, slime table and face painting. We were able to secure the Tipi Tent with the help of grant funding from Bromford housing so a big thanks to them.

There was a large animal corner this year which saw a petting zoo, Meerkats, Shetland ponies and creepy crawlies. This area was busy all day and we've had great feedback from all 4 companies who would like to come back to next year's event.

Every year we get feedback about having more food outlets at the event, we hope we ticked that box this year. There was a selection of food vans at the event including;

- TACO Van
- Crepe Van
- Caribbean Kitchen
- Chinese Catering Van
- Prosecco Van
- Sri Lankan street food

Jenkins Amusements were at the event providing rides for children of all ages, along with their burger van and sweet stall.

We had a really good selection of community and commercial stalls attend the event this year, including our community marquee which held lots of our community organisations who work hard in Filton.

The Festival is a non-profit making event, the council had a budget this year of £6500.00 to organise the day;

Budget - £6500.00

Total Expenditure this year was - £12,352.59

Total Income this year was - £2146.97 (plus bar income recorded separately)

Sponsorship from Airbus - £2500.00

Grant Funding from Bromford Housing - £2000.00

Current Balance - £794.38 (subject to change once all invoices are received)

Full breakdown attached to this report.

We hope everyone who attended the event had a great day out and we welcome any feedback about how we can improve next year.

A big thank has to be passed to everyone at Filton Town Council, staff and councillors who helped to organise and run the event.

Filton Festival 2020;

We have already started thinking about next year's event and we feel it will be a much bigger event to represent 20 years since Filton 2000 started running the event for the millennium. Although prior to this, festivals were run back in the early 80's when they were known as Filton Band Festivals.

A provisional date next year would be Sunday 19th July 2020(still to be confirmed).

We will start the process of funding applications soon and will be working with Airbus again to see if we are able to secure sponsorship for next year's event.

It has been suggested for 2020 that with it being the 20th anniversary it could be organised differently. An events group could be formed with the help of local expertise ie. Local businesses, residents, schools, councillors etc. This way, the workload could be spread amongst others. Also this would enable there to be a separate bank account and open more opportunities for funding.

This would ideally relieve staff time and costs.

We would like to hold some evening festival meetings to gage the ideas of councillors and residents for next year's event.

If you have any suggestions or ideas for next year or would just like to be involved on the day please contact the Town Council Office; Email: office@filtontowncouncil.gov.uk Tel: 01454 866698

Natasha Gould
Town Council Support Officer
Filton Town Council
01454 866698

Filton Community Festival 2019
Income & Expenditure Report

			INCOME	EXPENDITURE
Town Council Budget		£6,500		
Utilities				
		Temporary Event Licence		£21.00
		Herrings Ambulance Service		£380.00
		Maximum Solutions Radio Hire		£191.99
		Armasec (Security X4)		£297.60
		Generators		£550.00
		Portable Toilets (Travis Perkins)		£330.00
Donations				
Viridor	Providing Skips for the Festival			
Bromford	Grant Funding to pay for Tipi's		£2,000.00	
Airbus	Sponsorship Funding		£2,500.00	
Stalls				
	Tony Cole (Pint Sized People)		£40.00	
	North Bristol Amateur Radio Club		£20.00	
	FACE		£0.00	
	Shepards Amusements X2 Stalls		£60.00	
	Sam Drew (Health & Wellbeing)		£0.00	
	Sue Lonsdale (Ukulele Filton)		£20.00	
	M.Hawkes (Southmead Prostate Cancer Care)		£20.00	
	Liam Perrett (Go Slush)		£40.00	
	Network Counselling & Training		£0.00	
	Julie Rafferly (Spec Savers)		£40.00	
	Debbie Butler (Future Bright)		£20.00	
	Bernardo's Filton		£20.00	
	Marie James (Utility Warehouse)		£40.00	
	Jackie Dracup (Dazzling Mosaics)		£20.00	
	Angela Hearn (Cancer Research)		£20.00	
	Michelle Buckley (Vintage Tea Stall)		£40.00	

	Sandra Rose (Matt Fiddes Material Arts)		£20.00	
	Linda Batten (Toys, Teddies, Lucky Dip) X2		£40.00	
	Airbus		£0.00	
	John Walker (Disney Toys and DVD's)		£40.00	
Bar				
	Refridgerated Van	Pearces Bros		£252.00
	Insurance	Zurich		
Attractions				
	World Inspired Tents (Tipi's)		£100.47	£3,462.00
	Pampered Ponies		£310.00	£420.00
	JoJo Face Painting		£190.00	£175.00
	Meerkats			£250.00
	Lucy Lost It (Balloon Modelling & Mini Show)			£200.00
	Event Flag Hire			£354.00
	Slime Table & 2X Shows			£450.00
	Cirque Da Purr (Stilt Walkers 2X 45 min Set)			£400.00
	Softplay Bristol			£115.00
	Special Occasion Masscots (Elsa, Woody & Buzz)			£235.00
	Bug Fest (Static Show & Arena Show)			£400.00
	The Animal Company (Petting Zoo)			£995.00
Food & Drink Vans				
	Mark Powell (TACO'S)		£90.00	
	Prosecco Van (Fizzy Fellows)		£100.00	
	Isobels Bake House (Crepes)		£100.00	
	R&B Soulfood, Caribbean Kitchen		£100.00	
	Take a Bao (Chinese Cuisine)		£100.00	
	Anupama Athugala (Kottu Hut)		£100.00	
Ice Cream Vans	Gio's Ice Cream Van		£200.00	

Car Park & Programme sales					
Compere	Envisage Promotions Ltd			£256.50	
Staging	New Allies Transport				£300.00
					£100.00
	Total Income			£6,646.97	
Printing	Posters & Programmes & Banner				£354.00
Music & Entertainment					
	Leap Audio				£600.00
	Glory Daze				£150.00
	The Soul Ingredients				£350.00
	SuperNova				£0.00
	The Jacks				£1,020.00
	Total Expenditure				£12,352.59
			Difference	-£5,705.62	
			Budget	£6,500.00	
			Balance	£794.38	
	Outside Bar			£1,896.20	

Agenda item 10v

Rodney Crescent Development

I have attached a site plan for the above development and need to allocate some names for the new road. I would be grateful if you are able to help and suggest a suitable street name for this development. There are 8 flats being demolished and 17 new homes built on the site off Rodney Crescent.

I look forward to hearing from you in the near future and should you have any queries please do not hesitate to contact me.

Technical Officer

Street Naming & Numbering, Asset Team

Plans attached separately

NOTES

This drawing is the copyright of Quattro Design Architects Ltd and should not be reproduced in whole or in part without written permission. Only figured dimensions to be used for construction. Check all dimensions on site. Any discrepancies are to be reported to the Architect as soon as possible.

REVISIONS

[illegible]

DRAWING TITLE

Proposed Site Plan

PROJECT

Rodney Crescent, Filton

CLIENT

Merlin Housing Society

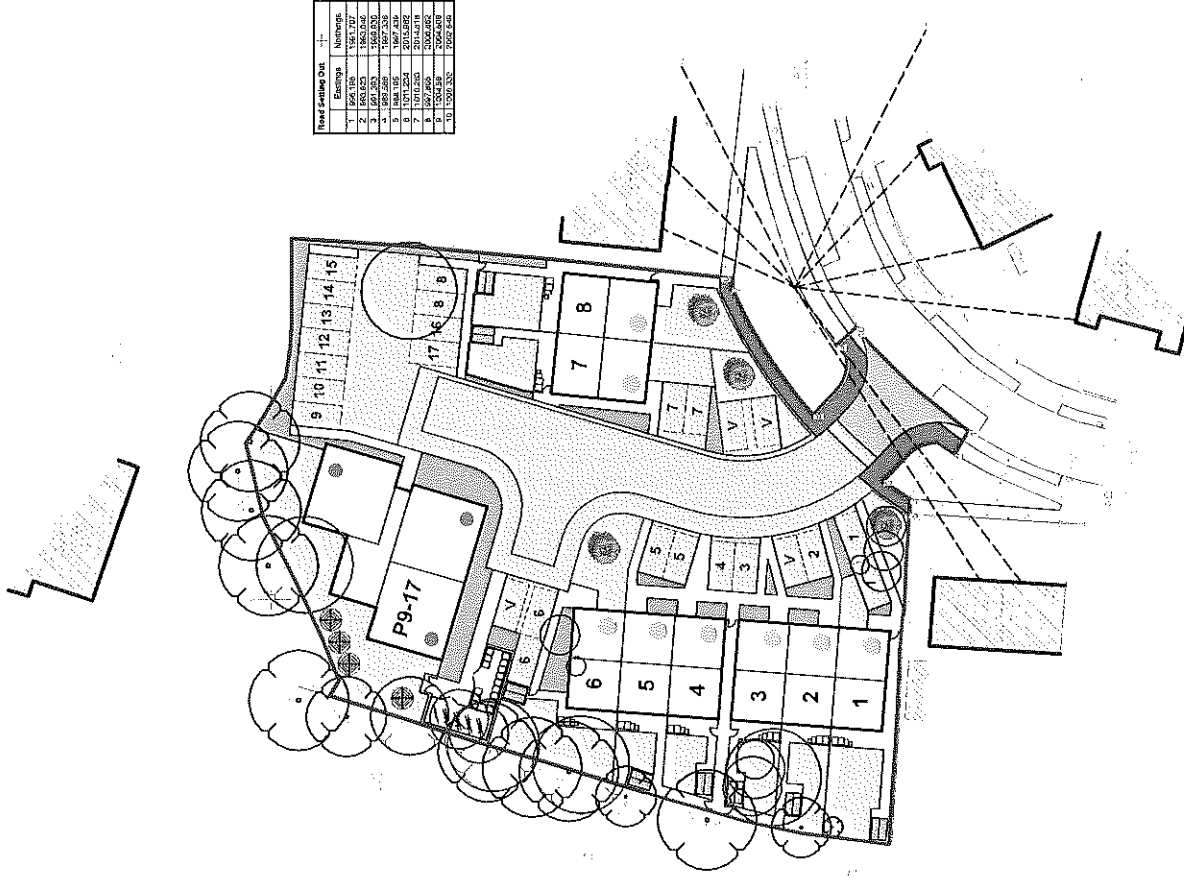
SCALE 1:500@A3

DATE May 2018



DRAWING NO.	REV
5160-P-15	E

Matthew Wareham, High Orchard Street
Gloucester Glos. GL2 5QY T: 01452 424234



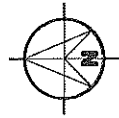
Round Settling Out	Exchanges	Nothings
1	594,140	156,170 ⁷
2	593,623	1863,046
3	591,203	1650,570
4	588,586	1697,336
5	584,105	1667,334
6	577,254	2013,862
7	570,263	2014,518
8	567,265	2002,862
9	554,518	2004,509
10	550,330	2062,549

KEY

- | | |
|---|------------------------------|
|  | Site Boundary |
|  | Proposed Trees |
|  | Existing Tree to be retained |
|  | Existing Tree to be removed |
|  | 1800mm Timber Fencing |
|  | 900mm Hoop Top Railing |
|  | Tarmac Highway |
|  | Tarmac Pavement |
|  | Footpath |
|  | Grass |
|  | Low Level Planting |
|  | Highway / Parking |
|  | Tree Root Protection Area |
|  | Shed |
|  | Bin Storage |

PLOT SCHEDULE

Unit Type	Quantity	Unit Size
3b5p House	2	93.6m ²
2b4p House	6	79.8m ²
1b2p Flat	9	50.5m ²



Consultation	Consultation Period	Summary
Resource and Waste Strategy 2020 and Beyond	24th June 2019 27th September 2019	In our previous Waste Strategy (2015 - 2020), we focused on moving waste away from energy recovery and disposal in landfill, prioritising recycling. Our progress has been very impressive in such a short period, saving the equivalent of 70kg of waste per household, with 58% of waste recycled in 2018, making us one of the best performing authorities in England and already exceeding the national target of 50% by 2020. As we look ahead to 2020 and beyond, our focus must now shift towards doing our bit to save our planet's precious resources by reducing our consumption, especially of single-use items and ensuring our environment is protected for future generations. Climate change is closely linked to the use of raw materials. If we reduce the amount of raw materials we are using, we can reduce the effects of global warming on our environment. We propose focusing on what's known as a 'circular economy' for waste, which means moving away from the linear approach of 'take-make-consume-throw away' to a system where resources are minimised, regenerated and reused.
Better Care Stronger Communities Funding 2020-2023	17th June 2019 09th September 2019	Children, Adult and Health Executive Members have requested a consultation takes place, on the potential impact of saving reductions that will be made against Better Care Stronger Communities Funding and specified voluntary sector activities with effect from 1 April 2020. Views can be submitted from 17th June 2019 until 9th September 2019. South Gloucestershire Council have a strong track-record of working with and supporting the local voluntary and community sector. Better Care Stronger Communities Funding has offered stability to the sector with 3 year funding arrangements. It is in this context the councillors have asked for a consultation on the proposal to reduce Better Care Stronger Communities Funding and specified voluntary sector activities, beyond March 2020.

Representatives on Outside Bodies – 2018

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

BANK ACCOUNT-GENERAL

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2019	Virgin Mobile - DD	DDR	18.18		2461/Telephone charge May 19
05/06/2019	Boels Rental Ltd	4895	451.68		2474/Building dryer,etc
05/06/2019	Capital Cleaning (Kent) Ltd	4896	105.84		2483/MIDI Jumbo toilet rolls
05/06/2019	Butler Fuels	4897	1,317.12		2478/Fuel
05/06/2019	Complete Weed Control (North W	4898	308.40		2476/Weed control-millenum
05/06/2019	C & R Fencing	4899	3,009.60		2458/fencing work 12.12.18
05/06/2019	DCK Accounting Solutions Ltd	4900	2,055.18		2457/Year end accounts 18-19
05/06/2019	D&G Flooring	4901	288.00		2477/Supply+lay latex vinyl
05/06/2019	Gazprom Marketing & Trading Re	4902	3,744.57		Purchase Ledger Payment
05/06/2019	Initial Washroom Hygiene	4903	180.71		2467/Service 08.06.19-07.07.19
05/06/2019	Instyle Marketing Services	4904	336.00		2460/Supply aluminium sign
05/06/2019	JTS Snack Foods	4905	74.07		2449/Bar stock
05/06/2019	Lister Wilder	4906	242.34		2489/Bar stock
05/06/2019	Mike J Beasley	4907	673.20		2484/Lockers & personal storag
05/06/2019	Monsoon marketing ltd	4908	863.62		2475/Staff uniform
05/06/2019	MPLC	4909	120.95		2448/MPLC Licence July 19/20
05/06/2019	Nikki Pitkin	4910	75.00		2459/Aquafit class May 19
05/06/2019	South Gloucestershire Council	4911	925.31		2453/Grass cutting Apr-Jun 19
05/06/2019	Tailor Made Office Supplies Lt	4912	195.95		2487/Vintage lever chair
05/06/2019	Virgin Media Payments Ltd	4913	62.49		2451/Telephone charge May 2019
05/06/2019	WCS Group The H2O Experts	4914	1,053.00		2473/Pool plant operator train
05/06/2019	PPL PRS Ltd	4915	918.44		Purchase Ledger Payment
05/06/2019	RLSS UK Enterprises Ltd	4916	7.50		2519/Life support candidate pk
05/06/2019	Co-Op Bank	DDR	10.00		Service Charge
05/06/2019	Co-Op Bank	DDR	131.24		Commission
05/06/2019	Co-Op Bank	DDR	0.20		Delta Card fee
05/06/2019	DCK Accounting Solutions Ltd	4900	-2,055.18		Purchase Ledger Payment
06/06/2019	Foxstead Ltd - DDR	DDR1	112.65		IN027311/2554/Foxstead Ltd - D
06/06/2019	Foxstead Ltd - DDR	DDR1	1,000.00		2482/Bar stock
10/06/2019	Zen Internet Ltd - DD	DDR2	25.52		2472/Monthly IT service ZEN
12/06/2019	Travis Perkins Trading Co Ltd	D/CARD	68.09		Purchase Ledger Payment
13/06/2019	Foxstead Ltd - DDR	DDR3	1,316.01		2481/Bar stock
17/06/2019	Brenntag UK Ltd	4917	782.85		47SI4771791/2531/Brenntag UK L
17/06/2019	Avonvale Electrics Ltd	4918	128.41		HZ132675/2521/Avonvale Electri
17/06/2019	Fitronics Ltd	4919	3,572.10		SUPC01752/2551/Fitronics Ltd
17/06/2019	Tolchards Ltd	4920	90.17		TPIE5725/2547/Tolchards Ltd
17/06/2019	Connells	4921	180.00		1
17/06/2019	FACE	4922	12,500.00		FTC0619/2533/FACE
17/06/2019	Filton Voice Ltd	4923	300.00		4353/2552/Filton Voice Ltd
17/06/2019	Gazprom Marketing & Trading Re	4924	3,210.47		INV00484681/2538/Gazprom Marke
17/06/2019	Heineken UK	4925	16.20		300459646/2539/Heineken UK
17/06/2019	Instyle Marketing Services	4926	462.00		24945/2542/Instyle Marketing S
17/06/2019	J P Lennard Ltd	4927	528.24		939630/2540/J P Lennard Ltd
17/06/2019	Lister Wilder	4928	108.38		651124/2522/Lister Wilder
17/06/2019	Lucy Spielberg	4929	200.00		INV789/2526/Lucy Spielberg
17/06/2019	Cape Meridian Ltd	4930	117.00		2019/05/042/2523/Cape Meridian
17/06/2019	Office Watercoolers SW Ltd	4931	89.64		INV0572056/2525/Office Waterco

Time: 15:15

BANK ACCOUNT-GENERAL

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/06/2019	Pearce Bros AutoRentals	4932	252.00		24139/2544/Pearce Bros AutoRen
17/06/2019	Rentokil Initial UK Ltd	4933	222.38		20996381/2543/Rentokil Initial
17/06/2019	South Gloucestershire Council	4934	80.00		3804098348/2545/South Gloucest
17/06/2019	Swimrite Supplies Ltd	4935	808.68		223278/2528/Swimrite Supplies
17/06/2019	Viridor Waste Management Ltd	4936	797.28		00002769018AB/2529/Viridor Was
17/06/2019	WCS Group The H2O Experts	4937	240.00		121881/2530/WCS Group The H2O
17/06/2019	Lucy Spielberg	4929	-200.00		Purchase Ledger Payment
17/06/2019	FIS Payments (UK) Ltd - DDR	DDR4	507.59		2296872/2535/FIS Payments (UK)
17/06/2019	FACE	4922	-12,500.00		Purchase Ledger Payment
20/06/2019	BANK ACCOUNT-IMPREST	Tfr	70,000.00		
20/06/2019	Foxstead Ltd - DDR	DDR5	714.56		Purchase Ledger Payment
20/06/2019	HMRC	DDR	165.56		Gaming Duty Q/E 31.3.19
20/06/2019	South Glos Council	DD	5,124.00		Leisure Centre Rates
21/06/2019	Co-Op Bank	DDR	60.00		Unpaid item fee
21/06/2019	British Telecom	DDR6	211.08		Q0637P/2534/British Telecom
21/06/2019	Total Gas & Power Limited - DD	DDR7	1,071.74		Purchase Ledger Payment
24/06/2019	Co-Op Bank	DDR	30.00		Unpaid Item Fee
24/06/2019	Co-Op Bank	DDR	30.00		unpaid item fee
24/06/2019	Co-Op Bank	DDR	-30.00		Unpaid item fee
25/06/2019	DL I.T. Solutions Ltd	DDR8	216.00		Purchase Ledger Payment
25/06/2019	Butcombe Brewery - DD	DDR9	162.18		2450/Bar stock
25/06/2019	CryoService Ltd - DD	DDR10	192.70		2396/Rental gas cylinder
26/06/2019	Everflow Ltd	DDR11	1,485.39		Purchase Ledger Payment
26/06/2019	Amazon	D/CARD	53.94		Folding Suitcase ramp
27/06/2019	Foxstead Ltd - DDR	DDR12	776.20		Purchase Ledger Payment
Total Payments			110,392.42		

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), K Briffett, M Chaudhry, A Johnstone, B Mead, Tom Mewies, A Robinson,

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

APOLOGIES: Cllrs: A Monk, C Wood

NON ATTENDANCE: J Tucker, I Scott

0034. APOLOGIES FOR ABSENCE: Apologies were noted.

0035. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

0036. DECLARATIONS OF INTEREST: None given.

0037. SUBMISSIONS FROM PUBLIC: There were none.

0038. TO APPROVE MINUTES OF THE MEETING HELD 25th June 2019: The minutes were approved as an accurate record.

0039. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none.

0040. FILTON BEAT TEAM REPORT: The report had been given during the Annual Assembly.

0041. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Cllr A Monk: The report was noted
- ii) Cllr C Wood: The report was noted

0031. SUBMISSIONS FROM MEMBERS:

i) Notice of motion Cllr A Johnstone;

"This Council declare a climate emergency, and commit to;

- *Become carbon neutral by 2030*
 - *Become zero waste by 2022 and*
 - *Consider the environmental impact of all its operational and business decisions"*
- Cllrs discussed the proposal and questions were raised about the financial impact to the council by committing to the statements, after a lengthy discussion an amended proposal was put forward to change the wording from commit to target so the new motion would read; *"This Council declare a climate emergency, and targets to;*
- *Become carbon neutral by 2030*
 - *Become zero waste by 2022 and*
 - *Consider the environmental impact of all its operational and business decisions"*

The amended motion was **Agreed:** unanimously.

ii) Notice of motion Cllr C Wood;

"Filton Town Council resolves to investigate alternative management structures for the continued operation of the Filton Leisure Centre. A report outlining these potential alternative arrangements, following stakeholder engagement and public consultation, will be presented to the Full Council by the end of this financial year."

Cllr Doyle proposed the motion in Cllr Wood's absence, this was seconded and **Agreed:** 6 in favour, 2 against, it was noted that the Town Council Office would be completing the report.

Action: Town Council Office

0032. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 09th July 2019 – Noted.
- ii) Planning Applications – The document was noted.
- iii) Defibrillator Report – The report was noted, Cllr Robinson had also carried out some research with the British Heart Foundation and cabinets that could be leased with monthly payments, after a short discussion it was proposed, seconded and **Agreed:** 6 in favour 2 abstentions for Cllr Robinson to work with the office to collate information and purchase the best deal for defibrillators.

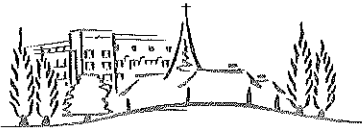
Action: Town Council Office

- iv) Festival Report – The report was noted and Natasha Gould was thanked for her work in organising the event. It was noted that the office would put an add out in the Filton Voice for more organisations to be involved next year.
- v) Suggestions for street name – Cllrs discussed different options and it was suggested that it could be something aircraft related, it was then suggested the road could be named after Frank Whittle, this was **Agreed:** 5 in favour 2 abstentions.

0033. OTHER REPORTS/CONSULTATIONS:

- i) Filton Community Plan – No update at present.
- ii) Consultation Spreadsheet – The document was noted.
- iii) Reps on outside bodies – Updated document attached.
- ii) Payments for information – The document was 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

19th September 2019

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 24th September 2019 at approx 7.30p.m. at Bethany Hall, 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.

AGENDA

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 30th July 2019 – (pages 1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team (to be tabled)
8. South Gloucestershire Reports:
 - i) Cllr A Monk – (page 3)
 - ii) Cllr C Wood – (to be tabled))
9. Submission from members
 - a) Notice of Motion - Cllr. Adam Monk "FTC instructs the clerk to write to the Cabinet Member for Communities of South Glos Council. To enquire how we apply for the recently formed fund for play equipment".
 - b) Notice of motion – Cllr. Adam Monk "Filton Town Council notes the threat to the future of Filton Park pre-school caused by the sale of the land on which the pre-school stands for development". (See full motion on next page)
 - c) Cllr A. Johnstone "Council to establish small working group in order to oversee measures to meet target of becoming carbon neutral by 2030."
10. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee held 10th September 2019 for information only (pages 4-5) (Confidential Appendix page 6)
 - ii) Planning Applications – P19/12830/F Northville Family Practice 521 Filton Avenue Horfield Bristol South Gloucestershire BS7 0LS - Change of use from Medical Practice (Class D1) to 2 no. 7 bedroom HMOs (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987.
11. Other Reports/Consultations:
 - i) Filton Community Plan
 - ii) Bristol City Council Consultation - Houses in Multiple Occupation - Article 4 Directions (page 7)
 - iii) Energy Efficiency/Management for Filton Town Council – (page 8-13)
 - iv) Consultation Spreadsheet (page 14)

v) Payments for Information (pages 15-16)

9b) Cllr Monk full motion, seconded by Cllr Scott :-

Filton Town Council notes the threat to the future of Filton Park pre-school caused by the sale of the land on which the pre-school stands for development.

Furthermore, we note the concern of parents, the local community and staff that the pre-school may be forced to close as a result of the sale and the detrimental effect this will have on early year's provision within Filton. We also note the popularity of the community pre-school model which allows parents and members of the local community to become involved in running the pre-school as trustees.

Therefore, we call on South Gloucestershire Council to ensure the continued provision of early year's education on or near the existing site following the sale of the land for development. We also call on South Gloucestershire Council to work with the trustees and management of Filton Park pre-school to explore how the current community pre-school model can continue, and to ensure continuity of education for existing pupils.

FTC resolves that the Clerk should write to South Glos Council and the Leader of the Council along with the Member with responsibility for Education.

Additionally invite the Cabinet Member with the Education portfolio to attend a public meeting in Filton to meet with Parents, the local community and councillors to discuss the issue.

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), K Briffett, M Chaudhry, A Johnstone, B Mead, Tom Mewies, A Robinson,

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

APOLOGIES: Cllrs: A Monk, C Wood

NON ATTENDANCE: J Tucker, I Scott, A. Kenyon

0034. APOLOGIES FOR ABSENCE: Apologies were noted.

0035. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

0036. DECLARATIONS OF INTEREST: None given.

0037. SUBMISSIONS FROM PUBLIC: There were none.

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- *Become carbon neutral by 2030*
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The amended motion was **Agreed:** unanimously.

ii) Notice of motion Cllr C Wood;

"Filton Town Council resolves to investigate alternative management structures for the continued operation of the Filton Leisure Centre. A report outlining these potential alternative arrangements, following stakeholder engagement and public consultation, will be presented to the Full Council by the end of this financial year."

Cllr Doyle proposed the motion in Cllr Wood's absence, this was seconded and

Agreed: 6 in favour, 2 against, it was noted that the Town Clerk and Leisure Centre Management team would be compiling the report.

Action: Town Council Office

0032. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 09th July 2019 – Noted.
- ii) Planning Applications – The document was noted.
- iii) Defibrillator Report – The report was noted. Cllr Robinson had also carried out some research with the British Heart Foundation and cabinets that could be leased with monthly payments, after a short discussion it was proposed, seconded and **Agreed:** 6 in favour 2 abstentions for Cllr Robinson to work with the office to collate information and purchase the best option for defibrillators.

Action: Town Council Office

- iv) Festival Report – The report was noted and Natasha Gould was thanked for her work in organising the event. It was noted that the office would put an advert in the Filton Voice for more organisations to be involved next year.
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- i) Filton Community Plan – No update at present.
- ii) Consultation Spreadsheet – The document was noted.
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- iv) Payments for information – The document was noted.

The Chair closed the meeting at 9:20pm

Councillor Adam Monks Report for Filton Town Council September 2019

Since my last report I am sad to report that the Conservatives, not only in Westminster but in South Gloucestershire, have been acting against legal advice. At the AGM in May South Gloucestershire Council voted to continue appointing a Political Assistant for each of the political groups. Within the Council's constitution any further amendments require a 6 month period before they can be made. The leader of the Conservatives has opted to remove Political Assistant support which is unconstitutional and against the legal advice he has been provided. Political Assistants work with the elected members to provide research assistance and other tasks that are essential to hold any administration to account.

Within the same week the Conservatives have opted to create 3 'advisory' Councillor roles and pay them an additional allowance out of council tax payer money. One of these due to receive this payment is Filton Conservative Councillor Chris Wood.

JSP (Joint Spatial Plan) this is a document created by each authority and then had been effectively combined to be presented as a single document on behalf of the West of England Combined Authority as you may have heard on the news or seen reported, the inspector has rejected this. The JSP used is a master document similar to the Core Strategy and used to plan housing development and so on. This is a key document for planning purposes and is crucial to stop large scale speculative developments. This doesn't have much direct impact on Filton but will create real concern in Green Belt areas. In addition this process will have cost large sums of money and will incur greater sums of money to rectify.

I am attending quarterly Lead Member briefing later on today with the Director of Resources & Business Change and one of the key items for discussion is Brexit preparations.

On a more positive note, following a request made at a Community Engagement Forum by Great Western Air Ambulance for volunteers to run Bristol Half Marathon, I am pleased to say I completed this in 2 hours and 13 minutes. Currently I have raised £ 770.43

Councillor Adam Monk

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 10th September 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A. Kenyon, T Mewies, A Monk, A Robinson, I Scott, J Tucker
ALSO PRESENT: L Reuben (Town Clerk) N Gould (Council Support Officer)
APOLOGIES: Cllrs: - M Chaudhry, C Wood
NON ATTENDANCE:-

F.023 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.024 DECLARATION OF INTEREST: Cllr Robinson declared a pecuniary interest in planning application P19/09165/F.

F.025 MINUTES: The minutes of the meeting held Tuesday 09th July 2019 were approved as an accurate record.

F.026 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Arising from minute *F.0018 Defibrillator Report* – An update was given on the defibrillator progress. Councillors confirmed they were happy with the boxes to be unlocked as long as the South West Ambulance Service would be replacing the defibs if they were to be damaged or stolen. It was also unanimously agreed for the cost of defibrillators to come out of the general reserves over the next four years.

F.027 PUBLIC PARTICIPATION:

a) Planning Application P19/09165/F (9 Pine Grove) - A neighbouring resident to 9 Pine Grove attended the meeting to voice his objections to planning application P19/09165F. The main concerns raised were privacy issues and the additional stress this would put on the already struggling drainage systems. The comments were noted to be discussed under item 10 on the agenda.

b) Planning Application P19/10137/F (32 Gloucester Road North) – A neighbouring resident to 32 Gloucester Road North attended the meeting to voice his concerns to planning application P19/10137/F. The main concerns raised were Overdevelopment. Apparently "ancillary" development. Lack of amenity space Lack of car parking. Overlooking of proposed dormer window/s. The comments were noted to be discussed under item 10 on the agenda.

F.028 INCOME & EXPENDITURE REPORTS: The Clerk was asked to circulate the response from the accountant regarding depreciation. The response from the account was noted for the minutes *"It is the total (cumulative) Depreciation provided on all Vehicles and Equipment since we started preparing Band C accounts for you and therefore goes back over many years. The rate of annual depreciation is also stated on the FAR for each Asset and is also explained in the Statement of Accounting Policies in the full Financial Statements"*. Questions were asked on the income and expenditure reports it was agreed to report back to the next meeting with the answers;
- 909 Capital & Projects – What is the £39,726 expenditure?
- 1001-101 Rent Received – Why have we only received £27.00?
- 4008-102 – Training – Please provide breakdown of this budget.

F.029 BALANCE SHEET: The document was noted.

F.030 WEED KILLER REPORT: The report was looked at in detail by all in attendance, it was noted that South Gloucestershire Council have used a variety of products but always return to Clinic up Glychosate as it is the most effective product. After a short discussion it was proposed and seconded to

carry on using Clinic up Glychosate but the Clerk and Ground team to continue to look for alternative options, this was put to the vote and **Agreed:** 9 in favour 2 abstentions.

F.031 COMMUNITY PLAN UPDATE: A discussion took place regarding the community development worker, it was noted the 3 hours were currently not being filled for Filton. The Town Clerk was asked to go to Southern Brooks and ask what was happening about Filton's 3 hours, it was also requested that a reconciliation of accounts was asked for.

Action – Town Clerk

Diversity Training - The Town Clerk asked Councillors what time and days would be convenient for diversity training which is compulsory. It was agreed to set up two training days, 1 on a Saturday morning and 1 mid-week afternoon.

F.032 PLANNING APPLICATIONS:

i) **P19/10137/F (32 Glos Road North)** – After a short discussion and taking residents comments on board the council **Agreed:** to comment "Strongly object, over development, no additional parking provision and support neighbouring objections".

ii) **P19/09165/F (9 Pine Grove)** – After a short discussion and taking residents comments on board the council **Agreed:** to comment "Strongly object, over development, not in keeping with current properties no additional parking provision, support neighbouring comments. Strongly suggest site visit."

The Chair closed the meeting to the Public at 8.45pm

Confidential Appendix

Minutes of the staffing committee held Tuesday 03rd September 2019: The minutes of the meeting were noted and recommendations approved therein.

Item 11 ii) Houses in Multiple Occupation - Article 4 Directions

Dear Sir/Madam

On 28th June 2019 Article 4 Directions relating to HMOs were made within a number of Bristol City Council wards some of which adjoin your Parish Council.

The Article 4 Directions will remove the permitted development right that allows a dwellinghouse (Use Class C3) to be changed to a house in multiple occupation (Use Class C4) without the need for planning permission. If the Directions are confirmed planning permission will be needed for this change of use.

Formal notice of the Directions was given on 3rd July 2019. If confirmed the Directions will come into force on 29th June 2020.

Any representations or objections on the Directions may be sent in writing to Tim O’Gara, Head of Legal and Democratic Services at Bristol City Council, City Hall, PO Box 3176, Bristol BS3 9FS or by email to blp@bristol.gov.uk<<mailto:blp@bristol.gov.uk>> quoting reference number IFO.28 not later than 23 August 2019.

Further information on the making of the Directions including maps of the areas covered and the draft Directions can be found at <https://www.bristol.gov.uk/planning-building-regulations/proposed-new-restrictions-on-permitted-developments-article-4-directions->

ADVANTAGE UTILITIES

YOUR COMPETITIVE ADVANTAGE

ADVANTAGE ANALYTICS

UNLOCK YOUR ENERGY INSIGHTS

YOUR COMPETITIVE ADVANTAGE

WHAT IS ADVANTAGE ANALYTICS?

Advantage Analytics is a cloud-based data collection and aggregation platform that provides you with business-critical insights into your utilities — how much you're using, when you're using it and how much it's costing you.

The platform graphically visualises the ultra-accurate, uninterrupted data it collects from your utility meters. As well as electricity, gas and water, Advantage Analytics can also collect data on steam, compressed air, photovoltaic power and any other utility you are using. This allows you to translate complex information into actionable insights, such as changing your capacity limit (kVA), setting usage alarms and shifting your usage to when purchasing the utility is cheapest.

HOW DOES ADVANTAGE ANALYTICS WORK?

The data for the portal is collected every 30 minutes for Half Hourly power meters and daily for Non-Half Hourly power and gas meters. This data is live on a day +1 basis, allowing you to see what your usage has been in the last 24 hours.

This information helps you to identify significant cost reductions by allowing you to see where you can reduce your consumption, increase your efficiency and shift your usage peaks to reduce non-commodity charges. As your energy management consultant, Advantage Utilities can help you turn these insights into actionable strategies by working closely with you to design and implement the best energy management solution to meet your needs.

Advantage Analytics is fully accredited*, supplier independent and operating with the highest data security standards. You can rest assured that your data is safe and will be delivered without disruption.

*Advantage Analytics is an Elexon accredited Data Collector and Aggregator for the Half Hourly and Non-Half Hourly markets, as well as being an Ofgem registered gas meter reader under ESTA's ASPCoP guidelines.



INSIGHTS STRAIGHT TO YOUR INBOX

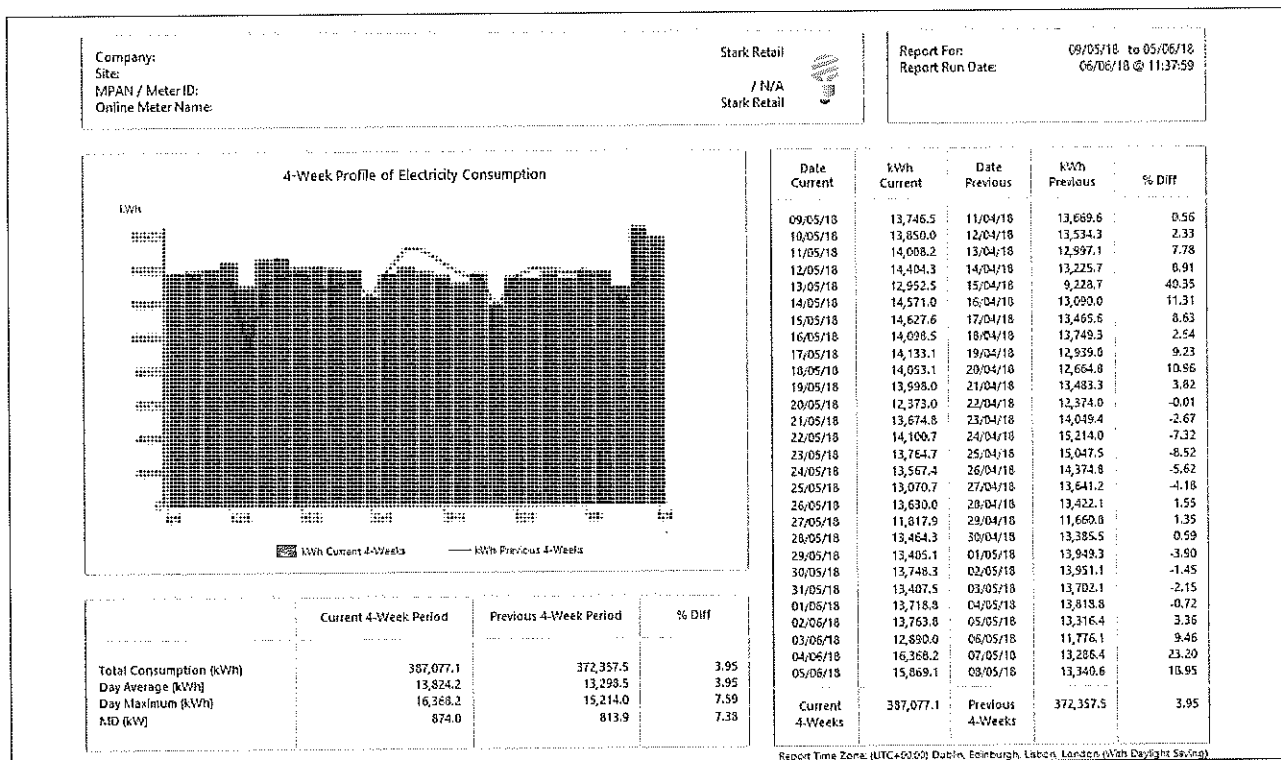
Advantage Analytics offers over 900 unique meter reports that provide you with insights on all metrics related to your energy, including your consumption, costs, occupancy, and the impact of external factors such as temperature and daylight.

What's more, as an Advantage Utilities customer we can save you time and effort by setting up your reports to be automatically emailed to you on a daily, weekly or monthly basis. You will also receive a complimentary Quarterly Commodities Market Report that includes insights into the wholesale energy and gas markets, allowing you to easily plan your future budgets.

OVERVIEW OF KEY FEATURES

VISUALISE YOUR USAGE

Easily see what you are consuming and when your peak usage times are.



A full day's electricity usage measured in 30 minute intervals.

USAGE PROFILING

Advantage Analytics allows you to compare whichever metrics you need to measure against each other, such as costs over time, consumption over month and usage over temperature to name a few. This allows you to accurately find out which factors are affecting your usage and what's the best starting point for exploring the best solutions.

DATA EXPORTING

Easily export your utility data so you can share your insights with your whole organisation.

REVEAL YOUR COSTS

Get a clear picture of how your energy costs distribute across your organisation, what times of day are most expensive, and what areas you can focus on to reduce your costs.

INPUTTING YOUR TARIFF INFORMATION

Load your tariff information into the portal to access accurate cost data for every 30 minutes of usage (for Half Hourly meters) within the last 24 hours, allowing you to know what your energy expenditure is well before your bill arrives.

TACKLE YOUR NON-ENERGY COSTS

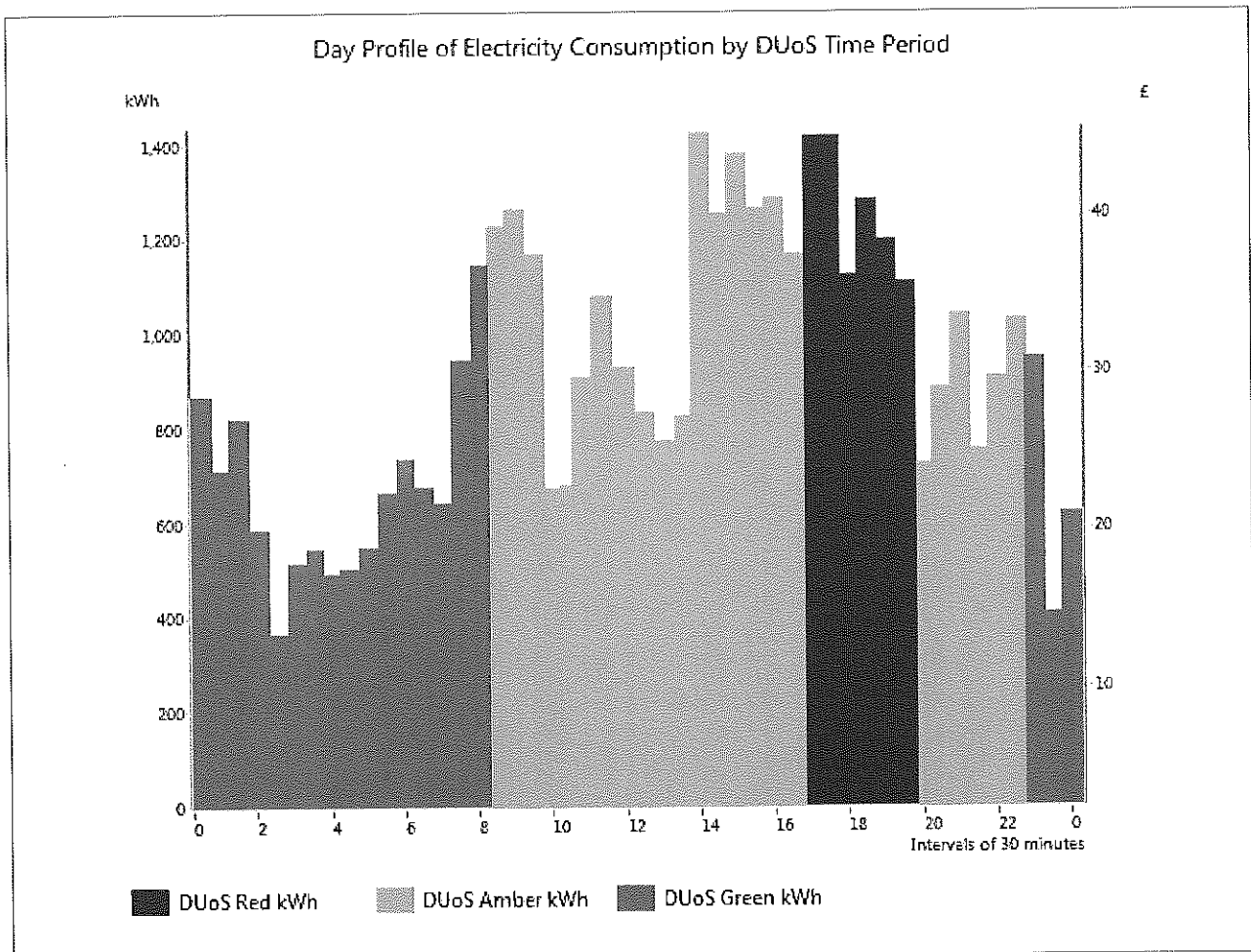
Overlay your consumption data onto your tariff information to see how much you spend on non-energy costs and how these costs fluctuate throughout the day. This allows you to assess if there are any specific points of the day you can focus on reducing usage, what capacity charge (kVA) limit you need to set, and set up an alarm for when you might be charged for excess consumption.

COST PROFILING

Reveal the most expensive times of day when you're being charged for your utilities and gain insight into how your total costs break down.

NON-COMMODITY CHARGES MADE VISIBLE

Target individual charges like Supply Capacity, DUoS and TNUoS with data specific to your location.



A day's energy usage overlaid onto the Distribution Use of System (DUoS) charge rates.

UNIVERSAL DATA SETS

TEMPERATURE

Advantage Analytics portal contains detailed, location-specific temperature data that can help you gain insight into how the weather affects your energy usage.

DAYLIGHT & SOLAR IRRADIANCE

Shed light on consumption and photovoltaic generation with our location-specific sunrise, sunset and irradiance data.

REPORTING SETS

Group your sites or meters together so that you can run reports on whole sections of your organisation.

CUSTOMISING ADVANTAGE ANALYTICS

OCCUPANCY, FLOOR AREA AND POPULATION

Reveal how the number of people on site, computers in a room, machines on a floor or any other room occupancy variable affects your utilities usage and costs.

TARGETS

Set targets for your sites that allow you to be alerted to a wide range of metrics, including maximum demand, total consumption and percentage change.

CUSTOM SETS

Create your own groups of sites or meters so you can compare usage and costs on your own terms - try grouping by a regional manager or by the type of site.

CALL TODAY FOR A FREE DEMONSTRATION

Call us on **0207 371 5360** or speak to your Account Manager today to find out how Advantage Analytics can help you take control over your energy usage and costs.

ABOUT ADVANTAGE UTILITIES

At Advantage Utilities we know first-hand how vital it is for businesses to achieve cost savings wherever possible.

We set out with a clear goal in mind – to enable UK organisations access to the most competitively priced energy at the right time and in the simplest way.

We provide jargon free advice, conversations with real people and a time and cost efficient all-inclusive service. We wanted to give UK businesses just like ourselves a competitive advantage when they were in the market for securing a new energy deal.

CONTACT US

www.advantageutilities.com

Tel: 020 7371 5360

Fax: 020 7381 9714

info@advantageutilities.com

Advantage Utilities Limited

The Coda Studios, 189 Munster Road, London, England SW6 6AW

Public Consultation Spreadsheet September 2019

Consultation	17 th September 2019	8 th December 2019	Summary
Public Consultation Wheelchair Accessible Vehicles for Taxis			South Gloucestershire Council's Regulatory Committee have agreed to consult on a proposal to publish a list of all licensed vehicles. In summary, the Committee wishes to provide users of the licensed taxi and private hire service in South Gloucestershire with as much information as they can to enable an informed decision on how best to travel. The Council is also consulting on a specification for wheelchair accessible vehicles. Statutory guidance states that a vehicle should only be included in the authority's list of wheelchair accessible vehicles if it would be possible for the user of a "reference wheelchair" to enter, leave and travel in the passenger compartment in safety and reasonable comfort whilst seated in their wheelchair. The definition of "reference wheelchair" is set out in detail in the specification.
Resource and Waste Strategy 2020 and Beyond	24th June 2019	27th September 2019	South Gloucestershire Council is updating its Resource and Waste Strategy. In our previous Waste Strategy (2015 - 2020), we focused on moving waste away from energy recovery and disposal in landfill, prioritising recycling. Our progress has been very impressive in such a short period, saving the equivalent of 70kg of waste per household, with 58% of waste recycled in 2018, making us one of the best performing authorities in England and already exceeding the national target of 50% by 2020. As we look ahead to 2020 and beyond, our focus must now shift towards doing our bit to save our planet's precious resources by reducing our consumption, especially of single-use items and ensuring our environment is protected for future generations. Climate change is closely linked to the use of raw materials. If we reduce the amount of raw materials we are using, we can reduce the effects of global warming on our environment. We propose focusing on what's known as a 'circular economy' for waste, which means moving away from the linear approach of 'take-make-consume-throw away' to a system where resources are minimised, regenerated and reused.
BT Payphone Removal 2019		30th September 2019	BT are proposing to remove 12 payphones (also referred to in this consultation as phone boxes) in South Gloucestershire. The removal concerns those phone boxes identified as unnecessary, whilst retaining public payphones that are either still in use or have been categorised as providing a social need. The list of phone boxes being considered for removal can be found in the consultation document This consultation process also gives local communities the opportunity to adopt a traditional red 'heritage' phone box and make them an asset that local people can enjoy. This costs £1 and can be done on the following webpage:

BANK ACCOUNT-GENERAL

List of Payments made between 01/07/2019 and 31/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2019	British Telecom	DD01	204.50		M064V3/2588/British Telecom
01/07/2019	Heineken UK Ltd	CNXL4925	-16.20		Heineken UK Ltd
02/07/2019	Virgin Mobile - DD	DD02	18.18		2624-Mobile phones
03/07/2019	DCK Accounting Solutions Ltd	4938	2,055.18		Purchase Ledger Payment
03/07/2019	FACE	4939	12,500.00		Purchase Ledger Payment
03/07/2019	Public Works Loan Board	4940	8,051.33		2486/Loan 486814
03/07/2019	Safia Almaghrabi	4941	250.00		399/2584/Safia Almaghrabi
03/07/2019	A.M.P Window Cleaning Services	4942	45.00		8251/2585/A.M.P Window Cleanin
03/07/2019	Amy Helliker	4943	175.00		Purchase Ledger Payment
03/07/2019	Armasec Security Limited	4944	297.60		FIL/005/2586/Armasec Security
03/07/2019	Bristol & Avon Stocktakers	4945	100.00		12619/2587/Bristol & Avon Stoc
03/07/2019	C & R Fencing	4946	1,960.80		2591-Fencing repairs Playing f
03/07/2019	Mr Stefano Dal Moro	4947	100.00		2629-Dal Moro festival refund
03/07/2019	DCK Accounting Solutions Ltd	4948	1,324.22		2593-Accounts Adoption 25.6.19
03/07/2019	Fortyfour Creative	4949	95.00		2595-A5 leaflets-A4 posters
03/07/2019	The Great Western Brewing Comp	4950	80.40		23922/2597/The Great Western B
03/07/2019	Instyle Marketing Services	4951	102.00		2598-Refurbish signs
03/07/2019	J P Lennard Ltd	4952	112.02		2599-Dry wipe board/markings ta
03/07/2019	JTS Snack Foods	4953	287.76		16075649/2604/JTS Snack Foods
03/07/2019	Loomis UK Ltd	4954	603.36		2605-Cash collection July 19
03/07/2019	Lucy Spielberg	4955	200.00		Purchase Ledger Payment
03/07/2019	Marcella Manzilli	4956	65.00		2606-Spin classes Jun 19
03/07/2019	Maximon Solutions Limited	4957	167.99		2607-Festival radio hire
03/07/2019	S Miller	4958	250.00		2608-Festival Meerkat display
03/07/2019	Mogford Prescott Ltd	4959	718.50		2611-Bar roof vents
03/07/2019	Pampered Ponies	4960	420.00		2628-Festival pony rides
03/07/2019	Nikki Pitkin	4961	75.00		2609-Aquafit Classes Jun 19
03/07/2019	RLSS UK Enterprises Ltd	4962	127.00		2614-Lifesaver Candidate pack
03/07/2019	South Gloucestershire Council	4963	105.94		2617-Invoice for paid collecti
03/07/2019	Softplay Bristol	4964	115.00		2594-Festival softplay hire
03/07/2019	St John Ambulance	4965	184.58		2616-First aid materials
03/07/2019	Swim England Awards	4966	1,924.80		2618-Swimming awards
03/07/2019	Tailor Made Office Supplies Lt	4967	69.60		2619-Stationery
03/07/2019	Ernest Till (South West) & co	4968	4,442.40		2621-disabled toilets plumbing
03/07/2019	Mrs J Titterton	4969	175.00		2622-Festival face painting
03/07/2019	Travis Perkins Trading Co Ltd	4970	20.06		2623-Tiles/tile adhesive
03/07/2019	World Inspired Ltd	4971	2,414.78		2626-Festival tent hire
03/07/2019	Capital Cleaning (Kent) Ltd	4972	370.83		2686-Cleaning materials
05/07/2019	Ricoh UK Ltd - DD	DD03	591.72		2613-Copier charges
05/07/2019	Service charge	CHRG	10.00		Service charge
05/07/2019	Commission	CHRG	123.13		Commission
05/07/2019	Fee Delta Card purchase	CHRG	0.10		Fee Delta Card purchase
08/07/2019	Total Gas & Power Limited - DD	DD04	1,301.07		P/Ledger Electronic Payment
09/07/2019	The Animal Company-Festival	100618	995.00		The Animal Company-Festival
09/07/2019	Envisage group-Festival	100619	300.00		Envisage group-Festival
10/07/2019	Zen Internet Ltd - DD	DD05	25.52		2627-Broadband
10/07/2019	Cancelled Chq	100621	0.00		Cancelled Chq

BANK ACCOUNT-GENERAL

List of Payments made between 01/07/2019 and 31/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/07/2019	Foxstead Ltd - DDR	DD06	2,636.07		2743-Bar stock
11/07/2019	Mr R A Golding - Festival	100620	235.00		Mr R A Golding - Festival
16/07/2019	FIS Payments (UK) Ltd - DDR	DD07	518.86		2721-Card processing charge
16/07/2019	Voucher	VOUCHER	270.00		Voucher
18/07/2019	Foxstead Ltd - DDR	DD08	1,003.36		2754-Bar stock
19/07/2019	Adexa	DD09	418.80		2744-Catering ice cube maker
22/07/2019	BANK ACCOUNT-IMPREST	TFR	70,000.00		
22/07/2019	Total Gas & Power Limited - DD	DD10	61.03		2748-Elec 01.04.19-30.06.19
22/07/2019	Total Gas & Power Limited - DD	DD11	448.88		P/Ledger Electronic Payment
22/07/2019	Total Gas & Power Limited - DD	DD12	1,078.70		2753-Elec 01.06.19-30.06.19
22/07/2019	Total Gas & Power Limited - DD	DD13	2,524.25		P/Ledger Electronic Payment
22/07/2019	CryoService Ltd - DD	DD14	193.10		410658683/2583/CryoService Ltd
22/07/2019	South Glos Council	DDR	5,124.00		Leisure centre rates
23/07/2019	DL I.T. Solutions Ltd	DD15	216.00		P/Ledger Electronic Payment
25/07/2019	Butcombe Brewery - DD	DD16	90.65		PSIB050779/2589/Butcombe Brewe
26/07/2019	Four Towns Play Association	4973	4,000.00		2734-4townsplay assoc
26/07/2019	Avonvale Electrics Ltd	4974	110.04		2702-2d 4pin bulb
26/07/2019	C. Brewer & Sons Ltd	4975	20.81		2745-Gloss mini roller kit
26/07/2019	Bristol & Avon Stocktakers	4976	200.00		2759-Stok taking on 26.04.19
26/07/2019	Capital Cleaning (Kent) Ltd	4977	115.39		2755-Cleaning materials
26/07/2019	Tolchards Ltd	4978	468.20		2713-Bar stock
26/07/2019	Cranham Consultancy	4979	80.00		2730-NPLQ renewal assessment
26/07/2019	Filton Voice Ltd	4980	300.00		2732-Filton voice next month
26/07/2019	Gazprom Marketing & Trading Re	4981	2,734.35		2724-Gas 01.06.19-30.06.19
26/07/2019	Gem Security Systems Limited	4982	145.67		2701-Cylinder key
26/07/2019	Robert Haddow	4983	300.00		2719-NPLQ Assessment
26/07/2019	Initial Washroom Hygiene	4984	180.71		2715-Service 08.08.19-07.09.19
26/07/2019	Instyle Marketing Services	4985	305.00		2729-Print 200 16 page booklet
26/07/2019	J P Lennard Ltd	4986	305.28		2720-Disabled toilet maint
26/07/2019	JTS Snack Foods	4987	238.27		2758-Bar stock
26/07/2019	Loomis UK Ltd	4988	603.36		2735-CIT contract monthly
26/07/2019	Monsoon marketing ltd	4989	234.34		2710-Staff uniform
26/07/2019	National Security Group	4990	39.00		2705-Alarm call out 05.06.19
26/07/2019	Office Watercoolers SW Ltd	4991	44.82		2708-monthly point of use rent
26/07/2019	Swimrite Supplies Ltd	4993	421.14		2718-Pool stock
26/07/2019	RLSS UK Enterprises Ltd	4992	162.50		2727-NPLQ renewal
26/07/2019	Standbrook Guides	4994	432.00		2726-Half page assessment
26/07/2019	ST JOHN AMBULANCE SUPPLIES	4995	4.32		2725-Fabric plasters
26/07/2019	Ernest Till (South West) & co	4996	489.12		2696-Installed new heater
26/07/2019	Travis Perkins Trading Co Ltd	4997	231.07		2704-Westland top soil 35l
26/07/2019	Viridor Waste Management Ltd	4998	656.04		2699-Elm park waste disposal
26/07/2019	WCS Group	4999	3,703.76		2717-Carry out acid descale
26/07/2019	Whitehall Printing Co (Avon) L	5000	126.00		2728-Swimming tickets
26/07/2019	Everflow Ltd	DD17	1,482.78		2714-Water 18.08.19-17.09.19
26/07/2019	Pitney Bowes - DD	DD18	145.19		2733-monthly franking rental
31/07/2019	British Telecom	DD19	204.50		2752-TV Service

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), K Briffett, M Chaudhry, A Johnstone, A Kenyon, A Monk, A Robinson, I Scott, C Wood

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

APOLOGIES: Cllrs: B Mead, T Mewies, J Tucker

NON ATTENDANCE:

0045. APOLOGIES FOR ABSENCE: Apologies were noted.

0046. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

0047. DECLARATIONS OF INTEREST: None given.

Cllr Doyle arrived at 7.35pm

0048. SUBMISSIONS FROM PUBLIC:

i) Defibrillator: – It was noted that the defibrillators were on order. The council office was asked to chase HSBC HQ and the SPAR HQ regarding placing the equipment on their buildings.

ii) Hedge by Conygre House: - A resident reported that a hedge was hanging over a footpath outside Conygre House, it was agreed report this to South Gloucestershire Council.

iii) HMO – A resident reported a unlicensed HMO on Mackie Road, it was noted there were 9 people living inside and numerous noise complaints had been raised with the police and South Gloucestershire Council. Cllr Monk noted that there was an investigation going on with this property and he would keep the resident updated. The Clerk was asked to look into obtaining a HMO list for Filton.

Action: Town Clerk

iv) Street Light:- The street light on the footpath at Elm Park was now working, the resident who originally reported this fault thanked the council for getting it fixed.

0049. TO APPROVE MINUTES OF THE MEETING HELD 30th July 2019: The minutes were approved as an accurate record.

0050. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:

Arising from minute 0031ii) Notice of motion C. Wood – The Town Clerk asked for some clarity on who would be writing the report for alternative management structures for Filton Sports & Leisure Centre. It was noted that the current management team didn't feel they had the expertise or knowledge to write such a report. It was suggested that the Town Clerk contact South Gloucestershire Council and other Active centres to help write the report. Another option would be get some prices for a specialised company to write the report.

Action: Town Clerk

0051. FILTON BEAT TEAM REPORT: No report received.

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i) Cllr A Monk: The report was noted

ii) Cllr C Wood: The report was noted. Cllr Wood agreed to start holding councillor surgeries.

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a) Notice of motion Cllr A Monk;

"FTC instructs the clerk to write to the cabinet member for communities of South Glos Council. To enquire how we apply for the recently formed fund for play equipment".

The motion was seconded and *Agreed*: unanimously.

Action: Town Clerk

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"Filton Town Council notes the threat to the future of Filton Park Pre School caused by the sale of the land on which the pre-school stands for development" The full motion was discussed seconded and *Agreed*: Nem con.

Action: Town Clerk

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"Council to establish small working group in order to oversee measures to meet target of becoming carbon neutral by 2030". It was suggested that the working group could meet quarterly for a few hours, Cllrs; A Johnstone, A Doyle, A Monk, T Mewies and D Collins registered their interest in sitting on the group.

0054. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Draft Minutes of Finance Committee held 10th September 2019 – Noted.

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The design is over intensive and there are strong concerns surrounding;

- The impact to the highway.

- Road access on a very narrow street.

- Concerns regarding drainage as there are already problems in the area.

- Location of rubbish bins and the logistics of them being emptied by large vehicles.

Parking concerns need addressing regarding designated parking on an already congested and narrow street. Parking on surrounding roads will now be 24 hours a day, previously this was only during business hours. The Council feel this application will negatively impact on residents and agree with their concerns raised.

We would highly recommend a site inspection is carried out, to appreciate the full impact in which this application will have if approved".

Cllr Monk left the meeting at 8.55pm

0055. OTHER REPORTS/CONSULTATIONS:

i) Filton Community Plan – No update at present.

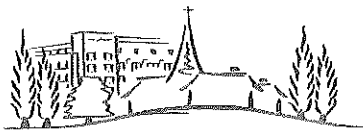
ii) Bristol City Council Consultation – HMO Article 4 Directions – The document was discussed and it was *Agreed* by all present South Gloucestershire Council should be following Bristol City Council's lead on the issue with HMO's. South Gloucestershire Councillor C Wood agreed to raise at the next South Gloucestershire Meeting.

iii) Energy Efficiency – The document was noted. It was agreed the new working group would pick this piece of work up at their first meeting.

iv) Consultation Spreadsheet – The document was noted.

v) Payments for information – July and August

The Chair closed the meeting at 9:15pm



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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

Tel: 01454 866 698

24th October 2019

Dear Member

You are hereby summoned to a meeting of FILTON TOWN COUNCIL to be held on **Tuesday 29th October 2019 at approx 7.30p.m.at 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.

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Presentation from Alison Finn – One You
5. Green Space Leaflet Illustrator Aiden Meighan Question and Answers (pages 1-4)
6. Submissions from the Public (max. 15mins) *members of the public are entitled to speak once and only in respect of business itemised on the agenda and shall not speak for more than 5 mins. as per Standing Orders*
7. To approve the minutes of the meeting held 24th September 2019 – (pages 5-6)
8. Matters of report arising from the minutes not otherwise included on the Agenda
9. Filton Beat Team (page 7)
10. South Gloucestershire Reports:
 - i) Cllr A Monk – (page 8)
 - ii) Cllr C Wood – (none received)
11. Submission from members :-
Cllr A. Robinson –
 - i) The planting of trees in Millennium Green from the Woodland Trust.
 - ii) Defib location and use of the red BT red phone box on Gloucester Road North.
12. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee held 8th October 2019 for information only (pages 9-10)
(Confidential Appendix page 11)
13. Other Reports/Consultations:
 - i) Filton Community Plan
 - ii) Consultation Spreadsheet (page 12)
13. Payments for Information (pages 13-15)

Thank you for the email. I like the idea of the historical overlay, however if the priority is to highlight green spaces and make it easy to follow for families and children, then overlaying the maps might be a bit confusing to read. It might be better to incorporate the 1960's map into the leaflet as a close up or as a page in the leaflet - perhaps still overlaying the current green spaces on the main map still to contextualise it to the main map? Do you know of any/have access to any maps of the area from that time frame? I'm happy to incorporate this in with the original quote for the map as it would act as one of the close ups.

Therefore the work on the brochure and map would be much the same as the original quote I sent you (see reattached). The main variable will be the number of prints you need, as this is the biggest cost. If you could let me know how many printed copies then I can refine the quote further. Additionally I estimated at 8 close up illustrations, please let me know if you would like more/less as this will effect the quote also. Let me know if you have a specific budget and I can see what can be done to tailor it to fit.

Please let me know if / when you'd like me to reach out to the communities in the area for some further inspiration too, the more input like this the better!

Here is an overview of the process as I see it - after we've received feedback from the community etc and resolved a firm idea of the content and layout, I'll do a rough for you of the map, close ups, title and overall layout. Then taking your feedback into account, I can do a revised rough, before finally commencing with the final artwork. On completion of this there will also be an opportunity to make tweaks as we get samples from the printers etc. This should ensure we are on the same page each step.

Feel free to call if you have any questions,

Aidan

tel: 07772357237

whereaboutsmaps.com

Twitter

Instagram

Facebook



Whereabouts Maps
Upper Lodge
Tetton Estate
Kingston St Mary
Taunton
Somerset TA5 8JB

Whereabouts Maps

QUOTE FOR GREEN SPACE MAP FOR FULTON
FOR CONTACT: CARIN WESTGATE 01454 866698

MAIN MAP ARTWORK	£500
TITLE IMAGE (INCL. TYPOGRAPHY & COVER DESIGN)	£450
SPOT ILLUSTRATIONS (£100 EACH, BASED ON APPROXIMATE OF 8)	£800
DESIGN, LAYOUT & PRINT PREPERATION	£500
PRINTING COSTS (9,000 LEAFLETS (50X35CM) COLOUR - 2 SIDES)	£1200
RESEARCH FEE *	TBC

TOTAL - £3 450 + RESEARCH FEE

* Research Fee - £120 per day

Thank you.

AIDAN MEIGHAN



Discover Patchway

OUR OUTDOOR GUIDE TO CALLICROFT, CHARLTON HAYES & CONISTON

The parks, nature reserves and open spaces across Patchway are here to enjoy.

Highlighted on the map are free public at all times, except for when spaces are wheelchair accessible and suitable paths too. Possible walking routes on any library and pick up walking routes for the shire. You can also join a group – find out walking-for-health Visit the Patchway information.

If the railway tunnel is of large spoil heaps, and they are a natural habitat has been turned into a large 'tump' can identify

growth

In Patchway, there's plenty here for you to do, a skatepark, a cricket pitch, a marked jogging route. The children's play area is well equipped and there's more than enough room. Don't miss the annual Patchway Festival and out the year

WALK PLAY AND PLAY AREA

It is a modern basketball court and decent sized area. Easily accessible paths lead you to the play park woodland area for more adventurous play. If you land area, free of charge, for an outdoor activity see ces@southglos.gov.uk and let them know when

ROAD PLAY AREA

space, perfect for ball games, frisbee or so is also great for dog walking. A quiet, is provided as well as a basketball hoop.

POCKET PARK

if of nothing was the idea behind me in the area. It is a valued green space who use it for small events, as or simply to relax in. Raised beds, vegetables, herbs and

HOW

If the parkland is a Roman road the Roman Nowadays a colourful hill-May or you can spy

LEGEND

- 14 Schools
- Libraries
- Centres
- Toilets
- Community

9 RINGSFIELD LANE TEMPORARY GREEN

This grassy area, which will be the site of a new school in 2019, is big enough for a game of 5-a-side football. There's plenty of room to spread out and enjoy a picnic near the planters, which are filled with herbs and flowers.

10 SPARROWBILL GREEN PARK

This important green space and safe, fenced play area provides an oasis in the heart of this area. There is a range of modern play equipment and plenty of seating to relax in. Discover herbs and other edible food in the planters around the park space.

12 BLAKENEY ROAD ALLOTMENTS

A bustling allotment area with a community allotment and wildflower meadow for those who haven't got their own plot and want to get involved in the great outdoors. There's weekly community sessions, open to all, where you can learn gardening skills, meet some new people and relax with a cup of tea.

6 PATCHWAY YOUTH CENTRE GARDEN

Check out the incredible garden of edible food maintained and created by the young people at the youth centre. Working to keep it looking trim and producing lovely fruit, vegetables and herbs all year round, this is a project open for local families and young people to get involved in – and enjoy seeing the results, of course!

LOOKING AFTER PATCHWAY'S WILDLIFE

- Not only has Patchway plenty of public outdoor spaces, it is also a rich network of ponds and gardens, which provide a vital refuge for all kinds of wildlife, including hedgehogs, badgers, amphibians, birds, bats and insects.
- Help keep Patchway's wildlife safe by picking up litter when you are out and about. If you're lucky you might spy a buzzard, or even a deer on your outdoor adventure.
- Create wildlife-friendly habitats by leaving areas of your garden – piles of leaves and sticks are perfect. Leave gaps under fences so hedgehogs and other wildlife can travel easily.
- Make your own pond to support amphibians, but please fish in them as they quickly eat other wildlife. Visit frogit.org.uk for tips on pond construction and guidance.
- Visit rspb.org.uk for tips on how to feed wild birds and put up bird boxes along with lots of other interesting information on bird life.



FORAGING SPOTS

Scattered throughout the Patchway area are a number of places where you can pick your own food, for free! We've included these in this guide and highlighted where you can forage on the map.

- 12 Cooking apples (Sept-Oct), wild cherry trees (for blackberries (Aug-Oct), sloe berries (near allotment), blackberries (Aug-Oct))
- 12 Yellow and red plums (May-June), blackberries (Aug-Oct)
- 12 Cooking apples (Sept-Oct), Bristol onions (amongst the grass, Spring-Summer)
- 12 Blackberries (Aug-Oct), sloe berries (Oct-Nov), elderflower (June), hazelnuts (Sept-Oct)
- 12 Blackberries (Aug-Oct), sloe berries (Oct-Nov), elderflower (June), wild thyme (all over the area)

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), K Briffett, M Chaudhry, A Johnstone, A Kenyon, A Monk, A Robinson, I Scott, C Wood

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

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NON ATTENDANCE:

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Cllr Doyle arrived at 7.35pm

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i) Defibrillator: – It was noted that the defibrillators were on order. The council office was asked to chase HSBC HQ and the SPAR HQ regarding placing the equipment on their buildings.

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iv) Consultation Spreadsheet – The document was noted.

v) Payments for information – July and August

The Chair closed the meeting at 9:15pm

Filton Beat Team report

Things remain good in Filton at the moment with just a few things to mention.

ASB...

- Millennium Green reports of large groups on especially on weekends. (Patrol but no beat issues at present)
- Avonsmere caravan park. ASB with a resident and other neighbours.

DRUGS...

- Footpath behind HSBC bank on Braemar Av reports of drug dealing.. (Prevention sign put in place with patrol)
- In and around Filton College. (On going)

BURGLARIES.

- Lomond recent Burglary. (No suspect)
- Attempt at Shellards flats. (No suspect)
- Attempt/suspicious in Nutfield Grove. (No suspect)

Apart from a few neighbour disputes and the odd theft at Abbeywood retail the only other thing is a suspicious male in the rear lane at The Sidings perhaps storing stolen goods. A crime prevention sign has been put in place.

Thank you.

PC 3937 Sean WHITE

CN213 Beat, Filton.

North East area (Avon & Somerset constabulary)

✉ sean.white@avonandsomerset.police.uk

☎ **+44 101**

📍 Avon & Somerset constabulary, Patchway police station, Patchway, BRISTOL.

**Next Community Engagement forum Wednesday January 15th 2020
@ St Chads Church, Patchway 7pm.**

I need to start my report with a correction, and a public apology to Chris Woods for any offence caused. In my last report I commented that the Conservative administration are looking to create additional advisory posts to the cabinet which would attract an SRA (Special Responsibility Allowance) and that Chris is one of those who was lined up for these posts. That was incorrect. Chris wasn't one of those in line to receive additional allowances in the Cabinet Advisory Posts. This proposal didn't pass based on the findings of the Independent Panel that scrutinises allowances as they didn't support the view for the need for additional reimbursement.

I have just completed a budget briefing with Directors where they have indicated that the current uncertainty around funding is causing significant issues and the one-off sums being provided by Central Government is being used to simply to meet budget shortfalls opposed to increasing service provision.

JSP (Joint Spatial Plan). South Glos along with Bristol & BANES submitted a joint JSP for review by the inspector has rejected the plan, this means a new JSP will have to be drawn up. The JSP is a document similar to the core strategy which is used to determine the growth of the area. We were informed today that £1M has been allocated to address this issue, I fear that figure will increase.

A reminder to local groups that each Councillor in South Glos is allocated £ 3,000.00 to provide funding to local organisations. Any group interested in applying for a grant from my pot should email me adam.monk@southglos.gov.uk.

£ 50,000.00 has been allocated in budgets to improve people's perception of Value for Money from the council. I am not sure the £100k being spent to review traffic by the King George is value for money as £50k was spent on a similar review 4 years ago and to date no measurable action from that report has been taken. Repeating the exercise is undeniably duplicating the expenditure from the public purse.

Other projects being undertaken is a parking review for Stoke Gifford & Charlton Hayes and we be wary as any initiative in these areas could have a negative impact on parking issues in Filton.

Finally I hold regular Councillor Surgery in Filton Library on the 1st & 3rd Saturday of the month from 9.30am through to 10.30am, no appointment is required.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 8th October 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - M Chaudhry (Chair) B Mead (Vice Chair), K Briffett, A Doyle, A Kenyon, T Mewies, A Monk, A Robinson, I Scott,
ALSO PRESENT: L Reuben (Town Clerk) C Westcott (Administrator)
APOLOGIES: Cllrs: - C Wood, A Johnstone, D Collins
NON ATTENDANCE:- Cllrs:- J Tucker

F.032 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.033 DECLARATION OF INTEREST: None noted

F.034 MINUTES: The minutes of the meeting held Tuesday 10th September 2019 were approved as an accurate record.

F.035 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: None

F.036 PUBLIC PARTICIPATION: No public attendance

F.038 EXTERNAL AUDIT REPORT: Discussion of the report took place with it being noted that the leisure centre budget was over but was at the recommended amount from the accountant. Discussion's over the current and future precept and the ongoing effects of this on Filton Town residents and the Leisure Centre.

F.039 INCOME & EXPENDITURE REPORTS:

- 909 Capital & Projects – explanation of previous query circulated
- 4001-101 – Staff Costs – its felt by the management that the original budget was set too low to achieve. It will be discussed with the accountants for future budgets. Further options and ideas to be discussed at the next Staffing Committee meeting.

FLC Manager has been asked for a report with all the information previously requested.

It was suggested that FLC to try and monitor customer feedback to see where present customers are coming from and for what activity.

Action - Filton Town Council Office

Councillor A Doyle arrived 8.00 pm

F.040 BALANCE SHEET: The document was noted.

Councillor A Monk arrived 8.05 pm

F.041 GRANT APPLICATIONS: It was proposed and seconded that Filton Town Council would invite all the charities applying for grants to attend a Grant meeting and have a presentation from then and then answer questions if necessary from the Council . The date of the 19th November was put forward .
Agreed : unanimously

The Town Clerk has been liasing with Southern Brooks and was informed of certain issues with the staffing at present. She has been asked to produce a report of the work and support we have received from them previously. Discussion to place regarding payments to be paid to Southern Brooks and

possibilities of paying it for hours and works received. Also the possibility to stop funding the service completely.

Action – Town Clerk

F.042 COMMUNITY PLAN UPDATE: Nothing to update

Councillor A Monk left 8.25pm

F.043 GREEN SPACE LEAFLET: Various queries arose so it was agreed to invite the Illustrator to Full Filton Town Council meeting to answer queries and have a presentation to show exactly what will be needed for the project.
Ideas of extra funding grants, loans and sponsorship to be looked into

Action Filton Town Council Office

F.044 PLANNING APPLICATIONS: No applications

F .045 PAYMENTS FOR INFORMATION

The Chair closed the meeting to the Public at 8.45pm

Confidential Appendix

Minutes of the staffing committee held Tuesday 1st October 2019: The minutes of the meeting were noted and recommendations approved therein.

Public Consultation Spreadsheet October 2019

Consultation	Consultation Period		Summary
Public Consultation Wheelchair Accessible Vehicles for Taxis	17 th September 2019	8 th December 2019	South Gloucestershire Council's Regulatory Committee have agreed to consult on a proposal to publish a list of all licensed vehicles. In summary, the Committee wishes to provide users of the licensed taxi and private hire service in South Gloucestershire with as much information as they can to enable an informed decision on how best to travel. The Council is also consulting on a specification for wheelchair accessible vehicles. Statutory guidance states that a vehicle should only be included in the authority's list of wheelchair accessible vehicles if it would be possible for the user of a "reference wheelchair" to enter, leave and travel in the passenger compartment in safety and reasonable comfort whilst seated in their wheelchair. The definition of "reference wheelchair" is set out in detail in the specification.
Annual Council Budget 2020/21		5th January 2020	South Gloucestershire Council is responsible for a range of services which your local area receives such as refuse collection and disposal, street cleaning, planning, education, social care services and road maintenance. South Gloucestershire Council is currently consulting on its budget, council tax levels for next year, and its overall savings plan. Each year, we ask council tax payers for their views before agreeing our budget and council tax. This is your opportunity to comment on the council's priorities, its council tax and its proposals to improve services and increase efficiency.

BANK ACCOUNT-GENERAL

List of Payments made between 01/08/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2019	Virgin Mobile - DD	DDR	18.58		2716-Telephone bill June
02/08/2019	HMRC NNDS	DDR	35.95		Machine Duty 9.5-4.7.18
03/08/2019	POOL TAKINGS CASHBOOK	PC03REV	49.60		
05/08/2019	Co-op Bank Sweep Fee	DDR	10.00		Service Charge
05/08/2019	Co-op Bank	DDR	164.62		Bank charges
05/08/2019	Delta Card Fees	DDR	0.10		Delta Card Fees
08/08/2019	Capital Cleaning (Kent) Ltd	5001	245.77		2826-Cleaning materials
08/08/2019	DCK Accounting Solutions Ltd	5002	956.82		2818-Contract visit
08/08/2019	DL I.T. Solutions Ltd	5003	232.80		2821-Vigor wireless router
08/08/2019	Filton Voice Ltd	5004	300.00		2820-Filton voice in advance
08/08/2019	Fleet (Line Markers) Ltd	5005	602.10		2814-Pitchmarker Super 10 ltr
08/08/2019	Fortyfour Creative	5006	105.00		2809-A5 Leaflets
08/08/2019	KN Office Supplies Ltd	5007	50.40		2819-A4 white copier paper
08/08/2019	Lewis Creaven	5008	200.00		2808-Live music performance
08/08/2019	Marcella Manzilli	5009	100.00		2810-Spin class June 19
08/08/2019	OFCOM	5010	75.00		2807-Licence fee for equip
08/08/2019	Nikki Pitkin	5011	75.00		2813-Aquafit class July
08/08/2019	RLSS UK Enterprises Ltd	5012	781.00		2812-NPLQ candidate pack
08/08/2019	South Gloucestershire Council	5013	976.44		2822-Payroll services- Apr-Jun
08/08/2019	Ernest Till (South West) & co	5014	307.20		2828-Blocked basin-bar
08/08/2019	Travis Perkins Trading Co Ltd	5015	38.06		2815-Whitewood planed timber
08/08/2019	Viridor Waste Management Ltd	5016	967.92		2824-Waste collection
12/08/2019	Zen Internet Ltd - DD	DDR1	25.52		2823-Zen monthly charge
15/08/2019	FIS Payments (UK) Ltd - DDR	DDR2	523.07		2315457/2873/FIS Payments (UK)
15/08/2019	Bar petty cash	008912	168.99		Bar petty cash
15/08/2019	Reverse Incorrect payment	REV008912	-168.99		Reverse incorrect payment
20/08/2019	BANK ACCOUNT-IMPREST	Tfr	70,000.00		Wages A/C
21/08/2019	Total Gas & Power Limited - DD	DDR3	1,165.67		2829-Elec July 2019
21/08/2019	Total Gas & Power Limited - DD	DDR4	2,579.27		2827-Elec July 2019
22/08/2019	CryoService Ltd - DD	DDR	192.70		2751-Monthly cylinder rent
22/08/2019	DL I.T. Solutions Ltd	DDR1	216.00		Purchase Ledger Payment
23/08/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
27/08/2019	Four Towns Play Association	5017	280.00		26A/2901/Four Towns Play Assoc
27/08/2019	Box Steam Brewery Limited	5018	172.80		INV061356/2865/Box Steam Brewe
27/08/2019	C. Brewer & Sons Ltd	5019	131.08		FLT/321089/2855/C. Brewer & So
27/08/2019	Tolchards Ltd	5020	1,017.16		TPIG5656/2890/Tolchards Ltd
27/08/2019	Miss Rosalind A Cranham	5021	80.00		001/2866/Miss Rosalind A Cranh
27/08/2019	C & R Fencing	5022	642.00		18233/2868/C & R Fencing
27/08/2019	Filton Voice Ltd	5023	300.00		4411/2872/Filton Voice Ltd
27/08/2019	Gazprom Marketing & Trading Re	5024	2,157.00		INV00598216/2875/Gazprom Marke
27/08/2019	Instyle Marketing Services	5025	31.20		15002/2877/Instyle Marketing S
27/08/2019	JTS Snack Foods	5026	325.75		16077009/2881/JTS Snack Foods
27/08/2019	JWH Training	5027	80.00		19/02/2882/JWH Training
27/08/2019	Lawrence Geraghty	5028	120.00		17819/2876/Lawrence Geraghty
27/08/2019	Loomis UK Ltd	5029	620.28		0333915/2883/Loomis UK Ltd
27/08/2019	Cape Meridian Ltd	5030	39.00		2019/07/035/2863/Cape Meridian
27/08/2019	Open Spaces Society	5031	45.00		70279/2884/Open Spaces Society

BANK ACCOUNT-GENERAL

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27/08/2019	RLSS UK Enterprises Ltd	5032	66.02		SR1335079-1/2900/RLSS UK Enter
27/08/2019	South Gloucestershire Council	5033	5,275.20		Purchase Ledger Payment
27/08/2019	St Austell Brewery Company Ltd	5034	4,450.93		2292787/2898/St Austell Brewer
27/08/2019	Travis Perkins Trading Co Ltd	5035	1,444.20		3015AOH312/2894/Travis Perkins
27/08/2019	WCS Group	5036	7,136.04		124567/2862/WCS Group
27/08/2019	Brenntag UK Ltd	5037	287.56		47SI4773958/2946/Brenntag UK L
27/08/2019	Lister Wilder	5038	5,480.74		652501/2947/Lister Wilder
27/08/2019	DL I.T. Solutions Ltd	DDR2	371.87		2825-Ratepayers Fibre broadband
27/08/2019	Everflow Ltd	DDR3	1,435.56		Purchase Ledger Payment
27/08/2019	Butcombe Brewery - DD	DDR4	90.65		2757-Bar stock
29/08/2019	Pitney Bowes - DD	DDR6	177.00		BG698813/2885/Pitney Bowes - D
30/08/2019	Change Order	660	660.00		Change Order
01/09/2019	Reverse CHQ 5021-Ms Rosalind A	REV5021	-80.00		Reverse CHQ 5021-Ms Rosalind A
02/09/2019	British Telecom	DDR	204.50		2982-TV service Bar
02/09/2019	Virgin Mobile - DD	DDR1	18.58		2980-Mobile bill July
04/09/2019	Voucher for change	VOUCHER	-150.00		Voucher for change
05/09/2019	Co-Op Bank	DDR	10.00		Service Charge
05/09/2019	Co-Op Bank	DDR	144.31		Commission
05/09/2019	Delta Card Fees	DDR	0.20		Delta Card Fees
06/09/2019	Voucher for change	DDR	560.00		Voucher for change
10/09/2019	Brenntag UK Ltd	5039	725.71		3012-Pool chemical
10/09/2019	Boels Rental Ltd	5040	550.75		2995-Generator hire
10/09/2019	Capital Cleaning (Kent) Ltd	5041	310.13		2955-Janitorial items
10/09/2019	Tolchards Ltd	5042	553.80		2986-Bar purchase
10/09/2019	DCK Accounting Solutions Ltd	5044	956.82		2978-Contract visit
10/09/2019	C & R Fencing	5043	321.60		2968-Elm Park fencing 22.07.19
10/09/2019	FACE	5045	2,500.00		2976-2nd half of grant 19/20
10/09/2019	GM Engineering (Bristol) Ltd	5046	180.00		2969-Weld plate on fire exit
10/09/2019	Initial Washroom Hygiene	5047	425.18		2973-Initial service 28.08.19
10/09/2019	J P Lennard Ltd	5048	390.70		3004-Table tennis ball, whistl
10/09/2019	Lister Wilder	5049	631.33		2998-Repair broken jockey whee
10/09/2019	Marcella Manzilli	5050	250.00		2961-Aqua+spin class June
10/09/2019	Monsoon Marketing Ltd	5051	115.84		2963-Staff clothing
10/09/2019	National Security Group	5052	78.00		2974-Alarm activation callout
10/09/2019	Office Watercoolers SW Ltd	5053	134.46		3006-Monthly point of rental
10/09/2019	Pattersons (Bristol)Ltd	5054	96.58		2977-Bouncer pithcer
10/09/2019	Nikki Pitkin	5055	50.00		2952-Aquait class August
10/09/2019	RIUKL Hygiene No 1	5056	222.38		2970-Cleaning ctrt Sep-Dec
10/09/2019	John Scanlan	5057	210.00		2959-Swimming teaching
10/09/2019	St Austell Brewery Company Ltd	5058	3,430.34		2992-Bar purchase
10/09/2019	Tailor Made Office Supplies Lt	5059	121.85		3007-misc stationery items
10/09/2019	Ernest Tili (South West) & co	5060	769.80		3002-Inv pool side alarm syst
10/09/2019	Travis Perkins Trading Co Ltd	5061	115.18		2967-Thermostat Seat
10/09/2019	Viridor Waste Management Ltd	5062	675.42		3010-Waste collection
10/09/2019	WCS Group	5063	499.92		3008-Water hygiene 19/20
10/09/2019	Zen Internet Ltd - DD	DDR2	25.52		28626491/3154/Zen Internet Ltd
16/09/2019	FIS Payments (UK) Ltd - DDR	DDR3	386.43		2966-Monthly card processing

BANK ACCOUNT-GENERAL

List of Payments made between 01/08/2019 and 30/09/2019

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17/09/2019	Voucher for change	VOUCHER	490.00		Voucher for change
18/09/2019	Voucher for change	VOUCHER	-480.00		Voucher for change
20/09/2019	BANK ACCOUNT-IMPREST	TFR	70,000.00		
23/09/2019	A.M.P Window Cleaning Services	5064	45.00		8260/3071/A.M.P Window Cleanin
23/09/2019	Andrew Talbot Design Limited	5065	150.00		2791/3084/Andrew Talbot Design
23/09/2019	Filton Voice Ltd	5066	300.00		4463/3073/Filton Voice Ltd
23/09/2019	GM Engineering (Bristol) Ltd	5067	144.00		1179/3069/GM Engineering (Bris
23/09/2019	Initial Washroom Hygiene	5068	2.50		33225838/3074/Initial Washroom
23/09/2019	J P Lennard Ltd	5069	261.54		950087/3076/J P Lennard Ltd
23/09/2019	JTS Snack Foods	5070	218.47		16077232/3088/JTS Snack Foods
23/09/2019	Loomis UK Ltd	5071	620.28		0339822/3079/Loomis UK Ltd
23/09/2019	Maximon Solutions Limited	5072	24.00		36065/3092/Maximon Solutions L
23/09/2019	The Soft Brick Company Ltd	5073	714.00		28944/3083/The Soft Brick Comp
23/09/2019	Ernest Till (South West) & co	5074	331.20		00011436/3085/Ernest Till (Sou
23/09/2019	Unicorn Office Products Ltd	5075	55.59		IN00289212/3086/Unicorn Office
23/09/2019	British Telecom	DDR4	214.92		Q064B7/3070/British Telecom
23/09/2019	CryoService Ltd - DD	DDR5	193.10		411177051/2870/CryoService Ltd
23/09/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
24/09/2019	DL I.T. Solutions Ltd	DDR6	216.00		19886/3115/DL I.T. Solutions L
24/09/2019	Total Gas & Power Limited - DD	DDR7	1,183.64		2956-Elec August
24/09/2019	Total Gas & Power Limited - DD	DDR8	2,590.91		2964-Elec August
26/09/2019	DL I.T. Solutions Ltd	DDR9	63.00		2975-Fibre boradband ratepayer
26/09/2019	Everflow Ltd	DDR10	1,488.35		18919/3072/Everflow Ltd
27/09/2019	Pitney Bowes - DD	DDR11	63.00		BG769192/3080/Pitney Bowes - D
30/09/2019	Virgin Media Payments Ltd	DDR12	81.29		Purchase Ledger Payment
30/09/2019	Voucher for change	VOUCHER	-20.00		Voucher for change
Total Payments			218,545.75		

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), K Briffett, M Chaudhry, A Kenyon, T Mewies, A Robinson, J Tucker, C Wood

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

APOLOGIES: Cllrs: B Mead, I Scott, A Johnstone, A Monk

NON ATTENDANCE:

0056. APOLOGIES FOR ABSENCE: Apologies were noted.

0057. EVACUATION PROCEDURE: The Chair highlighted the emergency exits for the council and the public.

0058. DECLARATIONS OF INTEREST: None given.

0059. PRESENTATION FROM ALISON FINN ONE YOU: Alison presented the new initiative which was taking over from the sports pound. The idea of the new scheme was to reduce the five leading risk factors that contribute to reduced quality of life, early death and health inequalities in South Gloucestershire and encourage behaviour change; smoke free, drink less, eat well and healthy weight, move more and stress less. Councillors thanked Alison for her presentation and it was agreed to publicise one you boards in the Leisure Centre along with posters being advertised on website and notice boards.

0060. PRESENTATION FROM AIDEN MEIGHAN GREEN SPACE LEAFLET: Aiden introduced himself as the illustrator to the Green Space Leaflet and handed Councillors copies of the work completed for Patchway Town Council. After a short discussion councillors agreed it would be a good thing to have for Filton. Finances were discussed and it was suggested to take the Green Space Leaflet to the next Finance Meeting to discuss in more detail.

Action: Town Council Office

0061. SUBMISSIONS FROM PUBLIC:

- i) Street Light: - The street light on the footpath at Elm Park was now confirmed as fully working, the council were thanked for assisting in getting the issue sorted.
- ii) Apology – It was noted that the Town Clerk apologised for the delay in the Town Council Office forwarding a wrongly addressed letter to a local resident Mr B Smith.
- iii) Defibrillator: – It was noted that the defibrillators were on order. The SPAR and HSBC had now been contacted and the office was waiting on a final response from HSBC regarding the installation.
- ii) Litter in Filton – A local resident raised the issue of litter in Filton, after a short discussion it was suggested that anybody with concerns respond to the South Gloucestershire Council consultation on waste strategy.
- iii) King George Crossing – A resident thanked South Gloucestershire Councillor for work in securing £100,000 to look at the problem junction in Filton. There were concerns surrounding this as some councillors pointed out that this work had already been completed a few years ago with no success. It was noted that it would be look at differently this time, not solely looking at the junction but looking at all the rounds that surround it to see if improvements can also be made there.
- iv) Postcodes – South Gloucestershire Councillor was asked to look into the BS7 postcode issue in Filton.

0062. TO APPROVE MINUTES OF THE MEETING HELD 24th September 2019: The minutes were approved as an accurate record, after noting that minute 0053b Cllr was spelt incorrectly.

0063. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: *Arising from minute 0048iii) HMOS* – The Town Clerk reported that the office had now been supplied with a list of all the licenced HMO's in Filton which are currently standing at between 50-60 properties.

0064. FILTON BEAT TEAM REPORT: The report was noted. A Councillor shared some feedback from a concerned resident about antisocial behaviour on and around Millennium Green, there had been a few police incidents in and around that area that had not been included on the police report. After a short discussion a suggestion was put forward for the Council Office to have a meeting with the police to raised concerns regarding their police report not being a true reflection of crime in Filton and see what can be changed moving forward.

Action: Town Council Office

0065. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Cllr A Monk: The report was noted
- ii) Cllr C Wood: The report was noted.

0066. SUBMISSIONS FROM MEMBERS:

i) Cllr A Robinson item for discussion Millennium Green Tree's; It was noted that national tree planning week was being held towards the end of November, further to the presentation given by Sally Patterson Cllr Robinson asked that the council move forward with purchasing some more trees for Millennium Green. Councillors were all in favour of this and it was ***Agreed:*** the council office contact Sally Patterson regarding the purchase of tree's through South Gloucestershire Council and the project is run through the working group looking to oversee measures to meet target of becoming carbon neutral by 2030.

Action: Town Council Office

0067. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

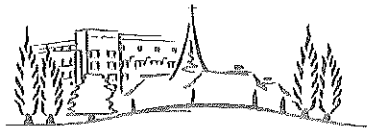
- i) Draft Minutes of Finance Committee held 08th October 2019 – Noted.

0068. OTHER REPORTS/CONSULTATIONS:

- i) Filton Community Plan – It was noted that the next meeting to push this project forward would be held at 10.00am in the Town Council Offices on Monday 04th November 2019.
- ii) Consultation Spreadsheet – The document was noted.

0069. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 9:45pm



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 November 2019

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 26th November 2019 at approx 7.30 pm**
at 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 Ruth Webster, South Glos Council 'Doing More Together'**
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 October 2019 – (pages 1-2)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update
9. South Gloucestershire Reports:
 - i) Cllr A Monk – (page 3)
 - ii) Cllr C Wood – (tabled)
10. Submission from members :-
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Draft Minutes Finance Committee held 12th November 2019 for information only (pages 4-5)
 - ii) South Glos Code of Conduct (pages 6-22)
 - iii) Carbon Neutral Working Group
12. Other Reports/Consultations:
 - i) Filton Community Plan / Partnership working with Southern Brooks
 - ii) Consultation Spreadsheet (nothing to update)
13. Payments for Information (pages 23-24)

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), K Briffett, M Chaudhry, A Kenyon, T Mewies, A Robinson, J Tucker, C Wood

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

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NON ATTENDANCE:

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- ii) Litter in Filton – A local resident raised the issue of litter in Filton, after a short discussion it was suggested that anybody with concerns respond to the South Gloucestershire Council consultation on waste strategy.
- iii) King George Crossing – A resident thanked South Gloucestershire Councillor for work in securing £100,000 to look at the problem junction in Filton. There were concerns surrounding this as some councillors pointed out that this work had already been completed a few years ago with no success. It was noted that it would be look at differently this time, not solely looking at the junction but looking at all the rounds that surround it to see if improvements can also be made there.
- iv) Postcodes – South Gloucestershire Councillor was asked to look into the BS7 postcode issue in Filton.

0062. TO APPROVE MINUTES OF THE MEETING HELD 24th September 2019: The minutes were approved as an accurate record, after noting that minute 0053b Cllr was spelt incorrectly.

0063. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: *Arising from minute 0048iii) HMOS* – The Town Clerk reported that the office had now been supplied with a list of all the licenced HMO's in Filton which are currently standing at between 50-60 properties.

0064. FILTON BEAT TEAM REPORT: The report was noted. A Councillor shared some feedback from a concerned resident about antisocial behaviour on and around Millennium Green, there had been a few police incidents in and around that area that had not been included on the police report. After a short discussion a suggestion was put forward for the Council Office to have a meeting with the police to raised concerns regarding their police report not being a true reflection of crime in Filton and see what can be changed moving forward.

Action: Town Council Office

0065. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Cllr A Monk: The report was noted
- ii) Cllr C Wood: The report was noted.

0066. SUBMISSIONS FROM MEMBERS:

- i) *Cllr A Robinson item for discussion Millennium Green Tree's*; It was noted that national tree planning week was being held towards the end of November, further to the presentation given by Sally Patterson Cllr Robinson asked that the council move forward with purchasing some more trees for Millennium Green. Councillors were all in favour of this and it was **Agreed:** the council office contact Sally Patterson regarding the purchase of tree's through South Gloucestershire Council and the project is run through the working group looking to oversee measures to meet target of becoming carbon neutral by 2030.

Action: Town Council Office

0067. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 08th October 2019 – Noted.

0068. OTHER REPORTS/CONSULTATIONS:

- i) Filton Community Plan – It was noted that the next meeting to push this project forward would be held at 10.00am in the Town Council Offices on Monday 04th November 2019.
- ii) Consultation Spreadsheet – The document was noted.

0069. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 9:45pm

As you may have heard a General Election has been called for December 12th.

December & January are normally busy months within the Authority as this the time the budgets are pulled together for presentation to Cabinet and subsequently Full Council for approval. There is always a mad rush in preparing the budgets as the Government provides settlement figures in late December or early January and this information is the key information for budgetary purposes for the Council. Given the uncertainty of who will be in power and the potential in either increase or decrease in funding it will be very late this year when the administration will present a detailed budget. Cabinet is scheduled for January 13th and February 3rd and Full Council when the Council Tax will be voted upon is being held on February 12th.

Given we are in Purdah there is little happening in South Glos in terms of policy development or consultations.

The Task & Finish group on Climate Change was due to report to the Cabinet before Christmas but this meeting has been stood down due the election, the report will now be presented to the Cabinet in January, We are aware a nominal £ 50,000.00 has been earmarked to initiate work to address this pressing issue.

I continue to meet with the key directors along with other Labour colleagues within the Authority on a quarterly basis for updates and to address directly with any major concerns. Tomorrow we will be meeting the Chief Exec.

A reminder to local groups that each Councillor in South Glos is allocated £ 3,000.00 to provide funding to local organisations. Any group interested in applying for a grant from my pot should email me adam.monk@southglos.gov.uk .

Finally I hold regular Councillor Surgery In Filton Library on the 1st & 3rd Saturday of the month from 9.30am through to 10.30am, no appointment is required.

Minutes of the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 12th November 2019 in the **Doug Daniels Pavilion, Elm Park, Filton**

Present: Cllrs: - B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Johnstone, A Kenyon, T Mewies, A Robinson, I Scott, C Wood,

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer)

APOLOGIES: Cllrs: - A Monk, J Tucker, M Chaudhry

NON ATTENDANCE:- Cllrs:-

F.047 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.048 DECLARATION OF INTEREST: There were none.

F.049 PRESENTATION OF 2020/21 DRAFT BUDGET BY DEREK KEMP

ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the draft 2020/21 budgets. It was explained that income in the Leisure Centre and bar was significantly down and expenditure budgets were over. This was down to a few things but mainly due to the maintenance needed to keep the ageing building open. The increase on precept for 2020/21 was looking to be between 25%-30%, depending on the national agreement figures. The below questions were raised by councillors;

- How much will a 30% increase be in monetary terms? £1.52 per week in a Band D property, Concerns were raised over how residents who's income was only covered by their pension would be able to afford this increase.
- Is the Ratepayers actually losing money? The Ratepayers is projected to lose £10,869 in 2019/20.

- What is needed to reduce the percentage increase? The Council's best option would be to shut the Leisure Centre or outsource to a trust. The Leisure Centre expenditure makes up 70% of the overall budget. It was noted that the council office were due to bring a report back to the March meeting from a consultancy outing the best options. This process would need to involve local residents; a local referendum was suggested as an option.

- It was noted that the precept documentation would need to be back with the district council by the end of January, which did not leave enough time to consult with residents properly on their thoughts about the Leisure Centre. Derek was thanked for his time and it was noted that budgets would be looked at again in January.

Derek Kemp left the meeting at 8.30pm

F.050 MINUTES: The minutes of the meeting held Tuesday 08th October 2019 were approved as an accurate record, after noting that Cllr Tucker has given his apologies at the meeting.

F.051 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: There were none.

F.052 PUBLIC PARTICIPATION: No public questions.

F.053 GREEN SPACES LEAFLET: After a short discussion it was proposed, seconded and **Agreed:** unanimously to agree to the leaflet in principle once grant funding had been secured.

F.054 COMMUNITY PLAN UPDATE: It was noted that the council would be purchasing trees from South Gloucestershire Council and would be holding a tree planting day. An event day was also due to be held at FACE youth centre

for loneliness and isolation. The next older peoples forum would be held in early December at SHE7.

F.055 PLANNING APPLICATIONS: No applications

F.056 PAYMENTS FOR INFORMATION: The Document was noted.

The Chair closed the meeting to the Public at 8.45pm

Confidential Appendix

F.057 Minutes of the staffing committee held Tuesday 05th November 2019: The minutes of the meeting were noted.

F.058 Time Management System: It was unanimously **Agreed:** to put this on hold until the new financial year after the presentation from accountant regarding current finances.

F.059 Van Purchase: After a short discussion surrounding specification on the van it was proposed, seconded and **Agreed:** to request that the maintenance manager look into costings for a low emission second hand vehicle, also to check with Patchway Town Council and Stoke Gifford Town Council to see if a van share option would be viable.

The Chair closed the meeting at 9.10pm

Dear All

Following the publication of a report by the Committee for Standards in Public Life, South Gloucestershire Council has reviewed its code. As a result of the review Council approved amendments to the SGC Code.

I have attached the now adopted Code of Conduct of SGC. The approved revisions now mean the Code includes a definition of what type of behaviour might constitute bullying and harassment (last bullet point in Section 2 – General Conduct) and the value of gifts and hospitality has been revised to a lower level (Section 5 – Gifts and Hospitality).

The majority of Town and Parish Councils have adopted the SGC Code as its Code, I would therefore recommend that you review your council's code in the light of the changes made to the SGC Code.

I have attached below a link to the report to the Regulatory Committee. This committee recommended the amendments to Council. This report provides some useful statistics about the number and origins of complaints. It remains the case that the bulk of complaints relate to a small number of Parish & Town Councils.

<https://council.southglos.gov.uk/documents/s111612/standards.pdf>

I have also attached for your information a copy of the revised procedures now adopted by SGC for managing councillor complaints.

Regards

Gill Sinclair
Deputy to the Head of Legal Governance and Democratic Services

South Gloucestershire Council
Legal Services, CE&CR, PO Box 1953 Bristol BS37 0DB
(01454) 863039
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SOUTH GLOUCESTERSHIRE COUNCIL
ARRANGEMENTS FOR DEALING WITH MEMBER CODE OF CONDUCT COMPLAINTS

Adopted by Council 16th October 2019

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1 Introduction

1. This procedure applies when a complaint is received that a Member, Co-opted Member or Parish Member has or may have failed to comply with the Code of Conduct for Members.

1.2 The person making the complaint will be referred to as "the Complainant" and the person against whom the complaint is made will be referred to as the "Councillor."

1.3 No Member or Officer will participate in any stage of the arrangements if he or she has, or may have, any personal conflict of interest in the matter.

1.4 The Monitoring Officer has responsibility for the management of the Member Code of Conduct, but he may appoint any suitably qualified and experienced officer to act on his behalf. Referenced to the term Monitoring Officer throughout this document includes any officer appointed by the Monitoring Officer to act.

2 Making a Complaint

2.1 A complaint must be made in writing by post or email for the attention of the Monitoring Officer: –

Mr John McCormack,
Monitoring Officer
South Gloucestershire Council
Chief Executive & Corporate Resources Department
PO Box 1953
Bristol
BS37 0DB

By email: legalsupport@southglos.gov.uk

2.2 A complaint should be made in writing on the standard complaint form. This can be obtained from the Monitoring Officer or can be downloaded on the Council's website. This will ensure that all required information is included.

2.3 If a disability prevents you from making a complaint in writing, please contact the Monitoring Officer, we will arrange to provide you with appropriate assistance

2.3 We aim to acknowledge receipt of a complaint within 5 working days. On receipt the Monitoring Officer will write to the Councillor (and in the case of a complaint about a Town / Parish Councillor to the Clerk of the Town / Parish Council as well) providing them with details of the allegations made (subject to any representations from the Complainant on confidentiality).

2.4 The Councillor may, within 10 working days of receipt of details of the complaint unless otherwise agreed with the Monitoring Officer, make written representations to the Monitoring Officer which must be taken into account when deciding how the complaint will be dealt with. Representations received after this time may be taken into account if received before a decision has been made.

3 Is the complaint a valid complaint?

3.1 The Monitoring Officer shall on the receipt of each complaint establish that it is a valid complaint. To be valid the complaint must establish that:

3.1.1 The complaint is made against one or more named Members or co-opted Members of the Council or Town or Parish Council Member or

3.1.2 The Councillor was in office at the time of the alleged conduct and the Code of Conduct was in force at that time.

3.1.3 The complaint must relate to the Councillor when acting in their "official capacity as a councillor", i.e. not a matter relating to their private life.

3.1.4 Complaints about the dissatisfaction with a decision or action of the Council or one of its Committees, a service provided by the Council or the Council's procedures or decision making do not fall within the jurisdiction of the Standards Sub-Committee

3.1.5 The Complaint is not an anonymous complaint.

3.2 The Monitoring Officer is authorised by the Standards Sub-Committee to reject all invalid complaints on behalf of the Sub-Committee and to notify the complainant of the decision.

4 Assessment Criteria

4.1 Not every complaint that falls within the jurisdiction of the Member Code of Conduct will justify further action. In deciding whether a complaint merits formal investigation, other action or local resolution or dealt with informally or rejected the Standards Sub Committee has approved the following Assessment Criteria:

- Sufficiency of Information – Is there sufficient information or evidence provided with the allegation? If it is clear that substantiating evidence may be available, but has not been provided, the Monitoring Officer may ask for that additional evidence, but the onus is on the complainant to ensure all relevant information is included.
- Seriousness of the Complaint – Is the complaint Trivial, vexatious, malicious, politically motivated or 'tit for tat'? Are the resources / cost involved in investigating and determining the complaint wholly disproportionate to the allegations?
- Vexatious/Unreasonably Persistent Complaint –
 - Is the complaint the same or substantially similar allegation that has previously been made by the Complainant to the Council and has either been dismissed or investigated and no breach has been identified, or has the complaint been made to another regulatory authority?
 - Is the complainant refusing to accept a properly made decision – repeatedly arguing the point and complaining about the decision?
 - Is the complaint outside the remit of the relevant local code?
 - Has the complainant failed to set out the grounds of the complaint?

- Is the complainant appearing to make groundless complaints or the complaint appears to have no substance?
- Does the complaint contain irrelevant or trivial information that the complainant requires to be taken in to account?
- Is the complainant's behaviour a combination of some or all of the above
- Multiple Complaints -If a single event gives rise to similar complaints from a number of different complainants, wherever possible these complaints will be considered at the same meeting of the Sub-Committee, they will be determined individually but in the event that the Sub-Committee decide that the complaint (or parts of it) merit further action, all aspects will be combined at this stage.
- Length of Time – Did the event(s) or behaviour to which the complaint relates take place more than 3 months ago? Does the time lapse involved mean that those involved are unlikely to remember it clearly enough to provide credible evidence, or where the lapse of time means there would be little benefit or point in taking action now? Such allegations are only likely to be considered in exceptional circumstances, such as where the conduct relates to a pattern of behaviour which has recently been repeated.
- Public Interest - Would the public interest or any public benefit be served in referring the complaint for investigation or other action? For example, it may be not in the public interest if the member has resigned, or is seriously ill or has offered an apology or other remedial action or if it is clear that the Member is relatively inexperienced, or has admitted making an error, and the matter would not warrant a more serious sanction.
- Anonymous- Is the complaint anonymous? The Sub- Committee will not consider anonymous complaints.
- Request for the complainants name to be withheld – The Sub- Committee will only consider anonymous complaints in exceptional circumstances, i.e. were the complainant believes they may be victimised or harassed by the Member(s) complained about, or receive less favourable treatment from the Council because of the position of the Member being complained about.
- Other Action – Whether the complaint can be dealt with best by informal resolution, including training or conciliation.
- Wider Application – Does the complaint have wider applications, such as suggesting a wider problem throughout the Authority or Town / Parish Council?

5 What happens on submission of a complaint?

5.1 This stage is referred to as the “initial assessment” stage. The Monitoring Officer will establish if he can accept the complaint and how it will be managed.

5.2 On receipt of a complaint we will write to the Complainant to let them know we have received it, usually within 5 working days. The Monitoring Officer will assess whether the complaint is a valid complaint (see paragraph 3 above Determination of Valid Complaints)

5.3 If the complaint is not a valid complaint the Monitoring Officer will advise the Complainant in writing giving reasons why the complaint is not valid. No further action will be taken by the Monitoring Officer.

5.4 If the complaint is valid the Monitoring Officer will notify the Councillor to whom the complaint relates with details of the complaint and invite them to make representations. They will have 10 working days to respond. The Monitoring Officer may also contact the Clerk of the Town or Parish Council, where appropriate. The Monitoring Officer may also require the Complainant to provide additional information in order to inform their assessment.

5.5 Before making any decision, the Monitoring Officer will discuss the complaint with an "Independent Person". This is an individual who is not a councillor and who South Gloucestershire Council is required to appoint to assist it in dealing with complaints against councillors. The Independent Person will be provided with details of the complaint, the Councillors' response and the initial assessment of the Monitoring Officer. The views of the Independent Person will be recorded and taken in to account by the Monitoring Officer in reaching their decision.

5.6 In some cases, the Monitoring Officer and/or the Independent Person may request that the matter be considered informally by members of the Standards Sub-Committee, in these circumstances a telephone conference will be arranged

5.7 In exceptional circumstances the Monitoring Officer and the Independent Person may refer a complaint to the Standards Sub-Committee for the initial assessment. In these circumstances a meeting of the Standards Sub-Committee will be convened comprising of three members of the Regulatory Committee and an Independent Person. The members will be provided with a copy of the complaint, the response from the Councillor and any other material the Monitoring Officer/Independent Person considers is necessary.

5.8 On the completion of this initial assessment the Monitoring Officer will write to the Complainant and the Councillor to advise them of the outcome of the complaint. The decision notice will include the views of the Independent Person

6 Confidentiality /Anonymity

6.1 At the initial assessment stage, all complaints will be managed on a confidential basis. Officers, Members and the Independent Persons are reminded of the requirement to maintain confidentiality. Complaints that result in a Hearing Panel, will in most cases be held in public, at which time reports may be published providing details of the complaints.

6.2 As a matter of fairness and natural justice. Anonymous complaints will not normally be considered.

6.3 If the Complainant has asked for their identity to be withheld the Monitoring Officer will consider the request at the initial assessment stage

6.4 The Councillor will be given a summary of the complaint but will not normally be told the identity of the Complainant at this stage. The identity of the complainant may subsequently be released in the event of an investigation, however, in very exceptional circumstances, the Monitoring Officer/ Standards Sub-Committee may withhold the Complainant's identity if they are satisfied that the Complainant has reasonable grounds for believing that they or any witness relevant to the complaint may be at risk of victimisation or harassment from the Councillor complained about, or they have reasonable grounds for believing that they may receive less favourable treatment from the Council because of the position of the Councillor being complained about. Provided always that withholding the

identity of the Complainant does not in any way compromise the Investigator's ability to undertake a fair and impartial investigation in accordance with the principles of natural justice.

6.5 If the Monitoring Officer refuses a request by a Complainant for confidentiality, the Complainant may withdraw the complaint, rather than proceed with his or her identity being disclosed.

6.6 If a Complainant withdraws the complaint, the Monitoring Officer shall inform the Complainant and Councillor that the complaint is closed

7 Outcomes

7.1 The Monitoring Officer having taken account of the views of the Independent Person may:

- i) Conclude that the complaint does not disclose a breach of the Code of Conduct, in which case the Monitoring Officer will write to both the Complainant and the Councillor to advise them of the conclusion and close the complaint.
- ii) Conclude that the complaint would be best resolved informally, without the need for an investigation. Such informal resolution may involve the Councillor accepting that his/her conduct was unacceptable and offering an apology, or taking other steps. Where the Councillor make a reasonable offer of local resolution, but it is rejected by the Complainant, the Monitoring Officer shall refer the matter to the Standards Sub-Committee. It will take account of the attempt to seek a local resolution in deciding whether the complaint merits formal investigation.
- ii) Conclude that an investigation is required to establish the facts. In these circumstances the Monitoring Officer will appoint an Investigating Officer to undertake an investigation. This will be conducted in accordance with paragraphs 8-10 below.

7.2 If the investigation reveals no failure to comply with the code then the Monitoring Officer, after consulting with the Independent Person is authorised to close the matter and issue his report to the Complainant and the Councillor.

7.3 If the investigation reveals a failure to comply with the Code of Conduct and providing all parties agree the Monitoring Officer in consultation with the Independent Person is authorised to seek a local resolution of the complaint.

7.4 If a local resolution is not appropriate or is not agreed by the parties then the outcome of the investigation will be reported to a Hearings Panel of the Standards Sub-Committee for a local hearing. This hearing will be held in public and although will be conducted on a relatively informal basis, both parties will be able to make representations and call witnesses. The Hearing the Panel will after consulting with the Independent Person decide whether, on the balance of probabilities there has been a failure to comply with the Code of Conduct and what "sanction" or "sanctions" should be imposed.

7.5 The procedure the Council has adopted is designed to be proportionate, timely and fair to both sides. Its overriding objective is to seek to provide pragmatic local solutions to local problems wherever possible.

8 Investigation Process

8.1 Where either Monitoring Officer or the Standards Sub-Committee conclude that a matter merits investigation, an Investigating Officer will be appointed. The Investigating Officer may be a Council officer, an officer of another Council, or an external investigator.

8.2 The Investigating Officer shall, before commencing the investigation undertake appropriate checks to satisfy themselves that their appointment will not give rise to a conflict of interest. If they reasonably believe that a conflict exists or arises at any time throughout the investigation process, they shall immediately advise the Monitoring Officer providing details of the conflict.

8.3 The Investigating Officer will follow guidance issued by the Monitoring Officer on the investigation of complaints. The guidance will follow the principles of proportionality and the cost-effective use of Council resources and shall be interpreted in line with these principles.

8.4 The Investigating Officer will ensure that the Councillor receives a copy of the complaint (subject to any decisions relating to confidentiality).

8.5 At the end of the investigation, the Investigating Officer will produce a draft report and will send copies of that draft report to the Complainant and to the Councillor for comments, which should normally be submitted within 5 working days of receipt of the draft report. The Investigating Officer will take such comments into account, before issuing the final report to the Monitoring Officer.

9 Investigating Officer finding of no breach or insufficient evidence of failure to comply with the Code of Conduct

9.1 The Monitoring Officer in consultation with an Independent Person will review the Investigating Officer's report. If they are satisfied that the Investigating Officer's report is satisfactory, they will make a Confirmation Decision to confirm the finding of no failure to comply with the Code of Conduct.

9.2 The Monitoring Officer will write to the Complainant and the Councillor (and to the Clerk of the Parish Council, where the complaint relates to a Parish Councillor), with a copy of the Confirmation Decision and the Investigating Officer's final report.

9.3 If the Monitoring Officer and Independent Person are not satisfied that the investigation has been conducted satisfactorily, the Investigating Officer may be asked to reconsider their report.

10 Investigating Officer finding of failure to comply with the Code of Conduct

10.1 The Monitoring Officer in consultation with the Independent Person is authorised to seek a local resolution to the complaint (if all parties agree).

10.2 If a local resolution is not appropriate or is not agreed by the parties then the outcome of the investigation will be reported to a Hearings Panel of the Standards Sub-Committee for a local hearing. This hearing will be held in public and although will be conducted on a relatively informal basis, both parties will be able to make representations and call witnesses. The Hearing the Panel will after consulting with the Independent Person decide whether, on the balance of probabilities there has been a failure to comply with the Code of Conduct and what "sanction" or "sanctions" should be imposed.

11. Sanctions Available to Hearing Panels

11.1 Where a Hearing Panel finds that a Member has failed to comply with the Code of Conduct, the Hearing Panel may impose any one or a combination of the following sanctions:-

- Censuring or reprimanding the member;
- Reporting its findings to Council [*or to the Parish Council*] for information;
- Recommending to the member's Group Leader (or in the case of un-grouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council;
- Recommending to Council that the member be replaced as Constitutional Leader of the authority;
- Instructing the Monitoring Officer to [*or recommend that the Parish Council*] arrange training for the member;
- Removing [*or recommend to the Parish Council that the member be removed*] from all outside appointments to which he/she has been appointed or nominated by the authority [*or by the Parish Council*];
- Withdrawing [*or recommend to the Parish Council that it withdraws*] facilities provided to the member by the Council, such as a computer, website and/or email and Internet access; or
- Excluding [*or recommend that the Parish Council exclude*] the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.

11.2 In respect of Parish Councils, the Standards Sub-Committee no power to do any more in respect of a member of a Parish Council than make a recommendation to the Parish Council on action to be taken in respect of the member. Parish Councils will be under no obligation to accept any such recommendation.

12 Criminal Conduct

12.1 If the complaint identifies criminal conduct or breach of other regulations by any person, the Monitoring Officer is authorised to report this to the Police or other prosecuting or regulatory authorities.

13 Appeals

13.1 There is no right of appeal available (other than by way of Judicial Review) to the Complainant following the decision of the Standards Sub-Committee to take no further action in respect of a complaint made against a Member. The decision of a Standards Sub-Committee to take no further action in respect of a complaint is final.

13.2 Following a finding by a Hearing Panel that a Member has breached the relevant Code of Conduct, the Member may within 10 working days from the date of notification of the Hearing Panel's decision make a request in writing to the Monitoring Officer for a review of the decision of the Hearing Panel.

13.3 The Member shall in requesting the review set out in detail the grounds for the review, this should include any relevant additional information not taken in to account in the investigation

13.4 In the event of a request for a review of a decision, the Monitoring Officer will convene a further Hearing Panel made up of Members not forming part of the first Hearing Panel. The re-hearing shall be convened within 3 months of the original Hearing Panel.

13.5 No right of appeal is available following the decision of the Hearing Panel referred to in 21.3 above, its decision shall be final.

13.6 The Complainant has no right of appeal against the decisions of the Monitoring Officer or Panel. If a Complainant is dissatisfied with the outcome they are entitled to challenge a decision through the Courts by way of Judicial Review.

14 Revision of these arrangements

14.1 The Monitoring Officer may amend or depart from these arrangements where s/he considers that it is expedient to do so in order to secure the effective and fair consideration of any matter.

South Gloucestershire Council Code of Conduct for Members

1 Application

This Code of Conduct applies to you whenever you are acting in your capacity as a member of South Gloucestershire Council, including –

- 1.1 at formal meetings of the Council, its Committees and Sub-Committees,
- 1.2 when acting as a representative of the authority
- 1.3 in taking any decision as a Ward Councillor
- 1.4 in discharging your functions as a ward Councillor
- 1.5 at briefing meetings with officers and
- 1.6 at site visits
- 1.7 when corresponding with the authority other than in a private capacity

2 General Conduct

As a member or co-opted member of South Gloucestershire Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

As a Member of South Gloucestershire Council, my conduct will in particular address the statutory principles of the code of conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the Authority's area or the good governance of the authority in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it
- Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Authority's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.
- Not bullying or harassing any other person.

[Bullying and harassment means any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. It is not necessarily always obvious or apparent to others.

Bullying or harassment can be between two individuals or it may involve groups of people. It might be obvious or it might be insidious. It may be persistent or an isolated incident. It can occur as a result of any form of contact, (verbal or written) examples of how bullying or harassment might occur includes via written communications, by phone, email, via social media or face-to-face .

Examples of bullying / harassing behaviour could include:

- spreading malicious rumours, or insulting someone
- exclusion or victimisation
- unfair treatment
- deliberately undermining a competent worker by constant criticism].

The above are examples of how bullying or harassment may occur and of what may constitute bullying or harassment. The examples are not exhaustive.

- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

3 Disclosable Pecuniary Interests (DPIs)

You must -

- 3.1 comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which you have a disclosable pecuniary interest
- 3.2 ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your disclosable pecuniary interests
- 3.3 make verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent and leave the room for the duration of the debate and the vote on the item of business which affects or relates to the interest.
- 3.4 "Meeting" means any meeting organised by or on behalf of the authority, including –
 - 3.4.1 any meeting of the Council, or a Committee or Sub-Committee of Council
 - 3.4.2 any meeting of the Cabinet and any Committee of the Cabinet
 - 3.4.3 in taking a decision as a Ward Councillor
 - 3.4.4 at any briefing by officers; and

3.4.5 at any site visit to do with business of the authority

4 Other Interests

- 4.1 In addition to the requirements of Paragraph 3, if you attend any meeting which includes Council, Committee, Sub-Committee or Joint Committee of Council (but which for the avoidance of doubt does not include informal meetings with officers or member briefings) at which any item of business is to be considered and you are aware that you have a "non-disclosable pecuniary interest or non-pecuniary interest" in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent and leave the room for the duration of the debate and the vote on the item of business which affects or relates to the interest.
- 4.2 You have a "non-disclosable pecuniary interest or non-pecuniary interest" in an item of business of your authority where –
- 4.2.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person or body with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- 4.2.2 it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of your family (other than a "relevant person") or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

For the avoidance of doubt a report by a Member to Council, Committee, Sub Committee on the activities of an outside body to which they are appointed by Council, will not constitute a breach of the Code of Conduct, provided that the report does not require a decision that affects the wellbeing or financial position of that organisation

5 Gifts and Hospitality

- 5.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 or totalling £100 over a year from a single source which you have accepted as a member from any person or body other than the authority.
- 5.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.
- 5.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the authority for this purpose.

Disclosable Pecuniary Interests (DPIs)

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2019 and 31/10/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2019	British Telecom	DDR	210.02		M06767/3111/British Telecom
02/10/2019	Virgin Mobile - DD	DDR1	18.58		2275128636/3151/Virgin Mobile
03/10/2019	Co-op Bank	DDR	25.00		Chaps fee
03/10/2019	CCLA Investment	TFR	290,000.00		CCLA Investment
04/10/2019	Ricoh UK Ltd - DD	DDR2	561.50		101443324/3082/Ricoh UK Ltd -
04/10/2019	Co-Op Bank	DDR	10.00		Service charge
04/10/2019	Co-Op Bank	DDR	111.91		Commission
04/10/2019	Child Support-Sept	BACS	67.52		Child Support-Sept
04/10/2019	REVERSE Child Support	REVERSE	-67.52		REVERSE Child Support
09/10/2019	Airquee Limited	5076	608.40		IN25700/3110/Airquee Limited
09/10/2019	Bristol & Avon Stocktakers	5077	100.00		61019/3155/Bristol & Avon Stoc
09/10/2019	Capital Cleaning (Kent) Ltd	5078	315.37		0000280651/3164/Capital Cleani
09/10/2019	Complete Weed Control (North W	5079	308.40		NWX-12434/3113/Complete Weed C
09/10/2019	DCK Accounting Solutions Ltd	5080	956.82		TPC8801/3114/DCK Accounting So
09/10/2019	The Gladiator Group	5081	540.00		5042/3158/The Gladiator Group
09/10/2019	The Great Western Brewing Comp	5082	80.40		24580/3116/The Great Western B
09/10/2019	Robert Haddow	5083	120.00		RH29/3117/Robert Haddow
09/10/2019	Initial Washroom Hygiene	5084	184.67		33230229/3118/Initial Washroom
09/10/2019	Instyle Marketing Services	5085	30.00		15045/3119/Instyle Marketing S
09/10/2019	JTS Snack Foods	5086	31.78		16077591/3120/JTS Snack Foods
09/10/2019	Online leisure systems Ltd	5087	1,270.20		7076/3159/Online leisure syste
09/10/2019	Marcella Manzilli	5088	175.00		25919/3121/Marcella Manzilli
09/10/2019	Office Watercoolers SW Ltd	5089	44.82		INV0598384/3122/Office Waterco
09/10/2019	Martin Perrett	5090	200.00		181019/3163/Martin Perrett
09/10/2019	Nikki Pitkin	5091	50.00		00291/NP/3123/Nikki Pitkin
09/10/2019	PKF Littlejohn LLP	5092	2,400.00		SB20193739/3124/PKF Littlejohn
09/10/2019	Rialtas Business Solutions Ltd	5093	624.00		SM20786/3160/Rialtas Business
09/10/2019	Red Dog Technology Ltd	5094	4,775.54		3012/3133/Red Dog Technology L
09/10/2019	RLSS UK Enterprises Ltd	5095	435.75		SI617997-1/3135/RLSS UK Enterp
09/10/2019	South Gloucestershire Council	5096	8,820.00		3804189875/3136/South Gloucest
09/10/2019	St Austell Brewery Company Ltd	5097	3,861.02		2334626/3141/St Austell Brewer
09/10/2019	ST JOHN AMBULANCE SUPPLIES	5098	122.80		1251990/3142/ST JOHN AMBULANCE
09/10/2019	Ernest Till (South West) & co	5099	751.20		00011468/3144/Ernest Till (Sou
09/10/2019	Travis Perkins Trading Co Ltd	5100	391.30		3015AOL433/3148/Travis Perkins
09/10/2019	Unicorn Office Products Ltd	5101	102.68		CR00024312/3150/Unicorn Office
09/10/2019	Viridor Waste Management Ltd	5102	767.88		00002911890AB/3153/Viridor Was
09/10/2019	CNXL CHQ5090-Martin Perrett	CNXL5090	-200.00		CNXL CHQ5090-Martin Perrett
10/10/2019	Zen Internet Ltd - DD	DDR3	25.52		Purchase Ledger Payment
15/10/2019	FIS Payments (UK) Ltd - DDR	DDR4	679.01		2333812/3162/FIS Payments (UK)
18/10/2019	HMRC PAYE/NI Due Sept	BACS	9,828.58		HMRC PAYE/NI Due Sept
18/10/2019	Superannuation Due Sept 19	BACS	9,309.72		Superannuation Due Sept 19
18/10/2019	REVERSE PAYE/NI	REVERSE	-9,828.58		REVERSE PAYE/NI
18/10/2019	REVERSE Pension	REVERSE	-9,309.72		REVERSE Pension
21/10/2019	BANK ACCOUNT-IMPREST	Tfr	70,000.00		Tfr to wages A/C
22/10/2019	CryoService Ltd - DD	DDR5	193.10		3226-Gas rental
23/10/2019	Brenntag UK Ltd	5103	315.04		3260-Pool chemical
23/10/2019	Capital Cleaning (Kent) Ltd	5104	226.30		3244-Cleaning materials

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/10/2019	Tolchards Ltd	5105	81.36		3225-Bar purchase
23/10/2019	DL I.T. Solutions Ltd	5106	87.60		2979-SSD drive+2nd hand keybd
23/10/2019	Filton Voice Ltd	5107	300.00		3216-Filtonvoice in advance
23/10/2019	Gem Security Systems Limited	5108	68.88		3258-Era Oval sashlock 2.5"
23/10/2019	The Gladiator Group	5109	480.00		3237-Gladiator Football Page
23/10/2019	Initial Washroom Hygiene	5110	184.67		3246-Service 08.11.19-07.12.19
23/10/2019	JAK Water Systems Ltd	5111	156.00		3228-Aqualloween
23/10/2019	J P Lennard Ltd	5112	654.45		3240-Telescopic handle
23/10/2019	JTS Snack Foods	5113	336.77		3224-Bar purchase
23/10/2019	Loomis UK Ltd	5114	620.28		3241-Monthly contract
23/10/2019	Red Dog Ltd	5115	2,559.74		3253-Replace defective callpoi
23/10/2019	RLSS UK Enterprises Ltd	5116	590.00		3231-NPLQ new candidate pack
23/10/2019	Swimrite Supplies Ltd	5117	626.34		3230-Pool stock
23/10/2019	ST JOHN AMBULANCE SUPPLIES	5118	15.48		3233-Hard surface wipes
23/10/2019	Tailor Made Office Supplies Lt	5119	15.84		3213-5 Star 2020 year planner
23/10/2019	Ernest Till (South West) & co	5120	658.80		3256-Blocked ladies toilet
23/10/2019	Travis Perkins Trading Co Ltd	5121	141.51		3255-Scruffs twister boot
23/10/2019	WCS Group	5122	418.32		3245-Callout-Sodium dosing
23/10/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
23/10/2019	Total Gas & Power Limited - DD	DDR6	1,122.85		3242-Elec Sept 2019
23/10/2019	Total Gas & Power Limited - DD	DDR7	2,548.00		199257998/19/3161/Total Gas &
23/10/2019	Red Dog Ltd	5115	-2,559.74		2175A/1444/Red Dog Ltd
24/10/2019	DL I.T. Solutions Ltd	DDR8	63.00		20019/3157/DL I.T. Solutions L
25/10/2019	DL I.T. Solutions Ltd	DDR9	216.00		3212-monthly IT maint-Oct
25/10/2019	Butcombe Brewery - DD	DDR10	90.65		PSIB057267/3112/Butcombe Brewe
26/10/2019	BAR TAKINGS CASHBOOK	BC26	71.60		Bar Cash 26.10.19
28/10/2019	Everflow Ltd	DDR11	1,435.56		3214-Water 18.11.19-17.12.19
28/10/2019	Staff salaries Oct 19	BACS	47,725.51		Staff salaries Oct 19
28/10/2019	Reverse Staff salaries	REVERSE	-47,725.51		Reverse Staff salaries
29/10/2019	Pitney Bowes - DD	DDR12	144.95		3215-Franking machine rental
29/10/2019	Change Voucher	DEBIT	435.00		Change Voucher
30/10/2019	Voucher for change	CREDIT	-435.00		Voucher for change
31/10/2019	British Telecom	DD	210.02		3220-TV service Oct
Total Payments			406,706.94		

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), K Briffett, A Kenyon, A Johnstone, T Mewies, A Monk, A Robinson, J Tucker, C Wood

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

APOLOGIES: Cllrs: B Mead, I Scott, M Chaudhry

NON ATTENDANCE: N/A

0070. APOLOGIES FOR ABSENCE: Apologies were noted.

0071. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0072. DECLARATIONS OF INTEREST: None received.

0073. PRESENTATION FROM RUTH WEBSTER “DOING MORE TOGETHER”: It was noted that this presentation would be given in the January Full Council Meeting.

0074. SUBMISSIONS FROM PUBLIC:

i) Local resident gave an apology to all Councillors for any offence or annoyance they may have caused by the ill manner in which they addressed the Town Clerk at last Full Council meeting regarding a letter addressed to him being sent to the Town Council Office and the delay in which he received it.

ii) Local resident voiced their concerns over a recent Councillor's social media post claiming that council tax for Filton would be increased by 25%. It was felt that this was not correct conduct as these are not finalised budgets and to blame the council for financial misconduct is unfair especially as the majority of the cuts are coming from local government leading to costing Filton Town Council substantially more over the past few years

iii) A local resident queried why Filton Town Council still funding the pool as they feel it's not going to ever make a profit without large capital expenditure. Also querying how the Ratepayers runs at a loss. And wanted to know what is happening to that money? What happens to the income from the Steward's flat going? There is no transparency.

The resident was advised to visit the website where income and expenditure reports are located which show where the income is found on our budgets under codes 1001-104.

iiii) A local resident stated that they felt the main problem with the Filton Leisure Centre is that it is not being used and that is why all the expenditure budgets are down. They state that swimming lessons are down this year and that is the leisure centre's main income stream. They felt that would rather that their Council Tax money was spent on other areas such as youth provision, more police.

iv) Resident asked for a defibrillator update; The Town Council confirmed that HSBC have said that for Filton Town Council to put the defibrillator on their wall they would then charge £500.00 to cover their risks. It was noted that other companies in the area should be looked at to situate the equipment.

ACTION- Filton Town Council Office

v) A local resident commented how they feel Filton Town Council is mismanaging projects taken on that's is the reason they are in the financial state they are in. Projects have been started and never finished.

vi) Query raised regarding tree planting project. The Town Clerk confirmed she has been liasing with the company Biodiversity and the 100 trees will be picked up tomorrow, or Thursday, at the moment we don't know what they types they will be.

Filton Town Council are working on a plan as to where they will be planted. Suggestions such as Millennium Green, Jennings Garden and Abbeywood Station were given. A finalised plan would be available once all confirmed.

vii) A resident felt the accountant's language at the last meeting was quite dramatic and given the timescale before budgets being finalised they would presume that there will be no public consultation. They also wanted to know the reasons why these finance issues had not been flagged up earlier?

The Town Clerk updated on the consultancy regarding the Leisure Centre and confirmed that a meeting was due to be held Monday 2nd December at 2.00pm and Councillors volunteered themselves to attend the meeting.

0075. TO APPROVE MINUTES OF THE MEETING HELD 29th OCTOBER 2019: The minutes were approved as an accurate record.

0076. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: *Arising from minute 0064 (Filton Beat Team)* – A Councillor asked that the request from residents for CCTV to be installed in the area with anti-social behaviour be written into that section of the minutes as it was discussed.

0077. FILTON BEAT TEAM REPORT: PC Sean White and PCSO Georgia Bush attended with a Beat Team update and Filton's latest crime statistics. They wanted to explain that the beat team targets is to attend up to 3 meetings annually, which they have met so far this year, and they are one of very few beat teams who attend Town Council meetings.

They have received 328 calls on their log, but this does include Stoke Gifford and Patchway as there is an issue with the system currently. Our reports concentrate on crime trends relevant to Filton not specific incidents due to data protection.

There has been an increase in Car Crime & Theft, there was an arrest and the suspect has been moved out of the area and it has now decreased.

Increase in shop thefts and pedal bike thefts. There is normally an increase this time of year darker nights etc. The team are looking to do more bike markings and local retailer Snow and Rock are issuing free bike marking with new bikes.

Filton College still has issues with drug use, they have removed smoking shed which is pushing students into Filton to smoke. Police are working with the college to reduce drug use looking at different deterrents.

The Beat Team work closely with housing associations, we are getting daily calls regarding neighbouring disputes.

Anti-Social Behaviour Incident in Millennium Green was an isolated incident, where dog walker was verbally abused, it led to an arrest on the assailant for a previous warrant. There was no taser used as had been previously speculated. It had not been reported to council meetings as the warrant crime log was not specific to Filton. The Beat Team wanted to emphasise that they can not deal with crimes that are not reported.

0078. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

i) Cllr A Monk: The report was noted.

ii) Cllr C Wood: The report was noted.

0079. SUBMISSIONS FROM MEMBERS: None received.

0080. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Draft Minutes of Finance Committee held 12th November 2019 – Noted.

ii) South Gloucestershire Code of conduct: The council agree to adopt the code of conduct.

iii) Carbon Neutral Working Group: An update was given on the first meeting held. Notes would be available at the next meeting. Next meeting due to be held in January.

0081. OTHER REPORTS/CONSULTATIONS:

- i) Filton Community Plan – Update given.
- ii) Southern Brooks Partnership - £3500.00 cost to Filton Town Council for community development from Southern Brooks. Is this something the council wants to continue to pay? It was suggested that was added to the next Finance meeting we have some costings on what it will cost to employ our own community development worker and what Southern Brooks perceive we are getting for our money.
ACTION- FILTON TOWN COUNCIL OFFICE
- iii) Consultation Spreadsheet – No consultations to update on.

0082. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 9.05pm



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

5th December 2019

Dear Member

You are hereby summoned to a meeting of **FILTONTOWN COUNCIL** to be held on **Tuesday 10th December 2019** at approx **7.30 pm** at **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
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 26th November 2019 – (pages 1-3)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update (page 4)
9. South Gloucestershire Reports: not during 'Purdah'
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Carbon Neutral Working Group – notes of the working group held 19th November 2019 (page 5)
 - ii) Grants presentations and recommendations therein (page 6-7)
 - iii) National Tree Planting Week (accomplished) – (page 8)
 - iv) Council Photoshoot – Town Clerk to report
 - vi) Social Enterprise Update
12. Other Reports/Consultations:
 - i) Filton Community Plan
 - ii) Consultation Spreadsheet (page 9)
13. Payments for Information (page 10)

PRESENT: Cllrs: D Collins (Chair), A Doyle (Vice Chair), K Briffett, A Kenyon, A Johnstone, T Mewies, A Monk, A Robinson, J Tucker, C Wood

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

APOLOGIES: Cllrs: B Mead, I Scott, M Chaudhry

NON ATTENDANCE: N/A

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0080. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Draft Minutes of Finance Committee held 12th November 2019 – Noted.
- ii) South Gloucestershire Code of conduct: The council agree to adopt the code of conduct.
- iii) Carbon Neutral Working Group: An update was given on the first meeting held. Notes would be available at the next meeting. Next meeting due to be held in January.

0081. OTHER REPORTS/CONSULTATIONS:

- i) Filton Community Plan – Update given.
- ii) Southern Brooks Partnership - £3500.00 cost to Filton Town Council for community development from Southern Brooks. Is this something the council wants to continue to pay? It was suggested that was added to the next Finance meeting we have some costings on what it will cost to employ our own community development worker and what Southern Brooks perceive we are getting for our money.
ACTION- FILTON TOWN COUNCIL OFFICE
- iii) Consultation Spreadsheet – No consultations to update on.

0082. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 9.05pm

POLICE REPORT TO FILTON TOWN COUNCIL DECEMBER 2019

In the run up to Christmas, things are busy, but Filton does remain low on crime compared to other parts of South Gloucestershire.

No crime figures are available for this meeting due to the police computer maps being out of sync. Things to note.

- Increase in retail theft around Abbeywood and Shields and also McColl's on Filton Avenue. (Suspects are known/wanted and currently being targeted)
- Isolated incidents of ASB around Elm Park and millennium Green. (A youth was chased home by a group of others on the evening of December 4th)
- One dwelling Burglary on Filton Avenue so far, that may be linked to a series in Bradley Stoke and Patchway.
- Several housing type issues being dealt with through the relevant housing companies.

In addition to this, we have linked up with both Abbeywood MOD police and security/staff at Airbus in Filton, to have better intelligence links in the future. The MOD police are keen to attend future council meetings to familiarise themselves with local councillors. We will be attending and running events here in 2020.

The Filton beat team wish you all a merry Christmas and hope to see you all soon.

Regards.

Sean White.

PC 3937 Sean WHITE

CN213 Beat, Filton.

North East area (Avon & Somerset constabulary)

✉ sean.white@avonandsomerset.police.uk

☎ **+44 101**

📍 Avon & Somerset constabulary, Patchway police station, Patchway, BRISTOL.

**Next Community Engagement forum Wednesday January 15th 2020
@ St Chads Church, Patchway 7pm.**

Notes of the Carbon Neutral Working Party held 19th November 2019 in the small meeting room, Town Council Office, Elm Park, Filton

Present :- Cllr A.Johnstone, Cllr.T.Mewies, L Reuben(Town Clerk)

Apologies:- Cllr.D.Collins,A.Doyle, A.Monk

1. **Election of Chair & Vice Chair** – Although this is a working group rather than a committee it was thought it appropriate to have a Chair, Cllr Johnstone agreed to take accept this role and Cllr Mewies to act as Vice Chair in the absence of the chair.
2. **Terms of reference** 'To support Filton Town Council to become carbon neutral'
3. **Action Plan** – to be produced with regular updates
 - i)**Free Tree Packs** – it was reported that Lucy Rees had confirmed that approx. 100 trees of a number of varieties were still available and the Town Clerk was happy to collect these from Broad Lane or they could be delivered in time for National Tree Week. Lucy to confirm arrangements with Town Clerk. Planting would need to be organised quickly.
The suggested locations for these were M/Green(Friends), Land behind the bulldog(Jody) and Elm Park(ground staff)
 - ii)It was also reported that free trees were available through the Woodland Trust. There were a variety of different packs available.
Grid References and a plan of where to go would be needed during application process. It was agreed to progress this and organise planting days with local schools etc.
 - iii)**Council van** – it had been agreed to look into the purchase of a van for use of all departments within the council. This should preferably be electric and it was agreed to look into lease or a second hand purchase. Also to explore the option of sharing a vehicle with surrounding parishes.
 - iv)**Charging points for vehicles** – look into government scheme available.
 - v)**Solar Panel** – investigate schemes through Bristol Energy Co-operative.
 - vi)**Power supplies** – explore green energy supplies
 - vii)**Biomass boiler** – explore options for heating the pool.
4. **Future meetings** - agreed to meet on a quarterly basis.

Grant Applications 2019-2020

Date	Organisation	Contact	Address	Phone	Charity No.	Amount requested	To Spend On	Recommendations from Grants Meeting.
26.4.2019	The West of England MS Therapy Centre	Doro Pasantes	Bradbury House, Wheatfield Drive, Bradley Stoke Bristol BS32 9DB	01454 628722	801155	£350.00	Towards operational costs of an oxygen chamber.	To be granted
14.6.2019	Above and Beyond	Anna Little	The Abbots House, Blackfriars, Bristol, BS1 2NZ	0117 3700845	1170973	£500.00	Towards reaching target amount of £3287.22 to purchase and rainbow tube.	To be granted
24.6.2019	Filton Concert Brass	James Bryant	32 Laxey Road, Horfield, Bristol, BS7 0JA	07821986653		£1,400.00	35 embroidered uniform jackets	To be granted
24.6.2019	Filton Concert Brass	James Bryant	32 Laxey Road, Horfield, Bristol, BS7 0JA	07821986653		£1,180	Christmas performance, venue, music licencing, printing and advertising	Not to be granted
30.09.2019	Citizens advice South Gloucestershire	Rebecca Brown	Kennedy Way Yate BS37 4DQ	01454 313099	1037480	£438.00	Volunteer expenses. Asking for funding to support volunteer expenses associated with Filton residents this totals £438.00 (£3.25 x 135 clients).	To be granted
28.09.2019	Pyramid Youth Club	Mr C Bradford	470 Filton Avenue, Northville, BS7 0LN	0117 9691315	275508	£2,500.00	To enable keep the doors open for the young people in the area, providing them with a safe place which is fit for purpose. To meet and engage in the house activities available, supported by dedicated qualified staff.	To be granted

12.11.2019	The Volunteer Centre	Barbara Ball	The Hub, Patchway, Bristol, BS34 5PE	01454 868986	1157061	£250.00	Outreach sessions at Filton Library.	To be granted
22.7.2019	St Peters Hospice	Chloe Milloy	Estune Business Park, Wild Country Lane, Long Ashton, Bristol, BS41 9FH	01275 391407	269177	£500.00	Any resident with a terminal illness can benefit. 134 Filton residents in the last 12 months	To be granted
14.11.2019	North Bristol Advice Centre	Katherine Tanko	2 Gainsborough Square, Lockleaze, Bristol, BS7 9XA	0117 9515751	1066921	£5000	Towards project costs entailed in supporting Filton clients. Including salaries, volunteer expenses, travel costs and over heads.	To be confirmed

Varieties that may arrive:-

Field Maple, Bird Cherry, Wild Cherry, Rowan, Crab apple, Alder, Silver Birch, Dogwood, Beech, Hawthorn, Aspen, Oak.

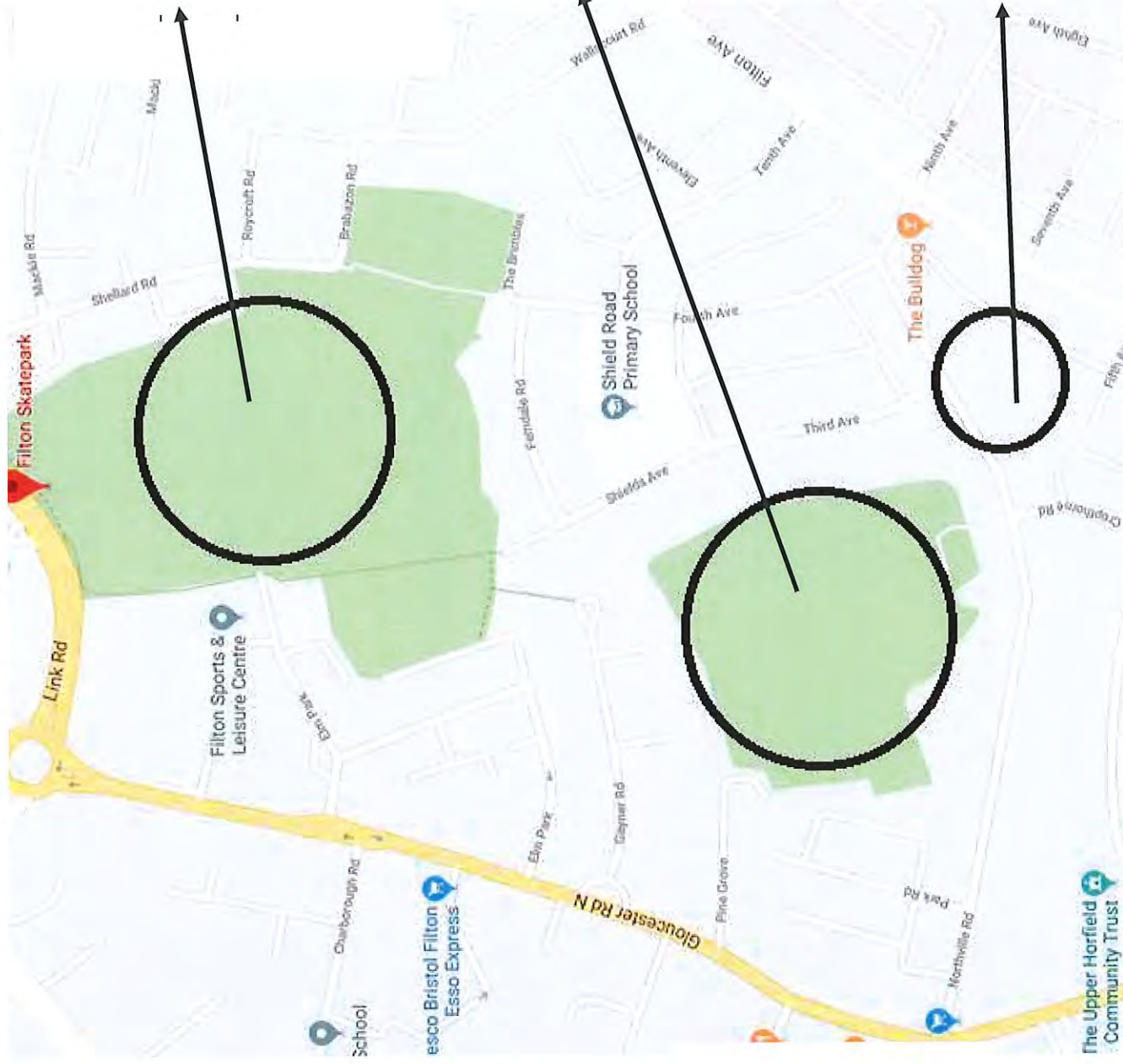
Actual delivery:-

- Bird Cherry (Psalis) – Max Height 16M
- Crab Apple (Malus Sylvestris) Max Height 10M
- Hazel Max Height 4.5M
- Aspen (Holly)



Recommend that Trees are planted 1.5 – 2 meters apart depending on location and space.

Wavy Lines look more natural than regimented rows of trees.



Elm Park Playing Fields

Location Suggestions:-

- Around the Play Area (Grounds assistant to plant Sat 30th Nov)
- * Along Bollards (Top of field)
- * Avenue along bottom of field
- * (Look to obtain more trees from Woodland Trust in March)

Millennium Green

Location Suggestions:-

- Continue the Avenue "Funeral Path"
- Plant more around the outside depending on which trees

Liaise with Friends of M/Green as to best locations and planting arrangements.

- 10 Crab Apple Trees & 21 Bird Cherry Trees saved for M Green.

Northville Community Garden

Location Suggestions;

- Within Jennings Garden/land behind bulldog (liaise with Jody)
- 10 Cherry Trees, 10 Cherry, 10 Crab Apple Trees, 10 Plus Hazel Trees. All of Holly

Consultation	Consultation Period	Summary
HAMBROOK - A4174 Filton Road and B4058 Bristol Road, Experimental Traffic Order - STATUTORY NOTICE	11th August 2019	February 2020 Have your say about the Experimental Traffic Order that alters the way motor vehicle traffic passes through the traffic signal controlled junction between A4174 and B4058 at Hambrook. The trial and its consultation will start from 11th August 2019 with a six month period for any person to make comments and submit objections, stating on what grounds you are objecting to the measures being put in place indefinitely. The council will in due course consider all submissions and other information collected during the trial before making a decision whether to make the changes permanent. This will happen within 18 months of commencement.

BANK ACCOUNT-GENERAL

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2019	Avent Interiors Ltd	5123	336.00		1602/3303/Avent Interiors Ltd
04/11/2019	DCK Accounting Solutions Ltd	5124	956.82		TPC8841/3304/DCK Accounting So
04/11/2019	Metro Rod Limited	5125	342.00		0000082979/3305/Metro Rod Limi
04/11/2019	Nikki Pitkin	5126	100.00		00293/NP/3306/Nikki Pitkin
04/11/2019	John Scanlan	5127	120.00		Purchase Ledger Payment
04/11/2019	South Gloucestershire Council	5128	925.31		3804150309/3307/South Gloucest
04/11/2019	Travis Perkins Trading Co Ltd	5129	255.85		3015AOM947/3310/Travis Perkins
04/11/2019	WCS Group	5130	888.00		132067/3312/WCS Group
04/11/2019	Office Watercoolers SW Ltd	5131	44.82		INV0602145/3325/Office Waterco
18/11/2019	Brenntag UK Ltd	5132	514.07		3376-Pool chemicals
18/11/2019	A.L.C.A.	5133	60.00		3339-Good councillor course
18/11/2019	Avon Data Care	5134	12.00		3330-Credit card x 3
18/11/2019	Avon Extinguishers	5135	327.29		3372-Basic serviceExtinguisher
18/11/2019	Capital Cleaning (Kent) Ltd	5136	428.80		3363-Janitorial material
18/11/2019	Tolchards Ltd	5137	101.70		3346-Bar purchase
18/11/2019	Miss Rosalind A Cranham	5138	100.00		3336-RLSS Assessment-5 candida
18/11/2019	DCK Accounting Solutions Ltd	5139	804.90		3366-Pre-printed chqs
18/11/2019	DL I.T. Solutions Ltd	5140	2,700.00		3341-FTC Dell server
18/11/2019	FACE	5141	2,500.00		3342-1st half Apr-Sep19
18/11/2019	Filton Voice Ltd	5142	300.00		3327-Filton voice in advance
18/11/2019	Initial Washroom Hygiene	5143	184.67		3377-Service 08.12.19-07.01.20
18/11/2019	JTS Snack Foods	5144	94.26		3373-Bar stock
18/11/2019	Online leisure systems Ltd	5145	228.00		3347-21.5" Touchscreen monitor
18/11/2019	Lawrence Geraghty	5146	120.00		3335-NPLQ Assessment
18/11/2019	Liam Ward	5147	200.00		3343-Rate Payers-Band Set
18/11/2019	Monsoon Marketing Ltd	5148	232.70		3329-Protective clothing
18/11/2019	Red Dog Technology Ltd	5149	6,810.00		3370-Install Phase 1 new alarm
18/11/2019	South Gloucestershire Council	5150	320.00		3344-Annual Permits licence
18/11/2019	All Sports Media Ltd	5152	300.00		3364-Leicester tigers Matchday
18/11/2019	St Austell Brewery Company Ltd	5153	6,640.11		3360-Bar purchase
18/11/2019	Swim England Awards	5154	470.40		3367-Rainbow awards
18/11/2019	Sound Revolution	5151	400.00		3378-New years Disco
18/11/2019	Ernest Till (South West) & co	5155	204.00		3334-Intall 3x14w LED-Changing
18/11/2019	Viridor Waste Management Ltd	5156	968.40		3361-Waste collection
18/11/2019	WCS Group	5157	399.96		333-Pool call out Sep 19

Total Payments	29,390.06
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PRESENT: Cllrs: D Collins (Chair), K Briffett, T Mewies, A Robinson, J Tucker, C Wood, M Chaudhry

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

APOLOGIES: Cllrs: A Monk, I Scott, B Mead, A Doyle, A Johnstone

NON ATTENDANCE: A Kenyon

0083. APOLOGIES FOR ABSENCE: Apologies were noted.

0084. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0085. DECLARATIONS OF INTEREST: None received.

0086. SUBMISSIONS FROM PUBLIC:

A resident asked If there is an update on Leisure Centre Consultant meeting? The Town Clerk updated that the meeting was held and a proposal will be sent back and then a working party will be arranged.

The Town Clerk confirmed the meeting was attended by both South Gloucestershire Councillors.

0087. TO APPROVE MINUTES OF THE MEETING HELD 26th NOVEMBER 2019: The minutes were approved as an accurate record. All voted approved

0088. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none.

0089. FILTON BEAT TEAM REPORT: The report was noted.

0090. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: No reports received during purdah.

0091. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Carbon Neutral Working Group – The meeting notes were documented. It was asked that the Town Clerk should budget for Carbon Neutral work.

Action: Town Clerk

ii) Grants Meeting–Chair recommends we go as agreed at the grants meeting Voted 6 for 1 against. Grant letters and cheques to be issued before Christmas.

Action: Town Council Office

iii) National Tree Planting Week – All trees arrived and planted around Filton using Town Clerks plan. Filton Town Council thanked all who helped with the planting. Cllr Robinson has offered apply for more trees in March for the next national tree week.

iv) Council Photoshoot – Local photographer has offered to take Councillors and staff. Filton Voice has offered to do the shoot for no fee Councillors agreed will be done in the new year.

vi) Social Enterprise Update – Rates of rent for the Pod in The Park discussed. It was discussed the amount of rent to be paid and how it could be worked out, option such as a percentage of rent from profits. When the Pod first opened 6 months free was agreed. It was proposed and seconded that Filton Town Council will re address at the end of the financial year. Agreed unanimously.

v) Filton Festival 2020 is the festivals 20th year anniversary and Filton Town Council would like to make extra special. £10,000 has been put in budget and Filton Town Council will apply for grants to increase the facilities for the day. It was proposed to increase and seconded voted for unanimously.

0092. OTHER REPORTS/CONSULTATIONS:

- i) Filton Community Plan – New document being typed and will be ready in the new year.
- ii) Consultation Spreadsheet – Document noted
- iii) Planning Applications- 495 Filton Ave, parking issues, overpopulated area. Council would like comments put forward and objection noted.

Action: Town Council Office

0093. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.40pm