

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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

Tel: 01454 866 698

22nd January 2020

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 28th January 2020 at 7.30pm at Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

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 – Doing more together Mark King, South Gloucestershire Council**
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 2019 – (pages 1-2)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update (page 3)
9. South Gloucestershire Reports:
10. Cllr A Monk – (page 4)
11. Cllr C Wood – (page 5)
12. Submission from members :-
13. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 14th January 2020 (pages 6-7)
 - ii) Leisure Centre Price Increase Documentation (pages 8-10)
 - iii) Filton Community Garden – number of council representatives
 - iv) Councillor Emails
14. Other Reports/Consultations:
15. Filton Community Plan
16. Consultation Spreadsheet (nothing to update)
17. 2020 Meeting Dates (page 11)
18. Planning Applications for discussion:
P20/00511/F, P20/00792/F, PT18/0988/R3F (page 12)
19. Payments for Information (pages 13-14)

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

POLICE REPORT JANUARY 2020

Things in Filton are generally good at the moment with no real crime trends. We have this week leaflet dropped our pubs and shops advising of fake £50 notes going around. To date we have no related offences on the Filton beat.

We have held several meetings with Bromford housing recently to reduce our neighbourhood issues and again this is at a satisfactory level at the moment.

We have a meeting planned this week with MOD Abbeywood police to improve our relationships with them.

CRIME...

- Thefts continue especially around Abbeywood retail but this has reduced in 2020.
- Theft of pedal cycles in and around Abbeywood retail continue and we are looking to target this in the next few weeks.

There is no change to my staff levels and we are hoping to attend a meeting before the end of the financial year at the end of March.

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 January 13th 2020
@ St Chads Church, Patchway 7pm.

Town Council Report South Gloucestershire Councillor Adam Monk

Due to timing of the Filton Town Council Full Council Meeting. I have minimal updates available this month. This is due to South Gloucestershire Council budget setting not yet being finalised.

The papers for this will not be released to us Councillors until 24th January.2020. Budget scrutiny is set for 29th January 2020 and then the cabinet vote on the budget 3rd February 2020. It will then all go to South Gloucestershire Council on 12th February 2020.

I will update Filton Town Council at the next Full Council of the outcome.

Councillor Adam Monk

Report for Filton Town Council Meeting 28.1.2020

1. I am pleased that in addition to the resurfacing of the A4174 Link Road and the MOD roundabout, resurfacing has taken place on Station Road and Mortimer Road. I am aware that other roads need investment, particularly Elm Park, Shields Avenue and Third Avenue.
2. The amount of litter in Filton continues to be a real concern, I have raised this with officers but it is clear that more needs to be done. I believe a firmer approach should be taken with those responsible.
3. I am hopeful that the traffic island I have requested on Filton Avenue near the junction with Nutfield Grove can be delivered in the next financial year. I have reiterated the need for this crossing with the Executive Member.
4. It is disappointing that a high number of pavements within Filton haven't been gritted during the winter months. Whilst the council focuses on the areas with the most footfall this runs the risk of other areas not being treated and a potential slip hazard. I have raised this with officers and will hope to see a greater number of our pavements treated from now on.
5. Earlier this year I used £1,000 of my Members Award Funding to support the fantastic Bristol Aerospace Museum with their desire to increase their provision for children with autism. I am delighted that their first Relaxed Morning will be held on Monday 17th February.

Kind regards,

CLlr Christopher Wood
South Gloucestershire District Council
Filton Ward

Minutes of the meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 14th January 2020 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 Monk, A Robinson, J Tucker, C Wood,
ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer)
Derek Kemp (Accounting Solutions)

APOLOGIES: Cllrs: - I Scott

NON ATTENDANCE:- Cllrs:-

F.060 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.061 DECLARATION OF INTEREST: Cllr Monk declared a personal interest in North Bristol Advice Centre as his father sits as a director.

F.062 PRESENTATION OF 2020/21 BUDGET BY DEREK KEMP ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the revised budget provision to councillors. The revised figures saw a demand to the 2020/21 precept requirement to South Gloucestershire Council of £981,758 (which equates to £315.28 per band D property). It was noted that a large part of the increase was due to pool income not hitting its targets and pool expenditure exceeding its targets due to maintenance works needed on the aging building. Councillors asked the accountant what would happen if the 35% increase was not accepted, it was noted that whole site would have to be shut down and redundancies investigated. A question was raised about current cash flow and whether the Council had enough money to get to the end of the financial year, the accountant confirmed that cash flow projections were tight but that the council would make it to the end of April.

F.063 TO RELSOLVE TO DEMAND THE 2020/21 PRECEPT REQUIREMENT TO SOUTH GLOUCESTERSHIRE COUNCIL OF £981,785 (£315.28 PER BAND D PROPERTY): Cllr Wood started by asking for a named vote. A short conversation was held before Cllr Monk proposed to accept the recommendation of 34.1% increase, this was seconded by Cllr Doyle and Agreed: 7 in favour 5 against broken down as follows; Cllrs TM, DC, EJ, AD, AM, MC & BM voted in favour and Cllrs CW, AK, AR, KB, & JT voted against the proposal.

F.064 MINUTES: The minutes of the meeting held Tuesday 12th November 2019 were approved as an accurate record.

F.065 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA: Councillors asked if the figures for the Ratepayers Arms could be circulated around by email for information.

Action: Town Council Office

F.066 PUBLIC PARTICIPATION:

i) **MUGA** – The chair of the community garden raised concerns about the plans for the MUGA, the current tennis court wall is currently being used as a support for plants and trees in the garden and there are concerns that if the wall is taken down for the MUGA it will take away vital space in the community garden. It was suggested that the cycle speedway track be investigated as an alternative location for the MUGA. The Town Clerk agreed to allowing a few members of the community garden committee to sit on the consultation team for the MUGA project.

ii) **Pod in the Park** – Questions were asked as to whether the pod in the park had shut down. It was reported that the social enterprise had run out of money

so had shut short term until a meeting with trustees had been held to identify more volunteers that could run with the project.

iii) Staffing Minutes – A local resident was not happy about a section of the staffing minutes which they believed were about themselves. It was **Agreed:** to take the minutes back to the next staffing meeting to discuss whether the line being objected too could be retracted.

F.067 AUDIT REPORT: The report was noted, and it was agreed to report back to the next meeting with what actions need improvement and how the council propose to conclude them.

Action: Town Council Office

F.068 YTL ARENA UPDATE: It was noted that YTL would be attending February Full Council meeting to present. In the meantime, residents and councillors could comment on the current applications through the South Gloucestershire Council Planning Portal.

F.069 106 FUNDING APPLICATION (MUGA): The Town Clerk was thanked for her work in securing £95,000 worth of funding towards the MUGA Project. The Town Clerk noted that South Gloucestershire Council needed a business plan along with plans needed to be submitted to them by the end of February 2020.

F.070 DEFIBRILLATOR UPDATE: An update was given on the Defibrillators; it was noted that the full amount of money was needed up front to secure the delivery of the units. Councillors were notified of this early January but there were not enough responses received to go ahead. After further discussions a motion was put forward to empower the clerk to purchase all three defibrillators at the lowest cost and purchase 1 defib this year followed by another 2 in the new financial year, this was seconded and **Agreed:** unanimously.

F.071 LEISURE CENTRE PRICE INCREASE: Councillors asked for the report to be brought back to the January full council meeting with more detailed information including what other sports centres are charging and what we charged last year. A report for the bar with the same information was also requested.

Action: Town Council Office

F.072 PAYMENTS FOR INFORMATION: The Document was noted.

The Council Resolved to exclude press and public from the next part of the meeting at 8.45pm

Confidential Appendix

F.073 Minutes of the staffing committee held Tuesday 03rd December 2019: The minutes of the meeting were noted.

F.074 Leisure Centre Options Appraisal: The timescale document was noted, the Town Clerk updated councillors on the meetings held to date. It was suggested that the Town Council Office look into the legalities of selling off the piece of tarmac land at the bottom of the field and use the money raised from that to improve leisure and ground facilities.

The Chair closed the meeting at 9.00pm

Prices:	Filton Leisure Centre 2019/2020	Horfield 2020/21	Bradley Stoke 2020/21	Filton Leisure Centre 2020/21
----------------	--	-----------------------------	----------------------------------	--

Swimming:				
Adults	£4.20	£4.85	£4.50	£4.50
Child	£2.20	£2.60	£3.00	£2.30
OAP	£2.20	£4.85	£3.00	£2.30
Student	£2.50	-	-	£2.75
Residents (AD)	£2.80	-	-	£2.85
Family	£11.00	-	-	£12.50
Residents (CH)	£1.50	-	-	£2.00
Mother and Toddler	-	£6.00	£5.70	-
Inflateable sessions	-	£5.65	£3.00	-
Spin	£5.00	£6.65	£6.45	-
Swimming lessons:				
Per lesson	£6.50	£7.00	£7.50	£7.00
One off 121	£15.00	-	-	£16.50
121	£15.00	-	-	£16.00
6 x 121	£75.00	-	-	£80.00
6 x 221	£115.00	-	-	£125.00
Softplay:				
1 Hour party	£70.00	-	-	£75.00
Room for food	£15.00	-	-	£20.00
child 1	£3.65	-	-	£3.65
child 2	£2.75	-	-	£2.75
FR child 1	£2.50	-	-	£2.50
FR child 2	£2.20	-	-	£2.20
Netball:				
1 Hr	£16.00	-	-	£20.00
Floodlights	£10.00	-	-	£10.00
Showers	£8.00	-	-	£10.00
**Skittle alley:	Session			Session
Day time	£12.00	-	-	£20.00
Evening (5pm +)	£20.00	-	-	£25.00
Sat & Sun	£30.00	-	-	£30.00

**Does not include league games

Pavilion (Per Hr):		Filton Community Centre		
Pavilion daytime	£15.00	£35.00	-	£20.00
Pavilion Evening	£20.00	£35.00	-	£25.00
Pavilion weekend	£25.00	£40.00	-	£35.00

Party room:		Filton Community Centre		
Party:	£15.00	£20.00	-	£20.00
Hourly:	£15.00	£20.00	-	£20.00
Parties:		Horfield	Bradley Stoke	
Bouncy Castle	£90.00	-	-	£95.00
Pool party	£100.00	£125.00	£64.00	£130.00
Block bookings:	2019/20			2020/21
12 swims	£42.00	-	-	£48.00
12 swims (FR)	£28.00	-	-	£30.00
12 swims (CH)	£22.00	-	-	£25.00
12 swims (OAP)	£22.00	-	-	£25.00
12 swims (CON)	£22.00	-	-	£25.00
Dawn dip	£33.60	-	-	£35.00
Dawn Dip (FR)	£22.40	-	-	£25.00
12 swims (FR)	£15.00	-	-	£20.00
DD 8 for 12	£17.50	-	-	£20.00
FR dip 8 for 12	£12.00	-	-	£15.00
5 a/s Football (courts):				
1 Hr	£16.00	-	-	£20.00
Floodlights	£10.00	-	-	£10.00
Football pitches:				
Large pitch	£55.00	-	-	£65.00
Medium pitch	£35.00	-	-	£40.00
Small pitch	£30.00	-	-	£40.00

*****Registered Charity Rates**

Pavilion (Per Hr):				
Pavilion daytime	£10.00	-	-	£15.00
Pavilion Evening	£15.00	-	-	£20.00
Pavilion weekend	£20.00	-	-	£25.00
Main hall:				
Hire (all day)	£100.00	-	-	£125.00
Hourly	£15	-	-	£20
Pool hire:	2019/20			2020/21
Main pool	£120.00	-	-	£140.00
Small pool	£75.00	-	-	£85.00
inflatable				
	£120.00	-	-	£150.00
Snooker:				
1/2 Hr	£3.00	-	-	£4.00

Kit hire	£1.65	-	-	£2.00
Badminton:				
1 Hr	£8.25	-	-	£8.25
JR	£4.50	-	-	£4.50
Tennis:				
1 Hr	£8.25	-	-	£8.25
JR	£4.50	-	-	£4.50
Main hall:				
Hire (all day)	£165.00	-	-	£165.00
Hourly	£20	-	-	£25
Activities:				
Aquafit	£4.75	-	-	£5.00
Dinki dolphins	£4.75	-	-	£5.00
Swimfit	£4.50	-	-	£5.00

SCHEDULE OF PLANNING APPLICATIONS 21ST JANUARY 2020

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3684	P19/19395/F	Bawa Healthcare And Leisure 589 Southmead Road Filton Bristol South Gloucestershire BS34 7RG Erection of entrance lobby and installation of revised fenestration and render with sections of timber cladding. Installation of roof mounted air handling plan	29.01.2020	
F.3685	P20/00425/CLP	115 Northville Road Filton Bristol South Gloucestershire BS7 0RJ Erection of single storey rear extension to provide additional living accommodation.	29.01.2020	
F.3686	P20/00511/F	586 Filton Avenue Horfield Bristol South Gloucestershire BS7 0QQ Creation of vehicular access and 1 no. parking space.	31.01.2020	
F.3687	P20/00792/F	38 Gayner Road Filton Bristol South Gloucestershire BS7 0SW Erection of two storey side and single storey side and rear extensions to provide additional living accommodation.	06.02.2020	
F.3689	PT18/0988/R3F	Land At Northway Filton South Gloucestershire BS34 7QH Extension of the carriageway at North Road by approximately 220 metres and provision of a new three arm roundabout at the end of North Way, as well as the construction of a new bridge across the unnamed ordinary watercourse within the site, relocation of existing club house and changing facility	Not set	

BANK ACCOUNT-GENERAL

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2019	Cnxl 5087 Leisure Most	CNXL5087	-1,270.20		Cnxl 5087 Leisure Most
02/12/2019	British Telecom	DD01	210.02		M069EG/3429/British Telecom
02/12/2019	Virgin Mobile - DD	DD02	18.58		2280524390/3466/Virgin Mobile
05/12/2019	Bank charge	CHRG	10.00		Bank charge
05/12/2019	Commission charge	CHRG	133.28		Commission charge
05/12/2019	DL I.T. Solutions Ltd	DD03	61.74		P/Ledger Electronic Payment
09/12/2019	Airquee Limited	5158	3,219.60		IN26106/3425/Airquee Limited
09/12/2019	A.M.P Window Cleaning Services	5159	45.00		8270/3480/A.M.P Window Cleanin
09/12/2019	C. Brewer & Sons Ltd	5160	55.44		FLT/323311/3478/C. Brewer & So
09/12/2019	Bristol & Avon Stocktakers	5161	400.00		23819/3503/Bristol & Avon Stoc
09/12/2019	Capital Cleaning (Kent) Ltd	5162	380.81		0000287022/3432/Capital Cleani
09/12/2019	DCK Accounting Solutions Ltd	5163	2,077.92		TPC8859/3436/DCK Accounting So
09/12/2019	DL I.T. Solutions Ltd	5164	504.00		20375/3433/DL I.T. Solutions L
09/12/2019	Franking Supplies (UK) Ltd	5165	111.00		1552/3439/Franking Supplies (U
09/12/2019	The Gladiator Group	5166	840.00		5077/3441/The Gladiator Group
09/12/2019	The Great Western Brewing Comp	5167	80.40		25118/3500/The Great Western B
09/12/2019	Initial Washroom Hygiene	5168	63.77		33297500/3487/Initial Washroom
09/12/2019	J P Lennard Ltd	5169	197.93		956644/3501/J P Lennard Ltd
09/12/2019	JTS Snack Foods	5170	276.46		16078561/3447/JTS Snack Foods
09/12/2019	Loomis UK Ltd	5171	620.28		0351710/3449/Loomis UK Ltd
09/12/2019	Marcella Manzilli	5172	100.00		301119/3450/Marcella Manzilli
09/12/2019	Cape Meridian Ltd	5173	147.00		2019/10/044/3451/Cape Meridian
09/12/2019	Office Watercoolers SW Ltd	5174	44.82		INV0605857/3468/Office Waterco
09/12/2019	Nikki Pitkin	5175	50.00		0295/NP/3448/Nikki Pitkin
09/12/2019	Red Dog Technology Ltd	5176	3,549.90		3022/3491/Red Dog Technology L
09/12/2019	Rentokil Initial UK Ltd	5177	222.38		21117839/3492/Rentokil Initial
09/12/2019	South Gloucestershire Council	5178	2,029.07		3804242725/3493/South Gloucest
09/12/2019	Smile	5179	577.20		128446/TP/3454/Smile
09/12/2019	St Austell Brewery Company Ltd	5180	3,936.81		2376240/3476/St Austell Brewer
09/12/2019	ST JOHN AMBULANCE SUPPLIES	5181	68.44		1262959/3457/ST JOHN AMBULANCE
09/12/2019	Tailor Made Office Supplies Lt	5182	233.58		IN00185393/3460/Tailor Made Of
09/12/2019	Ernest Till (South West) & co	5183	1,471.99		00011683/3494/Ernest Till (Sou
09/12/2019	Travis Perkins Trading Co Ltd	5184	519.97		3015AOQ581/3477/Travis Perkins
09/12/2019	Viridor Waste Management Ltd	5185	890.88		00002981537AB/3479/Viridor Was
09/12/2019	WCS Group	5186	249.96		135426/3467/WCS Group
12/12/2019	HMRC Game Machine	DD	61.85		HMRC Game Machine
16/12/2019	British Gas Business - DD	DD01	229.09		P/Ledger Electronic Payment
16/12/2019	FIS Payments (UK) Ltd - DDR	DD02	584.79		2352153/3486/FIS Payments (UK)
17/12/2019	POOL TAKINGS CASHBOOK	PC17 REV	87.80		
18/12/2019	Above & Beyond	5187	500.00		3583-Above+beyond grant19/20
18/12/2019	Avoira Ltd	5188	375.00		3571-Portable radio
18/12/2019	Avonvale Electrics Ltd	5189	143.18		3588-Misc maint items
18/12/2019	Bristol Locksmiths	5190	237.17		3568-Swim pool locks
18/12/2019	Capital Cleaning (Kent) Ltd	5191	111.66		3570-Misc toilet items
18/12/2019	Filton Concert Brass	5192	1,400.00		3582-Brass band Grant19/20
18/12/2019	Filton Voice Ltd	5193	300.00		3563-Filton voice next month
18/12/2019	Fortyfour Creative	5194	75.00		3573-A5 Leaflet

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/12/2019	Gazprom Marketing & Trading Re	5195	12,622.07		3567-Gas Aug to Nov
18/12/2019	Instyle Marketing Services	5196	108.00		3574-Full colour banner
18/12/2019	Online Leisure Systems Ltd	5197	1,270.20		P/Ledger Electronic Payment
18/12/2019	W.O.E. MS Therapy Centre	5198	350.00		3581-MS Therapy Grant19/20
18/12/2019	North Bristol Advice Centre	5199	500.00		3580-Advice Centre Grant19/20
18/12/2019	Pyramid Youth Club	5200	2,500.00		3585-Pyramid YC grant 19/20
18/12/2019	Red Dog Technology Ltd	5201	4,284.54		3577-Fire alarm upgrade P2
18/12/2019	Henry Evans	5202	200.00		3578-Perfomance fee
18/12/2019	Citizens Advice South Gloucest	5203	438.00		3584-Citizen advice Grant19/20
18/12/2019	St Peters Hospice	5204	500.00		3586-StPeter Hospice grant19/2
18/12/2019	Ernest Till (South West) & co	5205	132.00		3569-Faulty boiler repair
18/12/2019	Volunteer Centre	5206	250.00		3579-Volunteer C. Grant 19/20
18/12/2019	WCS Group	5207	1,800.00		3572-Balance tank-work
18/12/2019	Whitehall Printing Co (Avon) L	5208	322.80		3587-Voucher booklet
19/12/2019	Pension Due	BACS	9,024.82		Pension Due
19/12/2019	Reverse Superannuation	REV BACS	-9,024.82		Reverse Superannuation
20/12/2019	Business Gas - DD	DD03	1,271.37		967509444/3482/Business Gas -
20/12/2019	BANK ACCOUNT-IMPREST	TFR	70,000.00		
20/12/2019	Staff salaries Dec 19	BACS	51,212.14		Staff salaries Dec 19
20/12/2019	HMRC Paye/Ni Due	BACS	10,795.24		HMRC Paye/Ni Due
20/12/2019	Reverse Salaries	REV BACS	-51,212.14		Reverse Salaries
20/12/2019	Reverse PAYE/Ni	REV BACS	-10,795.24		Reverse PAYE/Ni
23/12/2019	British Telecom	DD04	214.92		3575-Monthly phone charge
23/12/2019	Business Gas - DD	DD05	2,730.26		984374809/3481/Business Gas -
23/12/2019	Public Works Loan Board	DD06	8,051.33		251119/3453/Public Works Loan
23/12/2019	CryoService Ltd - DD	DD07	202.61		411996706/3430/CryoService Ltd
23/12/2019	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
24/12/2019	Everflow Ltd	DD08	1,488.35		3620-Water 18.01-17.02.20
27/12/2019	DL I.T. Solutions Ltd	DD09	216.00		P/Ledger Electronic Payment
27/12/2019	Pitney Bowes - DD	DD10	63.00		3623-Franking machine Nov19

Total Payments	140,873.02
-----------------------	-------------------

PRESENT: Cllrs: D Collins (Chair), A Doyle, K Briffett, A Kenyon, T Mewies, A Robinson, J Tucker, C Wood, M Chaudhry, I Scott

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

APOLOGIES: Cllrs: B Mead, A Johnstone

NON-ATTENDANCE: A Monk

0094. APOLOGIES FOR ABSENCE: Apologies were noted.

0095. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0096. DECLARATIONS OF INTEREST: None received.

0097. PRESENTATION FROM MARK KING- DOING MORE TOGETHER

Informative presentation about the South Gloucestershire Council initiative “Doing More Together”. South Gloucestershire Council are committed to working closely with town and parish councils to improve the well being of residents. Services such as waste collection, road improvement schemes and gritting.

Issues were raised regarding the litter, roads and gritting. These matters will be addressed in the relevant teams. Filton Town Council Office to liaise with the new team and feedback at future Town Council meetings.

0098 SUBMISSIONS FROM PUBLIC:

A resident requested a public apology from a Councillor. He felt he was rudely spoken to at the last meeting 14th January 2020. It was noted that the resident was not speaking at the submission from public section of the meeting, so on this occasion no apology would be given.

An update on the defibrillators was asked. It was stated that one was on order and more would be funded in the new financial year.

It was confirmed that YTL would be attending Filton Town Council Full Council meeting Tuesday 25th February 2020.

Concerns were raised regarding the health and safety issues from Lacrosse training on Elm Park. Have the relevant risk assessments been done?

ACTION: Leisure Centre Manager

Issue with flooding around Filton raised. Mark King took details and will follow up.
Issues with drainage around Filton discussed

0099. TO APPROVE MINUTES OF THE MEETING HELD 10th January 2020: The minutes were approved as an accurate record.

0100. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:

It was confirmed that Filton Festival will be held Sunday 12th July 2020. It was discussed that the event could be more multi-cultural and inclusive. Filton town Council to investigate this and contact them.

ACTION: Filton Town Council Office

0101. FILTON BEAT TEAM REPORT: The report was noted.

0102. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: The report was noted.

0103. SUBMISSIONS FROM MEMEBERS

It has been brought the councillors attention that a boundary fence on Ferndale Road may be overlapping on to Elm Park field. It was agreed that the Chair of Filton Town Council would attend the neighbouring property and assess the situation.

REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting 14th January 2020. Minutes Noted
- ii) Leisure Centre price increases. It was proposed and seconded that the Filton Leisure Centre Manager would attend the next meeting and address queries relating this. Voted 8 for 1 Abstain

ACTION Leisure Centre Manager

It was suggested that the resident prices not to increase. Filton Town Council will takeback to staffing meeting for decision.

ACTION Leisure Centre Manager

- iii) Filton Community Garden Council Members. The chair of Filton Community Garden raised an issue with the amount of representatives on outside bodies. It was felt the balance wasn't correct and they would like the number to reduce back down to 2 voting positions. It was agreed that the 3 new members would stay as working members but the existing 2 would be on the committee and able to vote.

0092. OTHER REPORTS/CONSULTATIONS:

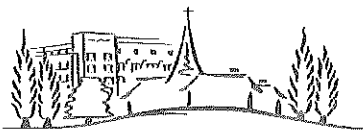
- i) Filton Community Plan – No update
- ii) Consultation Spreadsheet – No New Consultations
- iii) Planning Applications- discussed the following

F.3684	P20/0051 1/F	586 Filton Avenue Horfield Bristol South Gloucestershire BS7 0QQ Creation of vehicular access and 1 no. parking space. OUTCOME- Application was retrospective
F.3685	P20/0079 2/F	38 Gayner Road Filton Bristol South Gloucestershire BS7 0SW Erection of two storey side and single storey side and rear extensions to provide additional living accommodation. OUTCOME- It was proposed and seconded to oppose the application due to over intensive plans, inadequate parking.
F.3686	PT18/098 8/R3F	Land at Northway Filton South Gloucestershire BS34 7QH Extension of the carriageway at North Road by approximately 220 metres and provision of a new three arm roundabout at the end of North Way, as well as the construction of a new bridge across the unnamed ordinary watercourse within the site, relocation of existing club house and changing facility OUTCOME_- FTC would like confirmation as to why the bus is unable to use under pass way on A38

Action: Town Council Office

0093. PAYMENTS FOR INFORMATION: The document was 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

20th February 2020

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 25th February 2020 at 7.30pm at Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

PLEASE NOTE THE MEETING ON 10th MARCH FULL COUNCIL (FINANCE), WILL EXCLUDED ALL PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE AGENDA.

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

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 –Ryan Brown (LED Lighting Filton).**
5. **Presentation –Charlotte Hanna YTL**
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 28th January 2019 – (pages 1-2)
8. Matters of report arising from the minutes not otherwise included on the Agenda
9. Filton Beat Team Update (page 3)
10. South Gloucestershire Reports:
Cllr A Monk – (page 4)
Cllr C Wood – (tabled)
11. Submission from members:
 - a) Notice of Motion Proposed by Cllr. Adam Monk: - “FTC instructs the Clerk to write all retailers in Filton asking them to consider how they can be good neighbours. This letter should be hand delivered and ask the primary contact in each outlet so FTC can create a database of each outlet so when litter issues arise, we can contact the appropriate person asking for them to address the issue.
In addition, the letter should ask what assistance can FTC reasonably offer? This letter should be followed up periodically.”
12. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 11th February 2020 (pages 5-6)
 - ii) MUGA – Town Clerk Report (page 7-13)
 - iii) Carbon Neutral Update – Terracycle scheme and Eco bricks to be introduced at Filton Leisure Centre (pages 14-18)
13. Other Reports/Consultations:
14. Filton Community Plan – Next meeting to be held Tuesday 24th March 2020, 9.30- 11.30 am, Doug Daniels Pavillion.
15. Consultation Spreadsheet (Nothing to date)
16. Payments for Information (pages 19-20)

PRESENT: Cllrs: D Collins (Chair), A Doyle, K Briffett, A Kenyon, T Mewies, A Robinson, J Tucker, C Wood, M Chaudhry, I Scott

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

APOLOGIES: Cllrs: B Mead, A Johnstone

NON-ATTENDANCE: A Monk

0094. APOLOGIES FOR ABSENCE: Apologies were noted.

0095. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0096. DECLARATIONS OF INTEREST: None received.

0097. PRESENTATION FROM MARK KING- DOING MORE TOGETHER

Informative presentation about the South Gloucestershire Council initiative "Doing More Together". South Gloucestershire Council are committed to working closely with town and parish councils to improve the well being of residents. Services such as waste collection, road improvement schemes and gritting.

Issues were raised regarding the litter, roads and gritting. These matters will be addressed in the relevant teams. Filton Town Council Office to liaise with the new team and feedback at future Town Council meetings.

0098 SUBMISSIONS FROM PUBLIC:

A resident requested a public apology from a Councillor. He felt he was rudely spoken to at the last meeting 14th January 2020. It was noted that the resident was not speaking at the submission from public section of the meeting, so on this occasion no apology would be given.

An update on the defibrillators was asked. It was stated that one was on order and more would be funded in the new financial year.

It was confirmed that YTL would be attending Filton Town Council Full Council meeting Tuesday 25th February 2020.

Concerns were raised regarding the health and safety issues from Lacrosse training on Elm Park. Have the relevant risk assessments been done?

ACTION: Leisure Centre Manager

Issue with flooding around Filton raised. Mark King took details and will follow up.

Issues with drainage around Filton discussed

0099. TO APPROVE MINUTES OF THE MEETING HELD 10th January 2020: The minutes were approved as an accurate record.

0100. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:

It was confirmed that Filton Festival will be held Sunday 12th July 2020. It was discussed that the event could be more multi-cultural and inclusive. Filton town Council to investigate this and contact them.

ACTION: Filton Town Council Office

0101. FILTON BEAT TEAM REPORT: The report was noted.

0102. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: The report was noted.

0103. SUBMISSIONS FROM MEMEBERS

It has been brought the councillors attention that a boundary fence on Ferndale Road may be overlapping on to Elm Park field. It was agreed that the Chair of Filton Town Council would attend the neighbouring property and assess the situation.

REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting 14th January 2020. Minutes Noted
- ii) Leisure Centre price increases. It was proposed and seconded that the Filton Leisure Centre Manager would attend the next meeting and address queries relating this. Voted 8 for 1 Abstain

ACTION Leisure Centre Manager

It was suggested that the resident prices not to increase. Filton Town Council will takeback to staffing meeting for decision.

ACTION Leisure Centre Manager

- iii) Filton Community Garden Council Members. The chair of Filton Community Garden raised an issue with the amount of representatives on outside bodies. It was felt the balance wasn't correct and they would like the number to reduce back down to 2 voting positions. It was agreed that the 3 new members would stay as working members but the existing 2 would be on the committee and able to vote.

0092. OTHER REPORTS/CONSULTATIONS:

- i) Filton Community Plan – No update
- ii) Consultation Spreadsheet – No New Consultations
- iii) Planning Applications- discussed the following

F.3684	P20/0051 1/F	586 Filton Avenue Horfield Bristol South Gloucestershire BS7 0QQ Creation of vehicular access and 1 no. parking space. OUTCOME- Application was retrospective
F.3685	P20/0079 2/F	38 Gayner Road Filton Bristol South Gloucestershire BS7 0SW Erection of two storey side and single storey side and rear extensions to provide additional living accommodation. OUTCOME- It was proposed and seconded to oppose the application due to over intensive plans, inadequate parking.
F.3686	PT18/098 8/R3F	Land at Northway Filton South Gloucestershire BS34 7QH Extension of the carriageway at North Road by approximately 220 metres and provision of a new three arm roundabout at the end of North Way, as well as the construction of a new bridge across the unnamed ordinary watercourse within the site, relocation of existing club house and changing facility OUTCOME_- FTC would like confirmation as to why the bus is unable to use under pass way on A38

Action: Town Council Office

0093. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 9.25pm

POLICE REPORT.

We will not be at the meeting on Tuesday next week, but do hope to be at the March meeting.

We have very little going on in the Filton area at the moment. Aside from a few regular missing young people going missing from the area (but returning) and a few isolated housing issues, we have no real crime trends at the moment.

- Reported Hate crime in Charborough Road in the last 7 days, which is linked to "Brexit" and being investigated.
- Isolated retail thefts at Abbeywood retail mostly at Asda and B&M.
-

We hope to see you at the next meeting in March.

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. Monday May 4th @ Filton pavilion. 7pm

Report for Filton Town Council - February 2020

At the South Glos Budget setting meeting on 12th February 2020 the Labour Group put forward the following budget amendments, which involved no additional cash, but redirection of funding allocated by the Tory administration from their Service Investment Opportunity and Economic Development reserves. Our amendments were:

- £25k additional funding for Specialist Domestic Violence Advisors to work with men and LGBT people – this is an existing gap in provision which our proposal would have closed. This would have been funded from the Service Investment & Opportunities Reserve, and specifically by removing the £15k allocated for the Veterans Drop In Advice and reducing the budget for VE day 75th Anniversary commemoration funding by £10k from £30k to £20k. In terms of the Veterans Drop in Advice there are a number of avenues open to veterans to seek support such as Cllrs to sign post, SAFA , and the British Legion.
- A subsidy to meet the cost of Licensing for community events in South Glos, which currently is unaffordable (£700 for second events) for many community groups. The cost of this would have been £5k, which we wanted to see earmarked from the remaining VE day funding proposed by the Tories, as this could also have been used for VE day events.
- Funding of £35k to CVS South Glos to create a 1 year fixed term post to encourage, and help establish neighbourhood watch and local residents groups to address issues with litter, vandalism, graffiti and anti-social behaviour. This was to come from the £300k Economic Development Reserve allocated by the Tory administration for Supporting High Streets pilot projects across more areas aligned with the objectives for the WECA 'Love Our High Streets'.
- £50k funding for improvements to the Parade in Patchway including new street furniture and planting to create a more welcoming community space – to come from the £300k Economic Development Reserve allocated by the Tory administration for Supporting High Streets pilot projects across more areas aligned with the objectives for the WECA 'Love Our High Streets'.
- £40k Entry to Employment funding for 1 year for Pod in the Park in Filton - a cafe that offers young people who have Special Educational Needs the opportunity to work in the cafe and work towards recognised NVQs, which has recently had to close through lack of funding – to come from the £300k Economic Development Reserve allocated by the Tory administration for Supporting High Streets pilot projects across more areas aligned with the objectives for the WECA 'Love Our High Streets'.

The Tory administration, including Filton councillor Chris Wood, voted against our amendments. One small victory came with support from our Lib Dem colleagues who suggested if any VE day funding is unspent by 8th May that it is directed towards specialist Domestic Violence services – the Tory administration agreed to this, and we will make sure we keep them to it!

South Gloucestershire Councillor Adam Monk

Minutes of the meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 11th February 2020 in the **Doug Daniels Pavilion, Elm Park, Filton**

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

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer) S Fessey (Leisure Centre Manager)

APOLOGIES: Cllrs: - A Johnstone, A Monk

NON ATTENDANCE:- Cllrs:-

F.075 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.076 DECLARATION OF INTEREST: There were none.

F.077 MINUTES: The minutes of the meeting held Tuesday 14th January 2020 were approved as an accurate record, after noting that minute F.066 (MUGA) should read "It was suggested that the cycle speedway track be investigated as an alternative location for the MUGA. The Town Clerk welcomed a member of the community garden committee to sit on the project team for the MUGA project".

F.078 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED ON AGENDA:

Arising from minute **F.069 (MUGA)**, The Town Clerk had circulated a document updating on the MUGA Funding. After a short discussion it was proposed, seconded and **Agreed:** unanimously to make this an agenda item at the next Full Council meeting for discussion.

Action: Town Council Office

Arising from minute **F.065 (Bar Figures)** – It was asked if the information could be circulated as it had not yet been received.

Action: Town Council Office

F.079 PRICE INCREASES LEISURE CENTRE MANAGER: The Leisure Centre Manager was present at the meeting to answer any questions councillors had regarding price increases. Concerns were raised over the difference in price for pitch hire, it was noted that the charge at Filton was lower because of the current state of the football changing rooms. The Leisure Centre manager confirmed that any activities that were not comparable with other facilities just had a small increase put on. It was proposed, seconded and Agreed: unanimously to accept the price increases.

F.080 PUBLIC PARTICIPATION:

i) MUGA – A local resident and member of the community garden group, raised concerns with the council over the progress of plans for the MUGA. It was noted that project management plan had been sent to South Gloucestershire Council for an officer to look over. The Council have 3 years to finish the project, so planning was still in early stages. It was agreed that stakeholders including members of the community garden would be able to view the plans and relating documentation at the next Full Council meeting along with Councillors.

F.081 MEETING DATES 2020: The document was agreed and noted.

F.082 INTERNAL AUDIT REPORT: Councillors asked for a more detailed action plan to be brought back to the next finance meeting, outlining exactly what the administration had done to rectify points raised.

Action: Town Council Office

F.083 INCOME & EXPENDITURE REPORT: It was agreed to bring a report back to the next meeting answering the below questions;
201 Playing Fields – Income is low on that why?
909 Capital Projects – Over budget why? How is the income calculated?
It was noted that some councillors found the reports very confusing and hard to read, after a short discussion it was proposed, seconded and Agreed unanimously for the office to produce a graph that will run alongside the reports which will clearly show month on month where the budgets are sitting.
Questions were then asked on the detailed I&E reports;
1001-101 – why has no income gone in against this yet?
4002-102 – Why is there no budget allocated?
4017-102 – Why is this over budget?
1030-103 – Low against budgeted income why? It was noted that the current Machine is out of order, and the original company were no longer trading. The management team are working to get the machine fixed ASAP.
1001-203 – Why is there no income here yet?
Filton Festival – can we explain how the breakdown of income and expenditure works?
4708 (Community Budget) Questions were asked if the council were going to continue with the current provider for the new financial year. It was noted that councillors felt the current provider should only be paid for a proportion of budget as they were not providing a service for 2/3 months.
It was agreed to put the item on the next available agenda once the Town Clerk had discussed the situation with current provider.

Action: Town Clerk

It was suggested that the Town Clerk investigate the costings of South Gloucestershire Council cutting the grass at Elm Park and Millennium Green, through the new one you scheme. It was noted this report would be taken back to the next staffing committee.

Action: Town Clerk

F.084 BALANCE SHEET: The document was noted.

F.085 PAYMENTS FOR INFORMATION: The document was noted.

The Council Resolved to exclude press and public from the next part of the meeting at 8.40pm

Confidential Appendix

F.086 Minutes of the staffing committee held Tuesday 02nd January 2020: The minutes of the meeting were noted.

F.087 Leisure Centre Options Appraisal: The consultant will present his full report with proposals to Full Council Finance in March.

Cllr Mead left the meeting at 8.50pm

The Town Clerk asked Councillors if they would like to dedicate the whole March Finance meeting to discussing the consultant report? It was **Agreed:** unanimously to do this and exclude the press and public as the information being presented is commercially sensitive.

The Chair closed the meeting at 9.05pm

Action Plan

1. Submit the PMP with the two options to South Glos with a view to signing the funding agreement enabling funds to be transferred across to FTC this financial year.
2. Consultation with planning officer for advice on both locations.
3. Once the funds are secured with FTC – engage with architect/surveyors to establish various models and the risk associated with both options.
4. Project Board to meet to establish best way forward (Project Board to include Community Garden Rep and stakeholders)
5. Public Consultation on preferred design
6. Tender documents to be drawn up and uploaded to Government Portal 'Contract Finder'
7. Review Tenders documents and award contract
8. Project dates to be agreed.

Update

A basic Project Management Plan was completed, the detail was kept as loose as possible to suit both options. A number of 'tbc' entries were included, just to get the application in, with the hopeful view that the funds might be released this financial year.

Funds are vital at this stage as we are not in a financial position to commit to expenditure with surveyors or architects until the funds are in our account.

The draft PMP was forward to the officer dealing with the agreement to glance over and see if any further information was needed for the release of the funds.

They have responded with a few amendments needed but made the following concern.

"The most important point is that you must decide on your final project rather than giving the two options.

The funding that you have been awarded is for the conversion of the existing courts, if you want to change the project you may have to resubmit your EOI to have the funding reallocated. One issue with changing your project will be the cost.

There is always a possibility that South Glos. councillors would not approve a change in the use of the funding. Is there any way to limit the effect of the courts on the community garden? You'll be looking at around £150-200k for a new ball court and then you will still have the two rundown/unusable tennis courts.

Please let me know how you would like to proceed."

We have received congratulations from so many of our users, local residents, clubs and even our own employees that these courts, which have been in this location for many years, are finally going to be refurbished. It would be devastating for all if these funds were lost or even delayed once again.

These are existing floodlit courts and I am awaiting confirmation from the Planning Department as to whether any additional permission is required.

My recommendation to council is that FTC work closely with the community garden to come up with a design solution that would work for option 1 and protect the garden where necessary.

Please advise on how you wish me to respond to the Officer.

Lesley Reuben,
Town Clerk

Project Management Plan

Document Purpose

The Project Management Plan (PMP) sets out how the project will be carried out and contains all the detailed information required to deliver the project outcomes to time and budget.

Project Name:	Multi use Games Area	Project / work package Number:	<i>If applicable</i>
Project Sponsor:	<i>Filton Town Council</i>	Linked Document(s):	
Project Manager:	Lesley Reuben	Lifecycle Phase:	Planning/Consultation

1. Project Description

Summary & Background

Option A. Conversion of outside hard surface courts to a multi-use games area.

Option B. Creation of new multi-use games area.

This project was shelved due to lack of funds available at that time and this is a great opportunity for local groups and residents of Filton for these plans to be revisited as there is a need for affordable sport facilities within the town.

Deliverables / project outputs

To provide up to date facilities that are affordable and easy to access by local people.

Project outcomes

To provide affordable physical activity in a deprived area that saturated with expensive gym and fitness facilities in the vicinity which are unaffordable to locals.

This multi-use games area will engage more children in outside exercise, giving young people something to do while reducing crime as well as improving fitness.

Filton is often classed as a deprived neighbourhood with high levels of obesity, teenage pregnancies, unemployment and crime.

It will also improve facilities in support of the summer playscheme which is free for local children and runs for 4 weeks in the summer holiday (funded by local councils)

Community cohesion bringing together different social and ethnic groups, reducing barriers relating to racism, social exclusion, culture and language.

Encourage healthier lifestyles and exercise in all ages – including walking netball and football groups which target people that need to get active either because of poor health or just want to get out and meet people.

Performance and quality measures

- Signed, sealed and delivered, within budget, delivered safety, including positive community and user feedback.
- The existing courts are an eye sore with very poor drainage. Successfully improving the drainage will mean they can be played on all year round.
- Player will be pleased and will report that this has revived the site and will bring in extra custom to our other facilities at Elm Park.
- Filton Walking Netball have played in tournaments elsewhere and these improvements will enable them to host events and will put Filton back on the map.
- Youth football teams often train on the grass pitches which is not always ideal. These new improved courts will successfully keep them outdoors and active during the wet weather.

- Customer usage figures and statistics will be recorded to monitor success.

Relevant key performance indicators;

- All surfaces will be at the specification needed for service users.
- All gender types will be consulted on their requirements for changing etc during the planning process.
- Advice to be received by the planning officer prior to going out to tender.

Project scope, assumptions and constraints

Clearly define what is within, and what is outside, the scope of the project (including any assumptions and constraints)

- The scope of the project is to increase the number of local residents of all age getting active and enjoying outdoor sport (in scope)
- Option 1 of this project is constrained by the area of land available and is adjacent to a community garden which will need to be considered and protected both during and as part of the final plans. (constraint)
- Option 2 of this project has more space and could be designed from scratch but there could be insufficient funding meaning delays possible whilst extra funds are sought (constraint)
- Since the existing floodlit courts were originally established many years ago an EPD has been built, which is adjacent to the site. Although this has never caused any problem. There needs to be consideration given to the elderly residents. (constraint)
- There will not be a need for extra changing facilities, and these are already provided for footballers of all gender and age. Although a later phase could improve these changing facilities (assumption).

Linkages and dependencies

Although this project is not linked to any other project at Elm Park it is immediately adjacent to the Award Winning, Community Garden project which always needs to be considered. Further funding will be needed particularly if option 2 is the preferred outcome. Planning will not necessarily be required for the existing courts as already in situ and floodlit.

2. Project Finance & Business Case summary

106 Funding allocated from Charlton Hayes development

Financial - capital and revenue (Still at pre-tender stage)

3. Accountabilities, Roles and Decision Making

Project Board

Role	Name	Time allocation (e.g. / week)
<i>Project Sponsor</i>	<i>Filton Town Council Reps</i>	<i>1 day</i>
<i>Project Manager</i>	<i>Lesley Reuben/possibly Prof rep.</i>	<i>2 days</i>
<i>Leisure Centre Manager</i>	<i>Scott Fessey</i>	<i>1 days</i>
<i>Grounds and Maintenance team</i>	<i>Neil Palmer/Mark Hoskins</i>	<i>1 day</i>
<i>Finance and Grants</i>	<i>Lesley Reuben Town Clerk&RFO</i>	<i>1 day</i>
<i>Community Garden Rep</i>	<i>Dave Mikkleson</i>	<i>0.5 day</i>

Decision-making and Reporting

Project Team

Identify the Project Manager, team members, their responsibilities, and their time commitment and ensure that the roles have been allocated to, and agreed by, Board members.

Project Manager: Joe Bloggs		
Team member name(s)	Role / responsibility	Time allocation (e.g. / week)
<i>Lesley Reuben</i>	<i>Town Clerk/ Administration and accounts</i>	<i>2 day</i>
<i>TBC</i>	<i>Architect</i>	<i>2.5 days</i>
<i>Steering Group</i>	<i>TBC</i>	<i>1 day</i>

Project Assurance

Filton Town Council will check that processes and procedures are being carried out efficiently and records maintained at weekly meetings with the Project Manager

The Project Board will review the user requirements of the sports teams using the existing pavilion to ensure these are correctly defined.

Draft plans will be consulted on with neighbours and users of the courts to ensure detailed feedback and further design changes before final sign off by the project Board

The Project Sponsor will ensure that the draft designs have been checked and any recommended changes enacted before asking the Project Board to sign off the final design

The Project Board will receive monthly reports on the build phase to ensure quality and cost / time key performance indicators are being met.

End of Phase Review – (needs to be completed before final send off)

4. Stakeholder Management & Communication

Overall responsibility – Filton Town Council

Representatives from local adult and youth sports groups.

Liaison with neighbouring properties including Filton Community Garden.

Consultation

Consult male and female teams both adult and youths to ensure their requirements are met.

Consult at project definition phase and at detailed design phase.

Sporting bodies – consult sporting body to ensure their requirements are taken into account, at project definition and draft design phases

Surrounding residents – consult surrounding residents and Community Garden on draft architect designs to ensure there will not be significant objections to the plans before that are submitted for planning permission

5. Key meetings

Meeting	Frequency	Attended by
Consultation with planners	tbc	tbc
Consultation with neighbours to include Community Garden reps	monthly	Reps

6. Project schedule / plan

Project Start date:	21 st Jan 2020	Project End date:	tbc
Baseline Milestones			
Identify the key points during the project and the target dates when they will be reached			
Milestone 1	Release of 106 funding to FTC – to earmark reserve account	asap	
Milestone 2	Appoint Architect	tbc	
Milestone 3	Seek Planning approval and consult with public	tbc	
Milestone 4	Tender documents to be drawn up	tbc	
Milestone 5	Upload tender documents to 'Contract Finder'	asap	
Milestone 6	Review tender documents and contract awarded		
Milestone 7	Project dates to be agreed		

7. Procurement

Tender/procurement documents will be uploaded to Government Portal 'Contract Finder'

8. Tolerances

Tolerances tbc during tender process

9. Risks & Issues

Risk	Impact / Probability (H / M / L)	Rating (R / A / G)	Mitigating action	Owner
Neighbours object to proposal at planning permission stage	Impact M Prob M	A	Ensure consultation is carried out with neighbours at early stage.	Project Manager in consultation

				with Sponsor
All build tenders received exceed budget	Impact M Prob M	A	Ensure that architect works with experienced quantity surveyor when estimating costs. Value engineer design and materials to bring into budget.	Project Manager in consultation with Sponsor
Risk of buried utilities (Option 2)	Impact H Prob M	R	Ensure survey undertaken at early stage.	Project Manger

10. Benefits Realisation

Please describe in the table below how the outputs / benefits of your project will be handed over to the users and / or facility managers so that they become part of 'business as usual' activities? Identify what actions are necessary to make this happen and who the 'owners' of each action are to ensure that this happens and the anticipated timescale for implementation?

Some examples are included in the table below:

Benefit	Action	Timescale	Owner
Multi use games area for all ages	Inform users both new and existing of the date the new facilities will be open		Project Manager
Ensuring good quality future maintenance of new facilities	Update maintenance plan for the sports pavilion to include cleaning and maintenance of new courts		Project Manager
	Gather information / warranties on new appliances and equipment into accessible file and make available to centre manager manager		
Ensuring clean facilities	Brief cleaning staff on procedures to courts	tbc	Leisure Manager
Set pricing schedule to maximise income	Inform all teams of charges and keep track of future income stream		Leisure Manager
Assess whether success criteria for the project have been met	Gather information and data to assess whether success criteria have been met and write end of project report including photos for submission to project funders	tbc	Leisure Manager

Control & Approval

Author:	Lesley Reuben RFO	Approver / Title:	Darryl Collins Chair
Document Version no:	One	Approval Date:	03 rd Feb 2020



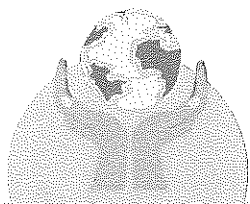
RECYCLE EVERYTHING WITH TERRACYCLE

ABOUT US

TerraCycle is an innovative recycling company and a global leader in recycling typically hard-to-recycle waste. We offer a range of free national recycling programmes in partnership with brands, manufacturers and retailers around the world to enable our collectors to recycle their hard-to-recycle waste. TerraCycle believes that instead of wasting the planet's resources, we are able to create a circular economy by recycling our commodities and together we can make an even better impact on our planet.

WHO CAN PARTICIPATE IN OUR FREE RECYCLING PROGRAMMES? EVERYONE CAN HELP TO MAKE A CHANGE!

Companies, schools, NGOs or private individuals.



HELP THE ENVIRONMENT

Keep the earth clean. With the help of collectors, TerraCycle is able to Eliminate the Idea of Waste. The collected waste will not end up as litter, in landfill or incineration, instead, new materials and products will be made from the hard-to-recycle waste.

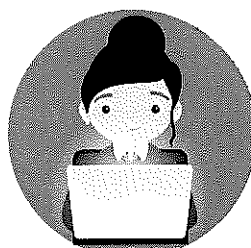


DONATE TO CHARITIES

The collected waste is worth money.

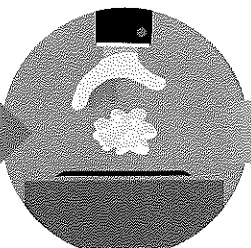
TerraCycle's recycling programmes give the collector an opportunity to earn points which can be redeemed into charitable donation to any school, charity or non-profit.

HOW TO START?



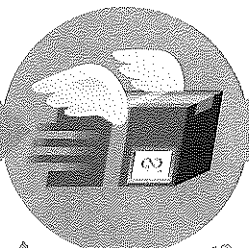
SIGN UP

Sign up for free to one or a number of our recycling programmes at www.terracycle.co.uk.



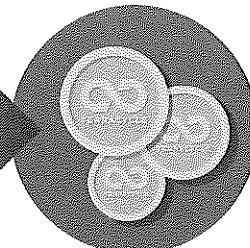
COLLECT

Start collecting the specific waste at your location using any available box.



DOWNLOAD + SHIP

When the box is full download a free shipping label and send the box to TerraCycle.



RAISE FUNDS

TerraCycle will credit you with points which you can exchange for donations to schools, charities or non-profit organisations of your choice.

Should you need any assistance, our team is ready to help.

Please contact us on 0800 0470 984 or send an email to customersupport@terracycle.co.uk.

Minutes of the Carbon Neutral Working Party held Tuesday 18th February 2020 in the small meeting room, Town Council Office, Elm Park, Filton

Present: - Cllr A.Johnstone, Cllr.T.Mewies, Cllr D Collins,

Also Present - C Westcott

Apologies: -Cllr A.Doyle, Cllr A.Monk

1. Electric car parking charge points.

Various possibilities discussed, costings and layout to be investigated and taken to the consultancy to see if they can be included in the future of the site. To be taken to future consultancy meeting

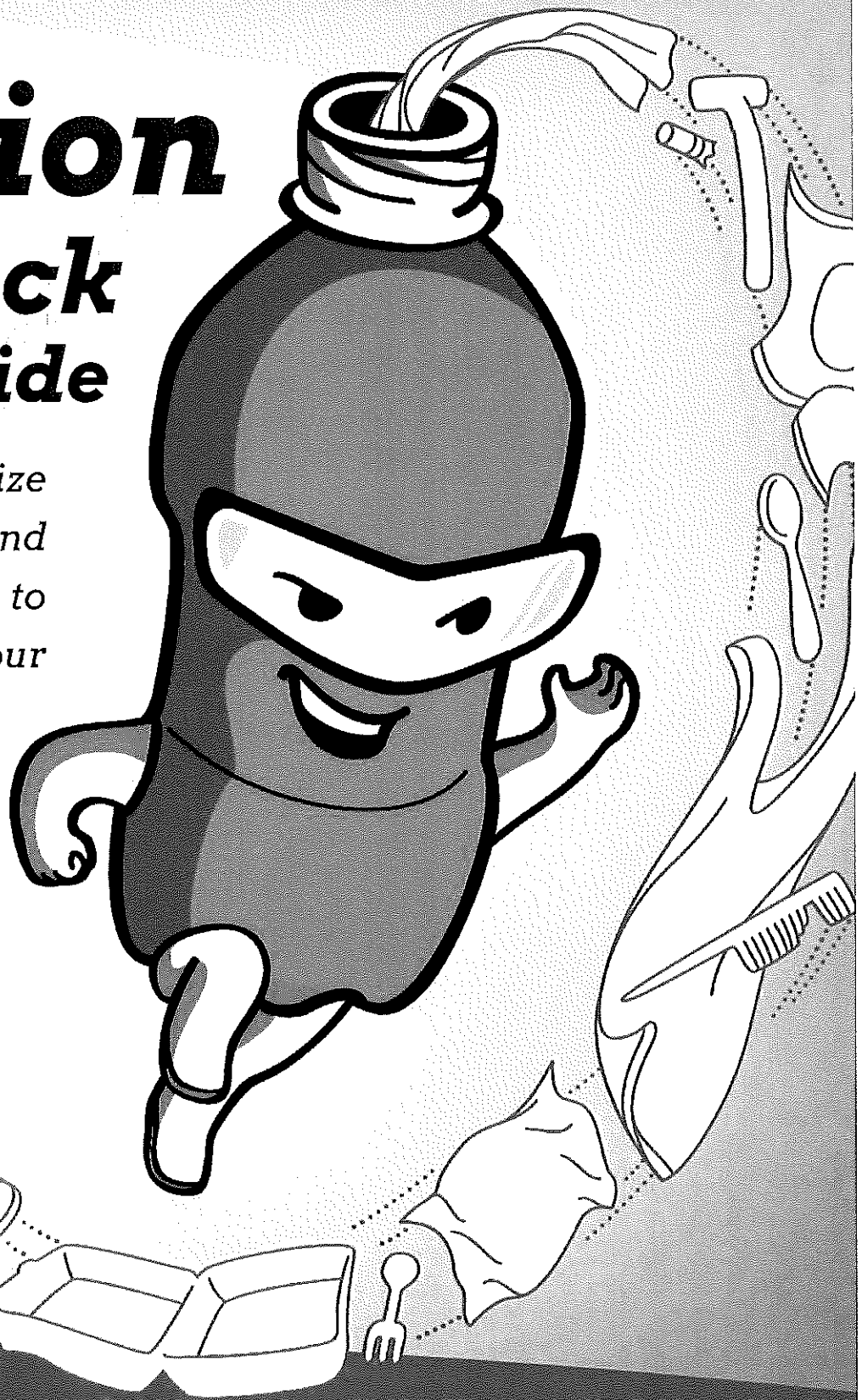
2. Power Generation for Filton Leisure Centre power resources such as solar panels, heat sinks and a biomass boiler were discussed as options to generate eco-friendly energy for the centre. Costing of options and a possible audit of the site to be investigated. The possibility of the consultancy to include this into future plans of the site. To be taken to future consultancy meeting

3. Eco brick Scheme. Eco friendly scheme of reducing waste, no cost to the Council. Decided to take to Full Council to start as soon as possible.

4. Terracycle Recycle Scheme. Eco friendly scheme of reducing waste, no cost to the Council. Decided to take to Full Council to start as soon as possible.

Vision EcoBrick Guide

*Mobilize
Imagination and
Collaboration to
Clean & Green your
Home, School &
Community.*



Photocopy Friendly



Free PDF Download



Mobile to Mobile Transferable

Version

3.2

7/14/2015

EcoBricks.org



*When plastics are littered,
burned or dumped, they poison
the Earth, Air, and Water.*

*When we save, segregate and
pack plastics into bottles, we
can make building blocks that
can be reused over and over
again. Together we can build
green spaces that enrich our
community and environment.*



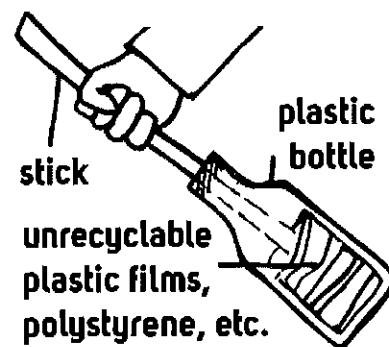
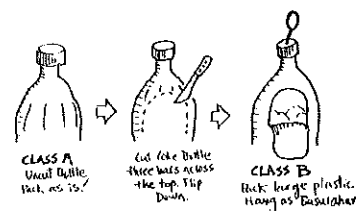
Making Ecobricks

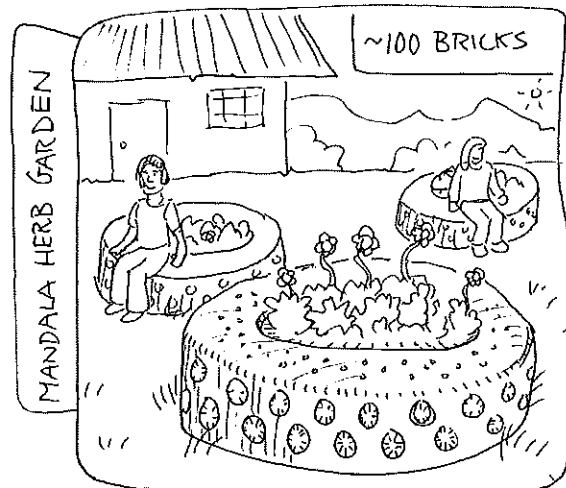
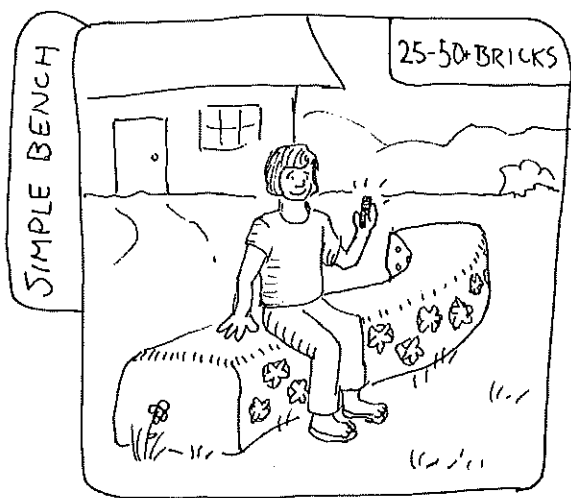


Ecobrick making is simple, but there are important guidelines. Start right—this is a long-term life-style habit that you, your student and school are beginning. It is important that students are guided and graded strictly for their first Ecobricks. Shortly, your school will be making hundreds of Ecobricks and over the next years, thousands—begin the habit with the best technique! See the handy Point Chart (p.12) that turns Ecobricking and visioning into a gradable and effective assignment.

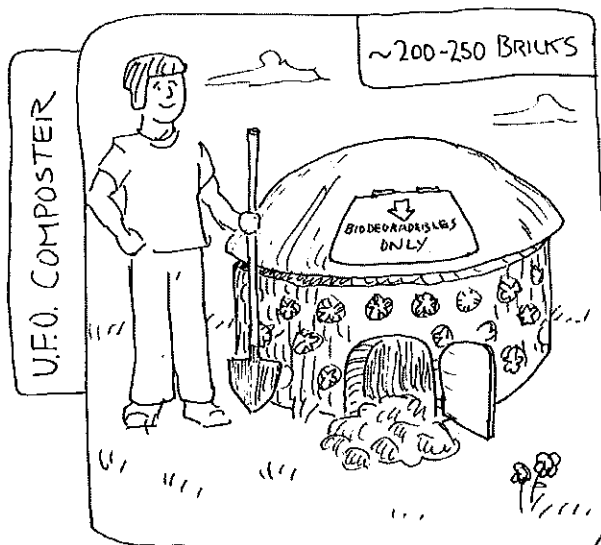
What to do with larger non-biodegradable items? Class B Ecobricks can be made by making a moon cut on the top of the bottle. If there is no place in your community to recycle toxics like batteries, fluorescent bulbs and electronics you can pack them into a Class B brick. Discharge batteries and pack plastics between them so they are not touching.

- ✓ Stuff bottles with **non-biodegradables only: all kinds of plastics, foams, packagings and cellophanes.**
- ✓ No paper, no glass and no sharp metal
- ✓ Use a stick to pack bottles as tightly as possible. Alternate stuffing, packing, stuffing, packing.
- ✓ Use a soft colored plastic to fill the bottle's bottom corners and any air pockets. This gives the ecobrick its color.
- ✓ Stick with one brand of bottles for your school. Use what is most plentiful. This will make building easier.
- ✓ Big bottles are good for maximizing volume, small for quick packing.
- ✓ Grade Ecobricks using the supplied point chart
- ✓ **Teachers:** Record submitted Ecobricks using attached log.
- ✓ **Principals:** Gather all logs and tabulate school progress. Logs will be used for generating provincial statistics.
- ✓ **Superintendents:** Brag about the amazing work of your schools and students using the tabulated statistics.

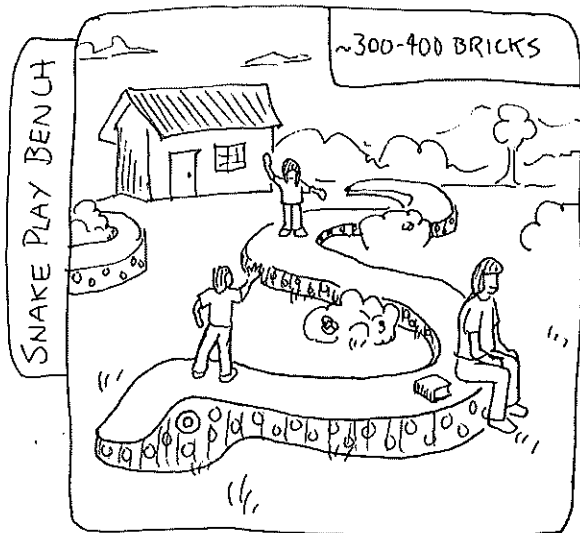




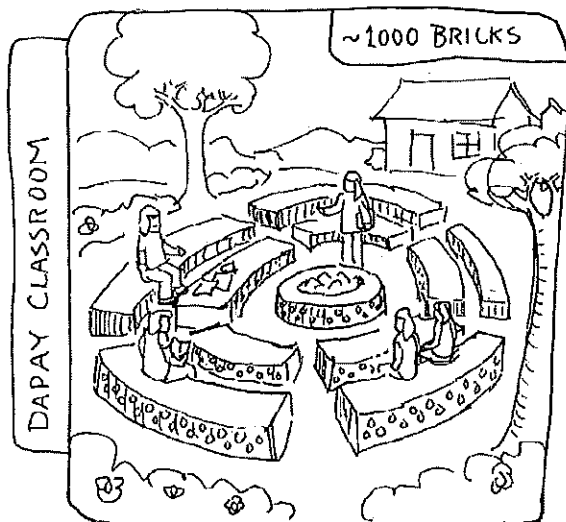
DESIGN BY ZELMIRA STROGAR & @HAIR
TAWANG BANTU NHS LA TRINIDAD



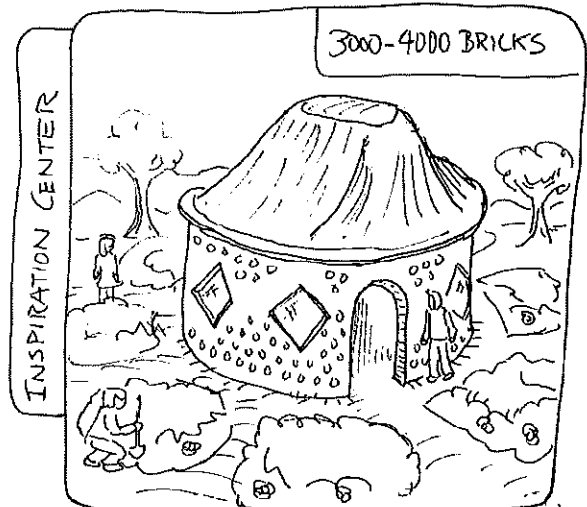
DESIGN BY NIKLAUS GERBER - SAN ALFONSO HS, SADAUNGAN



DESIGN BY SARAH QUEBLATIN, SOLEMD KIRONG, & @HAIR
BANTOL PROVINCIAL PLAZA, IN FRONT OF MULTI PURPOSE BUILDING



DESIGN BY KELSEY BRANNON - DEJOMOLLA NHS



DESIGN BY PI VILLARBA, ZELMIRA STROGAR, @HAIR
- GUINAYUND ELEMENTARY

BANK ACCOUNT-GENERAL

List of Payments made between 01/01/2020 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2020	The Great Western Brewing Comp	5209	80.40		3626-Bar stock purchase
02/01/2020	Rentokil Initial UK Ltd	5210	184.67		3622-Cleaning service Jan
02/01/2020	JTS Snack Foods	5211	295.91		3630-Bar purchase
02/01/2020	Rialtas Business Solutions Ltd	5212	70.80		3625-MTD annual support
02/01/2020	WCS Group	5213	2,607.04		3635-Qtrly contrt visit 19/20
03/01/2020	Virgin Mobile - DD	DDR	18.58		2283250633/3670/Virgin Mobile
03/01/2020	Co-Op Bank	DDR	10.00		Service charge
03/01/2020	Co-Op Bank	DDR	111.49		Bank charges
03/01/2020	Delta Card fee	DDR	0.10		Delta Card fee
08/01/2020	DL I.T. Solutions Ltd	DDR1	30.00		Purchase Ledger Payment
10/01/2020	Ricoh UK Ltd - DD	DDR2	572.97		3565-copier charge
15/01/2020	Business Gas - DD	DDR3	248.33		Purchase Ledger Payment
17/01/2020	BAR TAKINGS CASHBOOK	BC17	3,029.75		Bar Cash 17.1.20
20/01/2020	BANK ACCOUNT-IMPREST	TFR	70,000.00		Wages account
22/01/2020	Business Gas - DD	DDR4	1,236.98		251068604/3676/Business Gas -
22/01/2020	CryoService Ltd - DD	DDR5	202.17		412248296/3648/CryoService Ltd
23/01/2020	Brenntag UK Ltd	5214	821.45		47SC4712638/3710/Brenntag UK L
23/01/2020	Avon Local Councils' Associati	5215	200.00		00-43/19-20/3701/Avon Local Co
23/01/2020	Avonvale Electrics Ltd	5216	30.24		HZ137104/3646/Avonvale Electri
23/01/2020	Bristol & Avon Stocktakers	5217	100.00		14120/3674/Bristol & Avon Stoc
23/01/2020	Capital Cleaning (Kent) Ltd	5218	288.65		0000292229/3677/Capital Cleani
23/01/2020	Complete Business Solutions Gr	5219	34.46		SINV02154595/3678/Complete Bus
23/01/2020	DCK Accounting Solutions Ltd	5220	956.82		TPC8919/3649/DCK Accounting So
23/01/2020	DL I.T. Solutions Ltd	5221	576.00		20500/3651/DL I.T. Solutions L
23/01/2020	Filton Voice Ltd	5222	300.00		4594/3682/Filton Voice Ltd
23/01/2020	Gazprom Marketing & Trading Re	5223	3,210.51		INV00894683/3685/Gazprom Marke
23/01/2020	Gazprom Marketing & Trading Re	5224	708.06		INV00899596/3684/Gazprom Marke
23/01/2020	Robert Haddow	5225	140.00		RH58/3686/Robert Haddow
23/01/2020	Rentokil Initial UK Ltd	5226	187.17		Purchase Ledger Payment
23/01/2020	JAK Water Systems Ltd	5227	156.00		Purchase Ledger Payment
23/01/2020	JTS Snack Foods	5228	130.82		16079098/3690/JTS Snack Foods
23/01/2020	Lister Wilder	5229	59.43		655242/3713/Lister Wilder
23/01/2020	Loomis UK Ltd	5230	1,240.56		0363554/3691/Loomis UK Ltd
23/01/2020	Cape Meridian Ltd	5231	585.00		2019/12/037/3692/Cape Meridian
23/01/2020	Office Watercoolers SW Ltd	5232	44.82		INV0609508/3654/Office Waterco
23/01/2020	Nikki Pitkin	5233	75.00		00297/NP/3655/Nikki Pitkin
23/01/2020	RLSS UK Enterprises Ltd	5234	61.50		SI628166-1/3694/RLSS UK Enterp
23/01/2020	John Scanlan	5235	270.00		14120/3695/John Scanlan
23/01/2020	Trade UK(6331640004995809)	5236	68.97		1037619072/3657/Trade UK(63316
23/01/2020	South Gloucestershire Council	5237	1,004.00		3804273299/3697/South Gloucest
23/01/2020	Shaw & Sons Ltd	5238	195.60		0000274313/3696/Shaw & Sons Lt
23/01/2020	Southern Brooks Community Part	5239	250.00		GRANT/3579/Southern Brooks Com
23/01/2020	South Western Ambulance Servic	5240	2,160.00		668/3702/South Western Ambulan
23/01/2020	Swimrite Supplies Ltd	5241	480.12		406559/3666/Swimrite Supplies
23/01/2020	St Austell Brewery Company Ltd	5242	6,152.58		2378481/3665/St Austell Brewer
23/01/2020	ST JOHN AMBULANCE SUPPLIES	5243	44.36		1269583/3698/ST JOHN AMBULANCE
23/01/2020	Ernest Till (South West) & co	5244	360.00		00011782/3699/Ernest Till (Sou

BANK ACCOUNT-GENERAL

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2020	Travis Perkins Trading Co Ltd	5245	156.61		3015AOR089/3669/Travis Perkins
23/01/2020	Viridor Waste Management Ltd	5246	589.92		00003010453AB/3671/Viridor Was
23/01/2020	WCS Group	5247	525.96		138161/3700/WCS Group
23/01/2020	DL I.T. Solutions Ltd	DDR6	63.00		20531/3680/DL I.T. Solutions L
23/01/2020	Business Gas - DD	DDR7	2,748.78		983374200/3675/Business Gas -
23/01/2020	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
24/01/2020	Butcombe Brewery - DD	DDR8	90.65		PSIB064924/3647/Butcombe Brewe
27/01/2020	POOL TAKINGS CASHBOOK	PCC27	1,229.00		Pool C/Card 27.1.20
27/01/2020	Everflow Ltd	DDR9	1,387.05		448877/3681/Everflow Ltd
29/01/2020	DL I.T. Solutions Ltd	DDR	379.44		1000307/3650/DL I.T. Solutions
29/01/2020	Pitney Bowes - DD	DDR1	150.95		BH075832/3693/Pitney Bowes - D
31/01/2020	British Telecom	DDR2	210.02		M07106/3770/British Telecom
Total Payments			112,246.69		

PRESENT: Cllrs: D Collins (Chair), A Doyle, K Briffett, A Kenyon, T Mewies, A Robinson, J Tucker, C Wood, M Chaudhry, A Johnstone

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

APOLOGIES: Cllrs: B Mead, A Monk, I Scott

NON-ATTENDANCE: N/A

0104. APOLOGIES FOR ABSENCE: Apologies were noted.

0105. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0106. DECLARATIONS OF INTEREST: None received.

0107. PRESENTATION 1- RYAN BROWN LED LIGHTING SOUTH GLOUCESTERSHIRE

Informative presentation South Gloucestershire Council (SGC) needs to make significant financial savings and reductions in CO₂ emissions over the coming years. This is to meet national spending targets, as well as our commitment to reduce the Council's carbon footprint under European legislation.

Like many local authorities, we are introducing LED (Light Emitting Diode) street light technology to help reduce our energy costs and cut carbon emissions. Over the next decade, we will be gradually replacing all 29,500 street lights with LED units.

PRESENTATION 2- CHARLOTTE HANNA YTL ARENA

YTL are a family business founded in 1955 in Malaysia with strong family values.

They always strive to be the best with highly successful international business with UK assets of more than £3 billion, including Wessex Water, The Gainsborough Bath Spa hotel and Thermae Bath Spa in Bath, and hotels in London and Edinburgh.

They are long-term investors and have never sold a business

There is NO large scale arena exists in South of England even though performing live is becoming an increasingly more important source of revenue for artists and performers, driven by the rise of downloads and streaming from platforms such as Spotify which has led to a reduction in revenues artists receive.

Worldwide ticket sales are up 23% since 2011 to 66.8 million

100% private investment by YTL to enable the, to deliver a world class venue.

They're ambition is to provide our customers with products and services that meet their expectations while minimising our impact on the environment and local communities.

It was proposed and seconded that the South Gloucestershire Councillors to look at ways so that the cost and burden of street parking from the Arena would not impact residents. **VOTED UNANIMOUSLY - FOR**

COPIES OF THE FULL PRESENTATION ARE AVAILABLE FROM FILTON TOWN COUNCIL OFFICE

0108. SUBMISSIONS FROM PUBLIC:

Resident wanted confirmation that the large increase for this year's council tax would not be reciprocated next year. The chair explained that the increase was a last resort this and was at the advice of the accountant. Filton Town Council are positive that with consultancy helping with moving the Leisure Centre forwards could help ensure that the council tax should hopefully just increase with inflation next year.

It was questioned as to why the next Filton Town Council and Finance meeting is scheduled as a closed meeting. It was explained that the content of the meeting

could be commercially sensitive and an update from it would be brought the following meeting.

0109. TO APPROVE MINUTES OF THE MEETING HELD 28th January 2020: The minutes were approved as an accurate record.

0110. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0111. FILTON BEAT TEAM REPORT: The report was noted.

0112. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: The reports were noted.

0113. SUBMISSIONS FROM MEMEBERS

Motion from Cllr Adam Monk to be carried on to the next meeting as he had given apologies

0114. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) Minutes of meeting 11th February 2020. Minutes Noted

ii) MUGA update given with report.

It was proposed and seconded that the plans for the MUGA progress to work with the location within option 1 as per the original106 application. **VOTED UNANIMOUSLY - FOR**

iii) Carbon Neutral Working Group Update. It was proposed and seconded that the recycling schemes Terracycle and Eco Brick be implemented at Filton Leisure Centre at no cost to Filton Town Council are to register and start the process to register as soon as possible.

VOTED 7 FOR 3 AGAINST

Action-FiltonTown Council Office

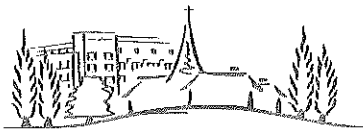
0115. OTHER REPORTS/CONSULTATIONS:

i) Filton Community Plan – Next Community Plan meeting 24th March 2020 9.30am to 11.30 am at the Doug Daniels Pavilion.

ii) Consultation Spreadsheet – No New Consultations

0116. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 9.52pm



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 June 2020

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 30th June 2020 at 7pm. via Zoom Link**

Join Zoom Meeting

<https://us02web.zoom.us/j/84212904782?pwd=S25oWGg5NGFvK2FEeWM4bktLcExuUT09>

Meeting ID: 842 1290 4782

Password: 386348

Dial by your location

0203 481 5237 United Kingdom

0203 481 5240 United Kingdom

0131 460 1196 United Kingdom

0203 051 2874 United Kingdom

Meeting ID: 842 1290 4782

Password: 386348

Find your local number: <https://us02web.zoom.us/j/kiNaVMupR>

Phone numbers

Yours sincerely,

L.A.Reuben

Town Clerk & RFO.

Public and press are welcome to view all council meetings - member of the public joining the meeting will need to identify themselves and will be muted throughout the meeting unless invited to speak.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **Submissions from the Public** (max. 15mins) (whilst we are meeting via virtually any submission from the public will need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting held 25th February 2020 – (pages 1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team Update (page 3)
8. South Gloucestershire Reports:
Cllr A Monk – No report
Cllr C Wood – No report
9. Submission from members:
Notice of Motion – Cllr Adam Monk seconded by Cllr Brian Mead - FTC to work with FACE to commission a project to create a piece of street art in the underpass on A4174. Ideally within this piece a thank you to Covid-19 volunteers.

10. Reports from Committees, Working Groups and the Town Clerk:

- i) Full Council (Finance) draft minutes of the meeting held 9th June 2020 (*pages 4-5*)
- ii) MUGA Update – Town Clerk
- iii) Closure Update – Town Clerk
- iv) Kidz Zone at Elm Park 02nd – 09th August – Town Clerk

11. Other Reports/Consultations: None received

12. Consultation Spreadsheet (page 6)

13. Payments for Information (page 7)

PRESENT: Cllrs: D Collins (Chair), A Doyle, K Briffett, A Kenyon, T Mewies, A Robinson, J Tucker, C Wood, M Chaudhry, A Johnstone

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

APOLOGIES: Cllrs: B Mead, A Monk, I Scott

NON-ATTENDANCE: N/A

0104. APOLOGIES FOR ABSENCE: Apologies were noted.

0105. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0106. DECLARATIONS OF INTEREST: None received.

0107. PRESENTATION 1- RYAN BROWN LED LIGHTING SOUTH GLOUCESTERSHIRE

Informative presentation South Gloucestershire Council (SGC) needs to make significant financial savings and reductions in CO₂ emissions over the coming years. This is to meet national spending targets, as well as our commitment to reduce the Council's carbon footprint under European legislation.

Like many local authorities, we are introducing LED (Light Emitting Diode) street light technology to help reduce our energy costs and cut carbon emissions. Over the next decade, we will be gradually replacing all 29,500 street lights with LED units.

PRESENTATION 2- CHARLOTTE HANNA YTL ARENA

YTL are a family business founded in 1955 in Malaysia with strong family values. They always strive to be the best with highly successful international business with UK assets of more than £3 billion, including Wessex Water, The Gainsborough Bath Spa hotel and Thermae Bath Spa in Bath, and hotels in London and Edinburgh.

They are long-term investors and have never sold a business

There is NO large scale arena exists in South of England even though performing live is becoming an increasingly more important source of revenue for artists and performers, driven by the rise of downloads and streaming from platforms such as Spotify which has led to a reduction in revenues artists receive.

Worldwide ticket sales are up 23% since 2011 to 66.8 million

100% private investment by YTL to enable the, to deliver a world class venue.

They're ambition is to provide our customers with products and services that meet their expectations while minimising our impact on the environment and local communities.

It was proposed and seconded that the South Gloucestershire Councillors to look at ways so that the cost and burden of street parking from the Arena would not impact residents. **VOTED UNANIMOUSLY - FOR**

COPIES OF THE FULL PRESENTATION ARE AVAILABLE FROM FILTON TOWN COUNCIL OFFICE

0108. SUBMISSIONS FROM PUBLIC:

Resident wanted confirmation that the large increase for this year's council tax would not be reciprocated next year. The chair explained that the increase was a last resort this and was at the advice of the accountant. Filton Town Council are positive that with consultancy helping with moving the Leisure Centre forwards could help ensure that the council tax should hopefully just increase with inflation next year.

It was questioned as to why the next Filton Town Council and Finance meeting is scheduled as a closed meeting. It was explained that the content of the meeting

could be commercially sensitive and an update from it would be brought the following meeting.

0109. TO APPROVE MINUTES OF THE MEETING HELD 28th January 2020: The minutes were approved as an accurate record.

0110. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0111. FILTON BEAT TEAM REPORT: The report was noted.

0112. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: The reports were noted.

0113. SUBMISSIONS FROM MEMEBERS

Motion from Cllr Adam Monk to be carried on to the next meeting as he had given apologies

0114. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) Minutes of meeting 11th February 2020. Minutes Noted

ii) MUGA update given with report.

It was proposed and seconded that the plans for the MUGA progress to work with the location within option 1 as per the original106 application. **VOTED UNANIMOUSLY - FOR**

iii) Carbon Neutral Working Group Update. It was proposed and seconded that the recycling schemes Terracycle and Eco Brick be implemented at Filton Leisure Centre at no cost to Filton Town Council are to register and start the process to register as soon as possible.

VOTED 7 FOR 3 AGAINST

Action-FiltonTown Council Office

0115. OTHER REPORTS/CONSULTATIONS:

i) Filton Community Plan – Next Community Plan meeting 24th March 2020 9.30am to 11.30 am at the Doug Daniels Pavilion.

ii) Consultation Spreadsheet – No New Consultations

0116. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 9.52pm

Police Report June 2020

- PC Sean White has recently left the beat, however we now have PC Rick Woodland who joined the Filton Beat from Lockleaze and has been with us for the last 4 weeks.
- Increase in garden furniture theft – Crime prevention make sure residents rear access is secure and if possible, car parked against rear gate and CCTV pointing towards entrances and exits.
- We have been looking to clear up people who have warrants for failing to appear at court. One of our most successful warrants was arresting a male who had been outstanding since 2018.
- We are aware of some roads within Filton setting up a 'Nextdoor' app to assist in preventing crime and making others aware of local issues/events. This is like an online neighbourhood watch. If residents want to use this app we remind them to be mindful of online security and to ensure crime is still reported to us.

PCSO 9819 Georgia Bush

Filton Beat Team

Patchway Police Centre

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

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer) C Westcott (Administrator) G Bush (PCSO)

APOLOGIES: Cllrs: - I Scott

NON ATTENDANCE:- Cllrs:- J Tucker

F.092 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.093 DECLARATION OF INTEREST: There were none.

F.094 VIRTUAL MEETING POLICY: The policy was adopted unanimously.

F.095 MINUTES: The minutes of the meeting held Tuesday 09th March 2020 were approved as an accurate record.

F.096 MATTERS OF REPORT ARISING FROM MINUTES: There were none.

F.097 PUBLIC PARTICIPATION:

i) **Covid19 Impact:** The Council were asked what impact covid19 will have on this year's budget and future precepts. It was noted that adjustments will have to be made to next year's budget as budgets cannot be amended mid-year. The Town Clerk was instructed to speak to the accountants to see if they are able to produce an accurate forecast document.

ii) **Public Toilets:** A lengthy discussion took place regarding the opening of toilets; it was noted that South Gloucestershire Council were looking into how public toilets could be opened safely. The Town Clerk advised that it would not be possible to open the toilets on site, whilst customers were using the outdoor facilities, this is because there are no staff on site currently to maintain and clean the toilets.

F.098 FILTON LEISURE CENTRE CONSULTATION PROCESS: The Town Clerk talked through the updated report received from the consultant, after a short discussion it was proposed, seconded and Agreed: 9 in favour 1 against to ask the Town Clerk to go out and complete the market testing ready to report back with the results at a future meeting.

Cllr A Robinson & A Johnstone leave the meeting at 2.00pm.

F.099 COUNCIL TAX REBATES & IMPACT ON 2021/22 BUDGET: It was noted that there will be an effect on next years precept due to the current reduction in paying properties because of Covid19.

F.100 INCOME & EXPENDITURE REPORTS: The Reports were noted.

F.101 BALANCE SHEET: The report was noted.

F.102 BOUNDARY ISSUE GLOUCESTER ROAD NORTH: The Town Clerk updated councillors and advised that the solicitor involved had suggested getting a surveyor involved to establish exactly where the boundary lies. It was proposed, seconded and agreed unanimously to instruct solicitor to proceed with surveyor but have a clear indication of costs involved.

F.103 PAYMENTS FOR INFORMATION: The document was noted.

It was agreed the next virtual full council meeting would be held on Tuesday 30th June from 7.30pm. The Town Clerk was asked to look into the possibility of livestreaming the meeting.

The Chair closed the meeting at 2.20pm

Public Consultation Spreadsheet June 2020

Consultation	Consultation Period	Summary
Council Plan 2020		Our new Council Plan 2020 will build on and deliver the Council's vision to make South Gloucestershire a great place to live and work. It provides a framework for what we will focus on and how we will work, and includes an Action Plan which sets out what we plan to do, how we will do it, and how we will measure our performance. The basis of the Council Plan is four key priorities which will inform the council's policies and decision-making. The key priorities and emerging commitments are based on what you, our residents, have told us are important, and what our day-to-day evidence gathering suggests requires focus to improve outcomes for the people of South Gloucestershire. It is not a list, and does not seek to capture everything we do. However we want to take this opportunity to sense check with our residents and organisations if you feel we have got the priorities right. We have all faced the unprecedented challenge of the Coronavirus outbreak. This arrived at a time when the emerging Council Plan was to be released for public engagement and has drawn attention to the many roles and responsibilities of Local Authorities and our partners. We are of course well underway with a comprehensive emergency response but as we identify our commitments for the next four years and beyond, we recognise that some of these will need additional resource and attention for at least the next 6-12 months and into a long-term economic and community recovery plan.
FILTON AVENUE AREA (northern section) - Waiting Restriction Review	12 Jun 2020 3 Jul 2020	The council receives many communications relating to parking issues, from the public, elected members, parish and town councils, emergency services and other representative groups. Rather than addressing these issues individually, they are recorded on an area by area basis, and periodically each area is reviewed, so that all the issues within that area can be addressed in one exercise. The current review seeks to address all the issues previously raised in Filton Avenue Area (northern section), and, by means of consultation, to pick up any further outstanding issues. The scheme proposes to amend the existing waiting restrictions to address the issues identified. These amendments include: • No waiting at any time • Regularisation of School Keep Clear markings • Amendments to existing limited waiting parking bays Changes are proposed on the following roads: Blenheim Drive Boverton Road

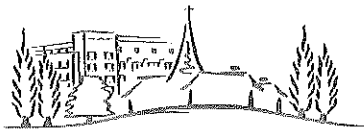
Public Consultation Spreadsheet June 2020

FILTON - CHURCH VIEW - Proposed Designated Electric Vehicle Parking Places - STATUTORY NOTICE			Bude Road Charles Road Conygre Grove Conygre Road Filton Avenue Giebelands Road Mayville Avenue Meadowsweet Avenue Rodney Crescent The Mead Ventnor Road Warren Road	
	1 Jul 2020	27 Jul 2020	The proposal is to introduce designated electric vehicle parking places in CHURCH VIEW, Filton. If you would like to see full details of the proposal, together with a plan and a statement of the Council's reasons, you may do so by viewing the documents section of this consultation. IMPORTANT Due to the Covid-19 emergency restrictions, these documents cannot be placed on deposit at any public building.	

BANK ACCOUNT-GENERAL

List of Payments made between 01/06/2020 and 25/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/06/2020	Bristol & Avon Stocktakers	5358	50.00		4163-Stock taking Apr 20
12/06/2020	British Telecommunications plc	5359	435.88		4166-Monthly phone charge
12/06/2020	Complete Weed Control (North W	5360	314.40		4156-Supp chemical weed contro
12/06/2020	C & R Fencing	5361	252.00		4155-Fencing dated 18.05.20
12/06/2020	DCK Accounting Solutions Ltd	5362	956.82		4162-Contract accounting Jan20
12/06/2020	British Gas	5363	3,218.73		4159-Elec May 20
12/06/2020	Instyle Marketing Services	5364	180.00		4152-Produce diabond sign
12/06/2020	JTS Snack Foods	5365	295.19		Purchase Ledger Payment
12/06/2020	Lister Wilder	5366	1,025.97		4151-Oil filter
12/06/2020	Cape Meridian Ltd	5367	234.00		4143-Alarm callout
12/06/2020	Rentokil Initial UK Ltd	5368	500.11		4173-Admin charge
12/06/2020	Ricoh UK Ltd	5369	410.58		4165-Coper charge
12/06/2020	Travis Perkins Trading Co Ltd	5370	223.25		4149-Vinyl paint
12/06/2020	Viridor Waste Management Ltd	5371	991.44		4150-Waste collection May
12/06/2020	CryoService Ltd	5372	400.36		4157-Mothly charge
22/06/2020	Brenntag UK Ltd	5373	163.24		47SI4787335/4203/Brenntag UK L
22/06/2020	Connells	5374	180.00		8620/4204/Connells
22/06/2020	CryoService Ltd	5375	17.59		413773119/4202/CryoService Ltd
22/06/2020	DCK Accounting Solutions Ltd	5376	1,315.34		Purchase Ledger Payment
22/06/2020	DCK Accounting Solutions Ltd	5377	876.90		TPC9142/4201/DCK Accounting So
22/06/2020	Gazprom Marketing & Trading Re	5378	11,386.95		Purchase Ledger Payment
22/06/2020	Gazprom Marketing & Trading Re	5379	1,580.62		4154-Gas May 2020
22/06/2020	GM Engineering (Bristol) Ltd	5380	648.00		1257/4212/GM Engineering (Bris
22/06/2020	Rubicon Play Ltd	5381	573.60		08838/4207/Rubicon Play Ltd
22/06/2020	South Gloucestershire Council	5382	2,371.04		Purchase Ledger Payment
22/06/2020	South Western Ambulance Servic	5383	2,400.00		790/4208/South Western Ambulan
22/06/2020	Ernest Till (South West) & co	5384	396.00		Purchase Ledger Payment
Total Payments			31,398.01		



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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

Tel: 01454 866 698

22nd July 2020

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 28th July 2020 at 7pm. via Zoom Remote Link**

Join Zoom Meeting

<https://us02web.zoom.us/j/85037268507?pwd=bjNmUmZnVXhtaWdkODZoQzR4WGZ1Zz09>

Meeting ID: 850 3726 8507

Passcode: 621106

Dial by your location

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 850 3726 8507

Passcode: 621106

Find your local number: <https://us02web.zoom.us/j/85037268507?pwd=bjNmUmZnVXhtaWdkODZoQzR4WGZ1Zz09>

Yours sincerely,

L.A. Reuben,
Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **Submissions from the Public** (max. 15mins) (whilst we are meeting via remotely any submission from the public will need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting held 30th June 2020 – (pages 1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team Update (page 3)
8. South Gloucestershire Reports:
Cllr A Monk – (to be tabled)
Cllr C Wood – (to be tabled)
9. Submission from members:
Cllr Keith Briffett – requests an update on the King George VI/Filton Avenue North junction
10. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 14th July 2020 (pages 4-5)
 - ii) MUGA Update – Town Clerk

- iii) Ratepayers Arms – Town Clerk
- iv) Leisure Centre update – phased launch planned for 3rd August 2020 (Post Covid Risk Assessments and recovery plan to follow) (page 6)
- v) Formal acceptance of the completed Annual Return 2019/20 (pages 7-12)
- vi) To agree the exercise of public rights dates (pages 13-17)

11. Other Reports/Consultations:

12. Consultation Spreadsheet (pages 18-19)

13. Payments for Information (pages 20-21)

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

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

APOLOGIES: Cllrs: J Tucker

NON-ATTENDANCE: N/A

0117. APOLOGIES FOR ABSENCE: Apologies were noted.

0118. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0119. DECLARATIONS OF INTEREST: None received.

0120. SUBMISSIONS FROM PUBLIC: None received.

0121. TO APPROVE MINUTES OF THE MEETING HELD 25th February 2020: The minutes were approved as an accurate record.

0122. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0123. FILTON BEAT TEAM REPORT: The report was noted. It was agreed that the beat team would bring backdated crime statistics to the Full Council next meeting.

0124. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: The reports were noted.

Cllr A Johnstone joined the meeting at 7.20pm

0125. SUBMISSIONS FROM MEMBERS

i) **Motion from Cllr A Monk** - That "FTC work with FACE to commission a project to create a piece of street art in the underpass on A4174. Ideally within this piece a thank you to Covid-19 volunteers". There was a short discussion surrounding the location of the artwork, it was suggested that the railway bridge might be a better location. Cllr Monk confirmed that the only cost associated with the artwork would be the cost of the artist, Brewers Fayre will be donating the paint. The original proposal was amended to change the location to the railway bridge, seconded and **Agreed: 7** in favour 2 against.

Cllr C Wood & M Chaudhry joined the meeting at 7.30pm

0126. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting held 09th June 2020 were noted.
- ii) MUGA update – It was noted that the Town Clerk had met with 3 suppliers and was waiting on designs to be sent through to take to the next available meeting.
- iii) Closure Update – The Town Clerk updated Councillors on the new government advice surrounding bars and pubs being able to open again. It was noted that from the 4th July bars and pubs would be able to open following strict government guidelines. There was a lengthy discussion surrounding this with some councillors asking for a full financial breakdown of associated costs. It was noted that if the Council decided to open it would take about a week to get the Ratepayers set up ready to open as staff were currently furloughed. It was also noted that to be financially viable it would only be able to open on reduced hours providing an interim

service until the Leisure facilities were able to re-open. It was proposed, seconded and **Agreed:** 7 in favour 3 against to open the Ratepayers Arms along with other pubs in the local area with opening hours being able to adjust to suit demand. Also to keep a close eye on the figures reporting to council each month

iv) Funfair – Councillors were informed that a local fairground had contacted the Town Council Office to enquire about bringing the fairground up to Elm Park from 02nd – 09th August 2020. It was noted that the Fairground would be paying to come up and use the grounds and both the Council Office and Fairground were waiting for specific government guidelines to be released before an appropriate contract could be drawn up. Some Councillors raised concerns with toilet facilities and the number of people there would be at Elm Park at any one time. It was noted that the fairground were waiting on the official guidance but a prepaid system would look to work best in handling numbers of people. Councillors voted 8 in favour 2 against to allow the fairground to attend if strict guidance was followed and a copy of the contract be brought back to the next meeting.

0127. OTHER REPORTS/CONSULTATIONS:

ii) Consultation Spreadsheet – The document was noted.

0128. PAYMENTS FOR INFORMATION: The document was noted.

Councillors agreed that all virtual meetings moving forward would be held at 7.00pm.

The Chair closed the meeting at 8.30pm

Filton Town Council Beat Team Report

Reported crime and ASB – Please be mindful that these statistics for 2020 also include Little Stoke so therefore statistics won't be entirely accurate.

<u>Crime</u>	<u>2019</u>	<u>2020</u>
March	67	92
April	75	83
May	84	87
June	109	97

Crime as a whole is comparable to 2019 during COVID, no massive increase or decrease.

<u>ASB</u>	<u>2019</u>	<u>2020</u>
March	41	58
April	21	61
May	39	72
June	42	71

ASB has increased during COVID – This is mainly due to reports of COVID breaches of which we had 229 reported. Weekend were peak times for reports.

Last 3 months reported crime incidents

Theft – 63

Public Order – 39

Arson & Criminal Damage – 22

Burglary – 15

Over the last month we have seen an increase in shop thefts due to the restrictions lifting at shops. We have also had an increase in shed/garage breaks which have resulted in bike thefts. We are asking people to ensure their garage and sheds have ample security outside and inside especially if they have push bikes.

PCSO 9819 Georgia Bush

Filton Neighbourhood Policing Team

Patchway Police Centre

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 14th July 2020 on **ZOOM CONFERENCE CALLING**

PRESENT: Cllrs: - M Chaudhry (Chair), K Briffett, D Collins, A Doyle, A Kenyon, T Mewies, A Monk, I Scott, A Robinson, J Tucker, C Wood

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer) C Westcott (Administrator) Derek Kemp (Accounting Solutions)

APOLOGIES: Cllrs: - B Mead, A Johnstone

NON ATTENDANCE:- Cllrs:-

F.104 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.105 DECLARATION OF INTEREST: There were none.

F.106 PRESENTATION OF FINANCIAL STATEMENTS: Derek Kemp (Accounting Solutions) presented the end of year accounts and informed Councillors that the 2019/2020 financial year ended in deficit but not as bad as was previously predicted. At presented the accountants do not have enough data to show how the current situation (Covid19) has had on Filton Town Council finances. It was noted that whilst the Council continued to receive furlough payments for staff, the finances were in a sustainable position. The accountant confirmed he would be keeping a close eye on the monthly finances and will be reporting back with updated figures in a couple of months. It was also agreed the accountants would provide a month by month breakdown vs the previous two years.

F.107 MINUTES: The minutes of the meeting held Tuesday 09th June 2020 were approved as an accurate record after noting that F.099 should read "could be" instead of "will be".

F.108 MATTERS OF REPORT ARISING FROM MINUTES:

F.102 Boundary issue.

The Town Clerk updated on a meeting held with the property owner. The community garden Chair had suggested a new boundary line, slightly different to that suggested by the surveyor. The property owner seemed happy with this although official confirmation of this was still awaited.

Cllr Kenyon joined the meeting at 7.20pm

F.109 TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT:

Councillors talked through each statement; Points 1-8 were agreed by the majority. point 9 is N/A. It was agreed to bring a summary report of all risks to each Finance meeting.

Action: Town Council Office

F.110 TO ADOPT THE 2019/2020 FINANCIAL STATEMENTS: It was unanimously **Agreed:** to adopt the financial statements.

F.111 PUBLIC PARTICIPATION: None received.

F.112 REVIEW OF SERVICES: The Town Clerk updated that the consultant was now engaged to soft test the market. It was noted that a small working group needs to be set up for him to report back to, it was agreed councillors D Collins, C Wood, A Doyle, M Chaudhry, T Mewies and A Monk would sit on that group.

F.113 INCOME & EXPENDITURE REPORTS: The reports were noted. It was noticed that there were anomalies with electricity figures in 101. The Town Clerk advised that this was a coding error but would confirm at the next meeting.

F.114 BALANCE SHEET: The report was noted.

F.115 PAYMENTS FOR INFORMATION: The document was noted.

F.116 TOWN CLERK UPDATE:

i) **Ratepayers Arms Update:** The Town Clerk updated councillors on the re-opening of the bar, it was noted that the Ratepayers had opened on Friday 10th July on reduced hours and with a reduced drinks menu. A graph was presented showing the first 3 days sales and costs including staffing. Councillors asked if the graphs could include more detail like the cost of utilities. The Town Clerk was asked to investigate extending the licenced boundary to include the green space at Elm Park so residents could sit outside with drinks.

Action: Town Clerk

ii) **Leisure Centre Update:** The Town Clerk advised that 4 members of the pool team were now flexibly furloughed and working on a part time basis to pull a plan together for the opening of the Leisure Centre. It is hoped that this will be able to happen at the end of July.

The Chair closed the meeting at 8.10pm



Good news – we are reopening! Many of you will have heard the recent announcements that we have been given the go ahead to reopen. We are pleased to let you know we will be opening our main pool for Phase 1 pre-paid lane swimming only from Monday August 3rd! (Numbers will be limited due to social distancing.)

ALL Sessions MUST be pre-booked in order to ensure there is safe and adequate space for you to participate in your activity. We ask all users to follow our new COVID19 guidance please when on site.

Week 1 we will be open from 7am – 1.30pm, Monday – Friday only. (3rd August – 7th August)

Week 2 we will be open from 7am – 1.30pm, Monday – Friday. We will be open 9am – 1.30pm Saturday & Sunday (15th & 16th August)

Please note there will be no small pool open for the time being and the sessions are for adult lane swimming only. We will be reviewing our activities weekly and will look to move to Phase 2 as soon as possible.

*Pre booking tickets and spaces will be available to book on 31st July for swimming on Monday 3rd August. This includes any pre paid dawn dipper tickets. To book your space please email reception@fildontowncouncil.gov.uk, or call 01454 866686 between the hours 10am – 11am.

Our temporary Timetables will be available on our website from Monday 27th July.

We thank you for your understanding and look forward to welcoming you back soon.

PLEASE BE AWARE THESE TIMES ARE SUBJECT TO CHANGE AT SHORT NOTICE.

Annual Governance and Accountability Return 2019/20 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 that:
 - 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 2019/20

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 2020**.
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) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - 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 2019/20

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 limited assurance review and is able to give an opinion, 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 2020 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 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 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 2019/20

- 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 (no highlighted boxes left empty), 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 AGAR 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 before approving the annual governance statement and 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) no later than 30 June 2020.
- 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 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- 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 2020**.

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', has an explanation been published?		
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 published?		
	Has the bank reconciliation as at 31 March 2020 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 2019/20

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 2020.

The internal audit for 2019/20 has been carried out in accordance with the 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 confirm one of the following		
	Yes	No	Not Covered
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. The authority complied with its financial regulations, payments were supported by evidence, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The concept of 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. All cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Expenses to employees and allowances to members were paid in accordance with this authority's approvals, and Part 9 and 10 requirements were properly applied.	✓		
H. Assets 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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR this not covered)			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25/11/2019

21/07/2020

Rachel Massey

Signature of person who
signed off the internal audit

R Massey

Date

23/07/2020

If the response is no, you must include a note to state the improvements and action being taken to address any weaknesses in control identified (add separate sheets if needed).

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

Section 1 – Annual Governance Statement 2019/20

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 2020, that:

	Agreed		
	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
			✓

*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 must be published with the Annual Governance Statement.

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

14/07/2020

and recorded as minute reference:

F.109

(FULL COUNCIL / FINANCE)

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

Section 2 – Accounting Statements 2019/20 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	84,586	95,341	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	675,000	710,184	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	626,262	521,494	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	-827,014	-805,821	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-15,917	-15,920	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-447,576	-460,552	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	95,341	44,726	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	131,448	85,372	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	3,009,470	3,048,167	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	51,000	37,338	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 2020 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

17/07/2020

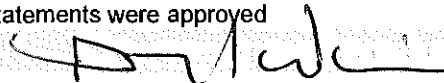
I confirm that these Accounting Statements were approved by this authority on this date:

14/07/2020

as recorded in minute reference:

F.109

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



Section 3 – External Auditor Report and Certificate 2019/20

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 2020; 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 2019/20

(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 2019/20

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 2020.

*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)

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 require that:

1. The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority that starts on or before 1 September 2020.
2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3. The responsible financial officer for a relevant authority must, on behalf of that authority, publish **(which must include publication on the authority's website):**

(a) the Accounting Statements (i.e. Section 2 of either Part 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:

(i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;

(ii) the Annual Governance Statement (i.e. Section 1 of either Part 2 or Part 3, whichever is relevant, of the AGAR); and

(b) a statement that sets out—

(i) the period for the exercise of public rights;

(ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;

(iii) the name and address of the local auditor;

(iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

1. You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and

2. Publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a. the approved Sections 1 and 2 of either Part 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
- b. the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following **suggested** dates: Monday 15 June – Friday 24 July 2020. (The latest possible dates that comply with the statutory requirements are Tuesday 1 September – Monday 12 October 2020); and
- c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

FILTON TOWN COUNCIL
NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 25, 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE	NOTES
1. Date of announcement 30TH July 2020 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to: (b) Lesley Reuben, Filton Town Council Offices, Elm Park, Filton, South Glos, BS34 7PS Email: Lesley.reuben@filtontowncouncil.gov.uk commencing on (c) Tuesday 1st September 2020 _____ and ending on (d) Monday 12th October _____ 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com) 5. This announcement is made by (e) Lesley Reuben Town Clerk & RFO	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act, the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. **Legislative changes have been made as a result of the restrictions imposed by the Coronavirus for the 2019/20 reporting year which mean that there is no requirement for a common period for public rights. The period for the exercise of public rights must however commence on or before 1 September 2020.** The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Public Consultation Spreadsheet July 2020

Consultation	Consultation Period	Summary
Council Plan 2020		Our new Council Plan 2020 will build on and deliver the Council's vision to make South Gloucestershire a great place to live and work. It provides a framework for what we will focus on and how we will work, and includes an Action Plan which sets out what we plan to do, how we will do it, and how we will measure our performance. The basis of the Council Plan is four key priorities which will inform the council's policies and decision-making. The key priorities and emerging commitments are based on what you, our residents, have told us are important, and what our day-to-day evidence gathering suggests requires focus to improve outcomes for the people of South Gloucestershire. It is not a list, and does not seek to capture everything we do. However we want to take this opportunity to sense check with our residents and organisations if you feel we have got the priorities right. We have all faced the unprecedented challenge of the Coronavirus outbreak. This arrived at a time when the emerging Council Plan was to be released for public engagement and has drawn attention to the many roles and responsibilities of Local Authorities and our partners. We are of course well underway with a comprehensive emergency response but as we identify our commitments for the next four years and beyond, we recognise that some of these will need additional resource and attention for at least the next 6-12 months and into a long-term economic and community recovery plan.
Call for sites 2020	7 July 2020 20 Oct 2020	One of the key aims of the Local Plan will be to allocate sites for the new homes, jobs, infrastructure, services and facilities that will be needed in South Gloucestershire. The purpose of the 'call for sites' is to provide an opportunity for people to identify sites they think may have the potential for development (for housing and economic purposes) through the Local Plan. We have prepared some <u>frequently asked questions (FAQs)</u> to provide more information about what the 'call for sites' is, what it is not, and how it fits into the overall process of preparing the Local Plan 2020. The 'call for sites' is open and runs from 7 July 2020 to 20 October 2020. Information on the process for submitting sites, including a downloadable call for sites submission form, as well as the status of sites which have been submitted through previous calls for sites can be found in our FAQs below. If you have any questions about the Local Plan call for sites please contact us by email to policy.consultation@southglos.gov.uk and we will endeavour to respond in a timely manner.

Public Consultation Spreadsheet July 2020

Statement of Community Involvement 2020	11 July 2020	18 Oct 2020	The Statement of Community Involvement (SCI) sets out the way the council will involve the local community, stakeholders and statutory bodies in the preparation of new planning policy documents and in consultation on planning applications. The SCI was last updated in January 2015. Since then, there have been a number of changes to the legislative framework within which the SCI operates and to internal procedures within the Council. A refresh of the 2015 SCI is in the process of being undertaken, which takes account of updated regulations, new digital solutions, benchmarking of other authorities and the COVID-19 pandemic. The main areas that have changed in the refresh are; 1. Duty to support communities preparing Neighbourhood Plans - The SCI now clarifies the steps required to undertake Neighbourhood Plans, Neighbourhood Development Orders or Community Right to Build Orders. 2. Planning applications – Major developments are now encouraged to carry out pre-application consultations and submit the outcome of this as part of their full or outline applications. 3. Benchmarking/ Digital Approach – Our benchmarking exercise found most authorities are streamlining the planning application process by moving towards a digital solution. We will continue to explore the use of various digital solutions to support many of our consultation processes for planning applications and plan making, while ensuring that stakeholders who cannot or choose not to access information in this way are not disadvantaged in any way. The changes are considered alongside our broader climate emergency objectives, and how as a council we reset how we deliver our services and statutory functions post COVID-19.
Housing Floating Support Service Changes	20 July 2020	11 Oct 2020	South Gloucestershire Council commissions a number of services that provide support for people to manage their housing and live independently. Most are on-going, though some are short term, including the 'floating support' service. The floating support service is currently delivered by an external provider called P3. The Council has a contract with P3 and pays them to deliver the service. This contract is due to end on 31st March 2021 and therefore options for the future of the service are being considered. Floating support is intended to be for households who have a housing problem and need some short term help to resolve this so they can stay, or help to find somewhere else if staying isn't an option and to avoid becoming homeless. If a household is homeless already, the service can help them to find somewhere else to live and provide resettlement support. Our Proposal

Public Consultation Spreadsheet July 2020

			Until now, floating support has been delivered by commissioning an external provider, which means introducing the household to a new service. The option being consulted on now is to end this arrangement and to bring the service in-house where it can be directly aligned to the council's housing advice and homelessness service, and thereby be more effective and simplified for the household. Bringing the service in house so it is delivered by the Council will not change what the service does or who can use the service, but it will mean: • Support plans will link directly with personal housing plans so people will only have one plan they are working on, and one support worker helping them. • Reduced admissions of households in temporary and supported accommodation, and reduced lengths of stay. • Reduced duplication with housing advice where people are involved with both services. • Improved responses to reports of rough sleepers, and assistance to other single homeless people – additional resources in HomeChoice means an immediate response to any reports of rough sleeping and intensive support can be put in straight away. • There is one recording system so housing staff have live information and knowledge of their cases, rather than needing to share and gather information from an external service provider. This will benefit registered landlords too in considering pre tenancy preparation. • It is more cost effective for the council and can achieve savings of c. £101,712 per annum on the current contract price. Bringing the service in house will require no additional funding to the current contracted price.
--	--	--	--

BANK ACCOUNT-GENERAL

List of Payments made between 26/06/2020 and 22/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/06/2020	Pitney Bowes	DD05	6.00		BH399606/4206/Pitney Bowes
30/06/2020	Zoom Video Communications Inc.	DD06	14.39		P/Ledger Electronic Payment
14/07/2020	C. Brewer & Sons Ltd	5385	283.27		4231-Brush set + roller
14/07/2020	DL I.T. Solutions Ltd	5386	126.00		4249-Draytek AP810
14/07/2020	Instyle Marketing Services	5387	73.92		4246-Safety sign
14/07/2020	MPLC	5388	124.57		4253-MPLC Umbrella lic. 20/21
14/07/2020	Cape Meridian Ltd	5389	195.00		4247-Alarm activation callout
14/07/2020	Adam Neil Sanders	5391	350.00		4238-Ash tree felling
14/07/2020	South Gloucestershire Council	5392	1,071.24		4235-Payroll charge Apr-Jun20
14/07/2020	St Austell Brewery Company Ltd	5393	564.83		4256-Bar stock
14/07/2020	Travis Perkins Trading Co Ltd	5394	48.51		4233-Trade white spirit
14/07/2020	Virgin Media Payments Ltd	5395	37.16		4243-Mobile charge
14/07/2020	Viridor Waste Management Ltd	5396	1,248.24		4237-Waste collection Allotmen
14/07/2020	Wards Solicitors	5397	399.60		4244-Boundary dispute
14/07/2020	Ricoh UK Ltd	5390	111.86		4261-Printing charge
Total Payments			4,654.59		

BANK ACCOUNT-GENERAL

List of Payments made between 23/07/2020 and 23/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/07/2020	Capital Cleaning (Kent) Ltd	5398	244.52		4286-Gloves, sanitiser, rolls
23/07/2020	Lockertek Ltd	5399	147.81		4303-Coin return lock
23/07/2020	Playsafety Ltd	5400	132.60		4297-Annual inspect-Play Area
23/07/2020	Travis Perkins Trading Co Ltd	5401	510.34		4293-Timber wood, deadlock
Total Payments			1,035.27		

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

ALSO, PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer), Carla Westcott (Administrator) Scott Fessey (Leisure Centre Manager)

APOLOGIES: Cllrs: C Wood, A Monk, M Chaudhry

NON-ATTENDANCE: N/A

0129. APOLOGIES FOR ABSENCE: Apologies were noted.

0130. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0131. DECLARATIONS OF INTEREST: None received.

0132. SUBMISSIONS FROM PUBLIC: None received.

0133. TO APPROVE MINUTES OF THE MEETING HELD 30th JUNE 2020: The minutes were approved as an accurate record.

0134. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: *Arising from minute 0126iv) Fun Fair* – The Town Clerk updated councillors that after the last meeting, there was quite a lot of negative feedback on social media in regard to the fair coming to Elm Park. The fair took the decision to go elsewhere for this summer, it was agreed to keep track of how they get on at their other location so we can look to have them back next year.

0135. FILTON BEAT TEAM REPORT: The report was noted. Councillors asked if the next report could include what the percentage increase is for crime this year compared against last year.

0136. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: The reports were noted.

0137. SUBMISSIONS FROM MEMBERS

i) King George Junction – Cllr Briffett - Cllr Briffett raised his concerns with the junction and length of time and money it has taken to get anything sorted. It was noted that he could request a complete breakdown of what all the money has been spent on under the freedom of information act with South Gloucestershire Council.

0138. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) Minutes of meeting held 14th July 2020 were noted. The Town Council Office were asked to look into and respond about the capital reserves and exactly how much we have in there, the Town Clerk agreed to get conformation from the accountants.

Action: Town Council Office

ii) MUGA update – The Town Clerk updated Councillors that two companies have now sent in MUGA plans. It was also noted that the CIL Money of £38,000 could be spent on the MUGA project if councillors wanted to add it into the fund. After a short discussion it was **Agreed:** to circulate plans in advance and then add an item to the Full Council Meeting in September to talk through all plans received, also add an agenda item to September Finance for Council to agree on CIL money being spent on the MUGA project.

iii) Ratepayers Arms Update – It was noted that the Ratepayers Arms had been struggling over the last week. Opening times had been changed to try and improve customer numbers but that was not currently showing any improvement. It was

suggested that the bar look at opening evenings only and see if that helps. It was **Agreed:** To take the item to the next staffing committee to discuss in more detail. Councillors asked if a comparison report could be provided to show last year's monthly and weekly takings compared to this year. The pub association have said most pubs reopening is operating on 38% losses compared to the year before, it will be beneficial to see if the Ratepayers losses are more than the average 38%.

Action: Town Council Office

iv) Closure Update – Scott Fessey updated councillors on the reopening of the centre which planned to be on Monday 03rd August 2020. It was noted that there would be a limited service offered in the interim to make sure the centre was able to keep up with the strict government guidelines. Risk assessments have been completed and this week the three supervisors will be returning from furlough to help plan for the reopening. It was **Agreed:** Scott would email round his projected figures for the initial weeks opening.

v) Annual Return 2019/20 – The annual return was approved unanimously.

vi) Public Rights Dates – The dates for the public rights notice were **Agreed:** unanimously as 01st September 2020 – 12th October 2020.

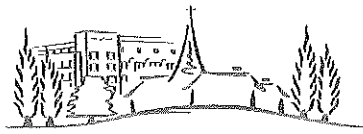
.

0139. OTHER REPORTS/CONSULTATIONS:

i) Consultation Spreadsheet – The document was noted.

0140. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.35pm



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

original

24th September 2020

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 29th September 2020 at 7pm. via Zoom Remote Link**

Join Zoom Meeting

<https://us02web.zoom.us/j/88956553804?pwd=UzdtdlZrNEtOY3o2TWRJVEZucWtZZz09>

Meeting ID: 889 5655 3804

Passcode: 698496

Dial by your location

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

Meeting ID: 889 5655 3804

Passcode: 698496

Find your local number: <https://us02web.zoom.us/j/kunKRuzIH>

Yours sincerely,

L.A. Reuben,
Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **Submissions from the Public** (max. 15mins) (whilst we are meeting via remotely any submission from the public will need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting held 28th July 2020 – (pages 1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team Update (*tabled*)
8. South Gloucestershire Reports:
Cllr A Monk – (*tabled*)
Cllr C Wood – (*page 3*)
9. Submission from members:
Cllr John Tucker Notice of Motion: -
“That this council has a permanent Agenda item for councilors to air their concerns about Filton roads, pavements, potholes, speed ramps, flooding, rubbish parking and the Rates”
10. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 14th July 2020 (*pages 4-5*)
 - ii) MUGA Update – Presentations / Funding

- iii) Review of Services – update from meeting being held 28th Sep 2020
- iv) Defibrillator update

11. Other Reports/Consultations: Planning applications to be discussed (page 6)

12. Consultation Spreadsheet (page 7)

13. Payments for Information (page 8)

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

ALSO, PRESENT: Lesley Reuben (Town Clerk), Tasha Gould (Town Council Support Officer), Carla Westcott (Administrator) Scott Fessey (Leisure Centre Manager)

APOLOGIES: Cllrs: C Wood, A Monk, M Chaudhry

NON-ATTENDANCE: N/A

0129. APOLOGIES FOR ABSENCE: Apologies were noted.

0130. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0131. DECLARATIONS OF INTEREST: None received.

0132. SUBMISSIONS FROM PUBLIC: None received.

0133. TO APPROVE MINUTES OF THE MEETING HELD 30th JUNE 2020: The minutes were approved as an accurate record.

0134. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: *Arising from minute 0126iv) Fun Fair* – The Town Clerk updated councillors that after the last meeting, there was quite a lot of negative feedback on social media in regard to the fair coming to Elm Park. The fair took the decision to go elsewhere for this summer, it was agreed to keep track of how they get on at their other location so we can look to have them back next year.

0135. FILTON BEAT TEAM REPORT: The report was noted. Councillors asked if the next report could include what the percentage increase is for crime this year compared against last year.

0136. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: The reports were noted.

0137. SUBMISSIONS FROM MEMBERS

i) King George Junction – Cllr Briffett - Cllr Briffett raised his concerns with the junction and length of time and money it has taken to get anything sorted. It was noted that he could request a complete breakdown of what all the money has been spent on under the freedom of information act with South Gloucestershire Council.

0138. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) Minutes of meeting held 14th July 2020 were noted. The Town Council Office were asked to look into and respond about the capital reserves and exactly how much we have in there, the Town Clerk agreed to get conformation from the accountants.

Action: Town Council Office

ii) MUGA update – The Town Clerk updated Councillors that two companies have now sent in MUGA plans. It was also noted that the CIL Money of £38,000 could be spent on the MUGA project if councillors wanted to add it into the fund. After a short discussion it was **Agreed:** to circulate plans in advance and then add an item to the Full Council Meeting in September to talk through all plans received, also add an agenda item to September Finance for Council to agree on CIL money being spent on the MUGA project.

iii) Ratepayers Arms Update – It was noted that the Ratepayers Arms had been struggling over the last week. Opening times had been changed to try and improve customer numbers but that was not currently showing any improvement. It was

suggested that the bar look at opening evenings only and see if that helps. It was **Agreed:** To take the item to the next staffing committee to discuss in more detail. Councillors asked if a comparison report could be provided to show last year's monthly and weekly takings compared to this year. The pub association have said most pubs reopening is operating on 38% losses compared to the year before, it will be beneficial to see if the Ratepayers losses are more than the average 38%.

Action: Town Council Office

iv) Closure Update – Scott Fessey updated councillors on the reopening of the centre which planned to be on Monday 03rd August 2020. It was noted that there would be a limited service offered in the interim to make sure the centre was able to keep up with the strict government guidelines. Risk assessments have been completed and this week the three supervisors will be returning from furlough to help plan for the reopening. It was **Agreed:** Scott would email round his projected figures for the initial weeks opening.

v) Annual Return 2019/20 – The annual return was approved unanimously.

vi) Public Rights Dates – The dates for the public rights notice were **Agreed:** unanimously as 01st September 2020 – 12th October 2020.

0139. OTHER REPORTS/CONSULTATIONS:

i) Consultation Spreadsheet – The document was noted.

0140. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.35pm

Cllr C Wood Report

1. I am happy to confirm that the campaign to improve the Filton Avenue and Station Road Junction in Filton has been successful, with work set to commence next month. Vehicles will now be able to drive from north to south along Filton Avenue as well as turn right onto the A4174 Link Road outside of Peak Hours. The bus lane will remain in operation during the peak periods 7am to 10am and 3pm to 7pm weekdays, therefore all vehicles will be able to cross from north to south and onto the A4174 Link Road between 10am to 3pm and 7pm to 7am during the week and at all times over the weekend. The works are being instigated under an Experimental Traffic Order, therefore they are installed on a temporary basis whilst feedback is sought from local residents.
2. Works to install a northbound cycleway on Southmead Road have been approved, the works form part of our efforts to encourage cycling across South Gloucestershire. Additionally a southbound cycle route has been proposed to take cyclists on a safer route away from the congested Southmead Road via Dunkeld Avenue. This will involve the removal of southbound vehicle access to Dunkeld Avenue from Charborough Road and Rannoch Road. I have suggested this vehicle restriction could be limited to peak hours to reduce any negative effects on local residents' access. Feedback from residents is currently being gathered.

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 8th September 2020 on held remotely via **ZOOM CONFERENCE CALLING**.

PRESENT: Cllrs: - M Chaudhry (Chair), B Mead, K Briffett, D Collins, A Doyle, A Kenyon, T Mewies, I Scott, A Robinson, J Tucker, C Wood

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

APOLOGIES: Cllrs: - A Monk

NON-ATTENDANCE: - Cllrs: - J Tucker, C wood

Part 1

F.117 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.118 DECLARATION OF INTEREST: There were none.

F.119 MINUTES: Minutes from meeting 12th July 2020 were approved as accurate.

F.120 MATTERS OF REPORT ARISING FROM MINUTES:

F.109 Risk Assessment summary had been sent to all councillors prior to the meeting, the detailed documents to be circulated to members.

F.110 It was proposed and seconded **Voted: unanimous for** to ask the accountant to meet with Councillors and Leisure Centre staff and discuss Filton Town Council finances, budget predictions and effects of COVID 19.

It was also agreed for the Town Clerk to arrange regular updates with the accountant after this.

Action: Town Council Office

F.121 PUBLIC PARTICIPATION: The Council office has received a complaint from a resident of Sixth Avenue. Keys have been issued to resident from Eden Grove for the back lanes. The lanes adjoin both roads and supply rear access to both. The residents from sixth Avenue feel that its against the law for a Bristol resident to have access keys.

It was discussed and agreed for the Council Office to investigate with South Gloucestershire Council the legality of sharing access.

Action: Town Council Office

F.122 FILTON TOWN COUNCIL - THE GENERAL POWER OF COMPETENCE: It was resolved that this council meets the eligibility required for the 'The General Power of Competence' as i) the number of councillors elected at the last election exceeded two thirds of its total number of seats. ii)The Clerk is fully qualified in the recognised sector and has completed the relevant training designed as part of the National Training Strategy for local councils. This eligibility will need to re-affirmed at every annual meeting of the council to confirm it still meets the criteria.

F.123 REVIEW OF SERVICES WORKING GROUP: The Town Clerk updated that the consultant was now engaged to soft test the market, it was agreed that the Town Clerk would arrange a meeting for the working group and the consultant in the upcoming weeks.

F.124 MUGA UPDATE: All quotes have all been received and circulated with papers. Discussion regarding how best to proceed with the public consultation options such as deadlines, where and when to publicise public notice for the consultation. It was agreed to have one month from published date for the

consultation to gain all responses, to have all 3 companies to give virtual presentations that video presentations would be displayed on web page. Filton Voice offered to help with the publicising and would liaise with the Town Clerk to discuss. Plans would be displayed in the Leisure Centre and in the Bar area.

F.125 FENCING ISSUES: The Town Clerk updated the council with the reports regarding the fencing issues on Elm Park.

It was ***unanimously agreed***: -

- i) To carry out the proposed works to replace the fencing near the top football pitch to reduce the risk of footballs entering the properties on Elm Park.
- ii) Glos Rd North boundary with the Community Garden - it was resolved to erect chain link fencing within the council's boundary at the rear of the properties on Glos Rd North that border the community garden.
Councillors would like it documented that this was exceptional circumstances and that this would not set a precedent.

F.126 INCOME AND EXPENDITURE REPORTS MONTH 4: Discussion over the impact of Furlough. The report was then noted.

F.127 BALANCE SHEET MONTH 4: The Report was noted

F.128 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public

F.129 STAFFING COMMITTEE MINUTES OF MEETING HELD 7TH JULY 2020:

i) Several issues had been raised regarding treatment of an employee.
Agreed unanimously that there were issues that needed addressing quickly and efficiently. Therefore, to obtain South Gloucestershire Council HR advice on a way forward, whether that be at a cost to the council or not and to report back to Full Council.

ii) It was agreed that the keys to the tennis hut and Town Council Garage could be issued for the use of the community garden - subject to agreement with the Council's Grounds Team. These would be handed to and kept in the care of Councillor Collins and Councillor Kenyon as members of the Community Garden Committee.

There being no further business the meeting closed at 8.55 PM

F.3722	P20/14992/F	99 Northville Road Filton South Gloucestershire BS7 0RJ Erection of two storey side and single storey side/rear extension to provide additional living accommodation.	Thu 01 Oct 2020	
F.3723	P20/16687/F	64 Northville Road Filton South Gloucestershire BS7 0RG Erection of a single storey rear extension and installation of 1 no. rear dormer to facilitate change of use from dwelling (Class C3) to 8 bedroom HMO (Sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Fri 02 Oct 2020	
F.3726	P20/15605/F	28 Charborough Road Filton South Gloucestershire BS34 7QZ Internal and external alterations to facilitate conversion to 7no bed HMO.	Fri 09 Oct 2020	
	P19/3937/F	1 Tenth Avenue Filton Bristol South Gloucestershire BS7 0QJ Demolition of existing conservatory and detached garage. Erection of two storey side and rear extensions to form additional living accommodation. Erection of new detached double garage with storage space above.	Enforcement issue	

Public Consultation Spreadsheet September 2020

Consultation	Consultation Period		Summary
Parkway Railway Bridge Engagement	1 Sep 2020	1 Oct 2020	During the Covid-19 Virus pandemic, we introduced changes to the road layout under Bristol Parkway railway bridge on Hatchet Road in Stoke Gifford. This was to help protect cyclists and pedestrians against coronavirus as they returned to school and work and as shops started to reopen. Historically this is a pinch point for people walking or cycling as the road narrows under the bridge, and our intention was to make improvements to allow people to socially distance and use the underpass with confidence. The extra space created either side of the running lane has been designated for people walking or cycling under the bridge and enables them to keep a safe distance from each other. Signs and road markings are in place to notify road users of the new road layout and direct cyclists and pedestrians to use it safely and appropriately

Time: 10:47

BANK ACCOUNT-GENERAL

List of Payments made between 23/08/2020 and 24/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/08/2020	British Gas	DD01	766.23		979454983/4379/British Gas
24/08/2020	British Gas	DD02	2,930.86		979454982/4380/British Gas
28/08/2020	Pitney Bowes	DD03	32.67		BH541104/4389/Pitney Bowes
16/09/2020	C. Brewer & Sons Ltd	5427	60.19		4445-Dulux paint+filler
16/09/2020	British Telecommunications plc	5428	273.26		4435-Monthly phone charge
16/09/2020	CryoService Ltd	5429	209.30		4433-Monthly charge
16/09/2020	DCK Accounting Solutions Ltd	5430	601.62		4423-Contract accounting Aug
16/09/2020	D&G Flooring	5431	3,459.60		4447-Uplift vinyl + dispose
16/09/2020	Filton Voice Ltd	5432	150.00		4424-September advert space
16/09/2020	Gazprom Marketing & Trading Re	5433	5,052.81		4426-Gas August 2020
16/09/2020	Glacier environmental Ltd	5434	594.00		4429-Water sampling test
16/09/2020	JTS Snack Foods	5435	146.87		4453-Bar stock purchase
16/09/2020	Red Dog Technology Ltd	5436	254.03		4451-Day rate engineer callout
16/09/2020	Rentokil Initial UK Ltd	5437	237.73		4436-Service 24.09.20-23.12.20
16/09/2020	Ricoh UK Ltd	5438	381.63		4422-Copier charge June-Aug20
16/09/2020	ST JOHN AMBULANCE SUPPLIES	5439	354.00		4437-Battery for Defibrillator
16/09/2020	Ernest Till (South West) & co	5440	4,768.80		4446-Call-loss of plant rmpump
16/09/2020	Travis Perkins Trading Co Ltd	5441	713.07		4450-Redwood planed timber
16/09/2020	Viridor Waste Management Ltd	5442	866.58		4430-Mixed waste collection
16/09/2020	WCS Environmental Limited	5443	1,455.46		4459-LP Samples July 2020
23/09/2020	BRENNTAG	5444	0.00		VOID CHEQUE
23/09/2020	CRANHAM	5445	0.00		VOID CHEQUE
23/09/2020	AIR PRODUCTS - DD	5446	0.00		VOID CHEQUE
23/09/2020	FILTON VOICE	5447	0.00		VOID CHEQUE
23/09/2020	FLEET LTD	5448	0.00		VOID CHEQUE
23/09/2020	JP LENNARD	5449	0.00		VOID CHEQUE
23/09/2020	LOCKERTEK	5450	0.00		VOID CHEQUE
23/09/2020	RLSS	5451	0.00		VOID CHEQUE
23/09/2020	ERNEST TILL	5452	0.00		VOID CHEQUE
23/09/2020	TRAVIS PERKINS	5453	0.00		VOID CHEQUE
23/09/2020	Brenntag UK Ltd	5454	99.99		47SI4791129/4494/Brenntag UK L
23/09/2020	Miss Rosalind A Cranham	5455	80.00		013/4495/Miss Rosalind A Cranh
23/09/2020	CryoService Ltd	5456	17.59		414586736/4493/CryoService Ltd
23/09/2020	Filton Voice Ltd	5457	525.00		4631/4491/Filton Voice Ltd
23/09/2020	Fleet (Line Markers) Ltd	5458	204.72		SI202309/4499/Fleet (Line Mark
23/09/2020	J P Lennard Ltd	5459	168.43		976337/4502/J P Lennard Ltd
23/09/2020	Lockertek Ltd	5460	358.62		18772/4503/Lockertek Ltd
23/09/2020	RLSS UK Enterprises Ltd	5461	82.00		SI644891-1/4506/RLSS UK Enterp
23/09/2020	Ernest Till (South West) & co	5462	548.40		00012206/4498/Ernest Till (Sou
23/09/2020	Travis Perkins Trading Co Ltd	5463	29.86		3015APE408/4507/Travis Perkins
Total Payments			25,423.32		

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

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

APOLOGIES: Cllrs: A Johnstone, A Kenyon

NON-ATTENDANCE: N/A

0141. APOLOGIES FOR ABSENCE: Apologies were noted.

0142. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0143. DECLARATIONS OF INTEREST: There were none.

0144. SUBMISSIONS FROM PUBLIC:

i) Dunkeld Avenue Consultation: After a short discussion regarding the resident's comments to the consultation it was agreed to request the traffic modelling information from South Gloucestershire Council which should answer some of the resident's questions. Councillors were advised to comment individually to the consultation if they had strong views either way.

ii) Resident Complaint: The complaints were discussed between Councillors; it was noted that Cllr Doyle had sent a letter out recently answering some of the questions raised and the council were being supported by South Gloucestershire HR to investigate. The Town Clerk was reassured that she has full support of Council.

0145. TO APPROVE MINUTES OF THE MEETING HELD 28th JULY 2020: The minutes were approved as an accurate record.

0146. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none.

0147. FILTON BEAT TEAM REPORT: No report received.

0148. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: The reports were noted.

0149. SUBMISSIONS FROM MEMBERS

i) **Cllr John Tucker notice of motion:-** "This Council has a permanent Agenda item for Councillors to air their concerns about Filton roads, pavements, potholes, speeds, ramps, flooding, rubbish, parking and the rates". The motion was discussed, and some councillors felt it was not necessary as under new rules and with 48 hours' notice councillors can request any item go on the agenda under members submission so it should not be restricted to the above points. The motion was put to the vote and **objected** with 2 in Favour and 9 against.

0150. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) Minutes of meeting held 14th July 2020 were noted.

ii) MUGA update – Councillors discussed the presentations that had been presented at the MUGA meeting the week before. The Town Clerk ask councillors to agree that they were happy with the CIL money being spent on the MUGA project, this was **Agreed** 8 in favour.

iii) Review of Services – An update was giving on the meeting with the consultant. It was suggested that in light of the current climate we should be conducting a review of services, Councillors asked that this information included a redundancy spreadsheet with full figures. After a short discussion it was proposed and seconded

that Filton Town Council will conduct a review of in year service provision and bring a full report back to the next Finance Meeting. This was **Agreed:** unanimously.

Action: Town Council Office

Cllr Mead left the meeting at 9.00pm

iv) Defibrillator Update – It was noted that all three defibrillators were not installed and in their new location; One at Bethany Hall, One at the Spar and the last outside Greggs on the A38.

.

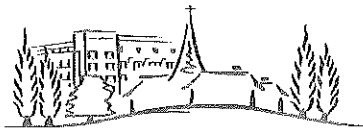
0151. OTHER REPORTS/CONSULTATIONS:

i) Planning Applications – It was agreed to object to all applications on the grounds of insufficient parking. 1 Tenth Avenue is being looked into by South Gloucestershire Councillor Adam Monk.

i) Consultation Spreadsheet – The document was noted.

0152. 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

24th October 2020

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 27th October 2020 at 7pm.** via Zoom Remote Link

Join Zoom Meeting

<https://us02web.zoom.us/j/83370391174?pwd=Sk85MEF2ZldHTUkwdmFqcXQ1Y1hQQT09>

Meeting ID: 833 7039 1174

Passcode: 707195

One tap mobile

+442030512874,,83370391174#,,,,,0#,,707195# United Kingdom

+442034815237,,83370391174#,,,,,0#,,707195# United Kingdom

Dial by your location

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

Meeting ID: 833 7039 1174

Passcode: 707195

Find your local number: <https://us02web.zoom.us/j/83370391174?pwd=Sk85MEF2ZldHTUkwdmFqcXQ1Y1hQQT09>

Yours sincerely,

L.A.Reuben,

Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **Submissions from the Public** (max. 15mins) (whilst we are meeting via remotely any submission from the public will need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting held 29th September 2020 – (pages 1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
7. Filton Beat Team Update (page 3)
8. South Gloucestershire Reports:
Cllr A Monk – (page 4-6)
Cllr C Wood – (no submission)
9. Submission from members:
 - i) Notice of Motion – Proposed by Cllr Monk, seconded by Cllr Doyle; “The Council directs the clerk to write to the executive member of South Glos Council Planning Group and ask how they plan to address the issue of excessive and ever-increasing number of HMO’s within Filton

area. We also request the Clerk investigate the possibility of setting up a good landlord scheme within Filton to ensure quality accommodation is provided and that key information about the local area is properly communicated to tenants helping them become part of the Filton community”.

10. Reports from Committees, Working Groups and the Town Clerk:

- i) Full Council (Finance) draft minutes of the meeting held 13th October 2020 (*page 7*)
- ii) MUGA - updates
- iii) Review of Services

11. Other Reports/Consultations/ Planning applications to be discussed P20/15173/F and P20/16687/F (page 8)

12. Consultation Spreadsheet (pages 9-10)

13. Payments for Information (pages 11-12)

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

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

APOLOGIES: Cllrs: A Johnstone, A Kenyon

NON-ATTENDANCE: N/A

0141. APOLOGIES FOR ABSENCE: Apologies were noted.

0142. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0143. DECLARATIONS OF INTEREST: There were none.

0144. SUBMISSIONS FROM PUBLIC:

i) Dunkeld Avenue Consultation: After a short discussion regarding the resident's comments to the consultation it was agreed to request the traffic modelling information from South Gloucestershire Council which should answer some of the resident's questions. Councillors were advised to comment individually to the consultation if they had strong views either way.

ii) Resident Complaint: The complaints were discussed between Councillors; it was noted that Cllr Doyle had sent a letter out recently answering some of the questions raised and the council were being supported by South Gloucestershire HR to investigate. The Town Clerk was reassured that she has full support of Council.

0145. TO APPROVE MINUTES OF THE MEETING HELD 28th JULY 2020: The minutes were approved as an accurate record.

0146. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none.

0147. FILTON BEAT TEAM REPORT: No report received.

0148. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: The reports were noted.

0149. SUBMISSIONS FROM MEMBERS

i) **Cllr John Tucker notice of motion:-** "This Council has a permanent Agenda item for Councillors to air their concerns about Filton roads, pavements, potholes, speeds, ramps, flooding, rubbish, parking and the rates". The motion was discussed, and some councillors felt it was not necessary as under new rules and with 48 hours' notice councillors can request any item go on the agenda under members submission so it should not be restricted to the above points. The motion was put to the vote and **objected** with 2 in Favour and 9 against.

0150. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Full Council (Finance) Minutes of meeting held 14th July 2020 were noted.

ii) MUGA update – Councillors discussed the presentations that had been presented at the MUGA meeting the week before. The Town Clerk ask councillors to agree that they were happy with the CIL money being spent on the MUGA project, this was **Agreed** 8 in favour.

iii) Review of Services – An update was giving on the meeting with the consultant. It was suggested that in light of the current climate we should be conducting a review of services, Councillors asked that this information included a redundancy spreadsheet with full figures. After a short discussion it was proposed and seconded

that Filton Town Council will conduct a review of in year service provision and bring a full report back to the next Finance Meeting. This was **Agreed:** unanimously.

Action: Town Council Office

Cllr Mead left the meeting at 9.00pm

iv) Defibrillator Update – It was noted that all three defibrillators were not installed and in their new location; One at Bethany Hall, One at the Spar and the last outside Greggs on the A38.

0151. OTHER REPORTS/CONSULTATIONS:

i) Planning Applications – It was agreed to object to all applications on the grounds of insufficient parking. 1 Tenth Avenue is being looked into by South Gloucestershire Councillor Adam Monk.

i) Consultation Spreadsheet – The document was noted.

0152. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 9.20pm

FILTON BEAT TEAM

Filton Town Council Report – October 2020

Number of reported crimes below are statistics of those reported crimes which effect the area. Please also be aware that these statistics still include some of Little Stoke due to our boundary issues. (This is still trying to be rectified)

<u>August</u>	<u>September</u>
Arson & Criminal Damage – 11	13
Burglary (dwelling & non-dwelling) – 3	4
Drug offences – 2	3
Public Order – 11	14
Theft – 13	20
Vehicle Offences – 4	8

Overall in September we have seen an increase in crime in the area. We had a spate of vehicle crime where tyres were slashed in Mackie Road/Avenue, Stanley Avenue, Brabazon area. All victims were visited, house to house was completed and CCTV enquiries. We increased high visibility patrols in the area and thankfully we have had no further incidents. No suspects were identified for this, believed to be an isolated incident on one night.

We have had a couple of shed breaks in which bikes have been stolen. No house burglaries have been reported during the month of September. Bikes always tend to be the main target for shed breaks.

We tend to see an increase in shop thefts in the latter part of the year as Christmas comes closer and shops increase their stock. A contributing factor may also be the use of face coverings which makes it easier for offenders to hide their face making it difficult for us to identify them. We have been increasing patrols at both Abbeywood & Shield Retail Parks to help shops reduce thefts and also ensure customers are complying with face mask law where applicable.

We have been spending a lot of time at the schools since the re-opening and have had re-occurring issues at Shield Road Primary with lots of parents blocking driveways and stopping on zig/zags. We have been working with the School and residents and taking enforcement action where necessary. We are also looking into funding to increase the road safety in the area.

PCSO 9819 Georgia Bush

Filton Neighbourhood Policing Team

Planning.

On Wednesday 14th October south Glos held a virtual meeting of Full Council and a motion presented was a unified response to a government consultation “Planning for the Future”

Cross Party Motion on Planning for the Future

To be moved by Councillor Jayne Stansfield and seconded by Councillor Steve Reade and Councillor Sam Scott

This Council notes:

- the Government’s “Planning for the Future” consultation;
- that, alongside efficiency of the process, any reforms to the planning system should prioritise public engagement, the delivery of quality housing, environmental protections, and measures to meet our climate change targets;
- that a consultation response has already been submitted to the Government consultation on “Changes to the current planning system”, the proposals within which would result in an unsustainable new housing number for South Gloucestershire which would undermine the sustainability of planned new development;
- that South Gloucestershire already plans to deliver substantial growth. We are already granting around 93% of Planning Applications, principally on allocated development sites. This has brought consents for thousands of new homes and land for thousands of new jobs in existing and brand-new communities across the district.

This Council recognises:

- the principle within the proposed reforms for a greater emphasis on quality of design would benefit communities across South Gloucestershire, and is supportive of that. Design has historically not been at the heart of the existing planning system;
- the positive emphasis in the reforms on supporting planning authorities to pursue a plan-led process and that development should be based on a comprehensive set of policies that include design and master-planning;
- that the removal of the five-year land supply requirement would support South Gloucestershire in better defending communities from damaging speculative developments.

This Council, however, also recognises:

- that the vast majority of planning applications are ultimately approved;
- that the Local Government Association estimates that over a million new homes have planning permission, but remain unbuilt;

- that the planning system is not the cause of the country's housing crisis;
- that while the concept of providing a guide on what land could be used for earlier in the process is helpful, the reduction of any future Local Plans to a map showing the three development zones is overly simplistic and could potentially frustrate the ability of planning authorities to make individual decisions on planning applications;
- that these proposals reduce democratic accountability, public scrutiny and participation, restricting the democratic right of residents to have their say on applications in their communities to comments made at the initial plan-making stage;
- that the proposed changes could potentially favour development interests over those of local communities;
- that the reforms restrict a planning authorities' ability to set local planning policies in line with the needs of their area and community aspirations, undermining the plan-led system, disempowering councils and communities;
- that replacing the Community Infrastructure Levy and Section 106 payments with centrally imposed housing targets and a national levy, will likely result in less money for affordable housing, sustainable transport and other critical infrastructure;
- that the effort to speed up applications risk weakening the requirement altogether for the environmental assessments process at a site-specific level;
- that, while proposals aim for new homes to meet the Government's climate change and environmental objectives, and amendments to the National Planning Policy Framework to mitigate and adapt to climate change in line with national 2050 net-zero commitment, there needs to be a distinct mechanism to deal with the climate crisis and we call on Government to ensure that the Future Homes Standard addresses this;
- the proposals in their current state do not do enough to deliver affordable housing to those most in need;
- that the proposals do not make reference to archaeology or heritage, but this Council would want to see those considerations come to the fore.

This Council therefore resolves:

- to ensure these points are presented in a robust response to the consultation, which will be available for feedback by all members through email prior to submission to government.

South Glos Council has a policy of 35% affordable homes and yet the following day the Tories used their majority on Development Management Committee to reduce the need of 8 affordable homes on a development to 2.

Then days later an application that has received over 70 objections and has been requested by both the Liberal Democrats and Labour party to be referred to the same committee to provide the public to have their say is rejected by the Conservative Chair of the committee. So much for transparency and standing up to developers.

I along with James Arrowsmith (councillor for Chewick) have submitted a joint Topic Consideration form to the Scrutiny Committee. We are proposing a task & Finish Group is established to review policies around HMO's to control the density of HMO's in any area and in addition look at measures to ensure any HMO's are to a good standard for those living in them and their neighbours.

Finances

The financial picture of South Glos is a moving beast and currently there is a £22m shortfall looming. Central government continues to review how authorities are funded and currently South Glos is maintaining its position by one off grants. The financial picture will be come more clear in December and I will report back.

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 13th October 2020 on held remotely via **ZOOM CONFERENCE CALLING**.

PRESENT: Cllrs: - M Chaudhry (Chair), K Briffett, D Collins, A Doyle, T Mewies, I Scott, A Robinson, J Tucker, C Wood

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

APOLOGIES: Cllrs: - A Monk, A Johnstone, B Mead, A Kenyon

NON-ATTENDANCE: - Cllrs: -

Part 1

F.130 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.131 DECLARATION OF INTEREST: There were none.

F.132 MINUTES: Minutes from the meeting held 08th September 2020 were approved.

F.133 MATTERS OF REPORT ARISING FROM MINUTES: There were none.

F.134 PUBLIC PARTICIPATION: There were none.

F.135 REVIEW OF SERVICES: The Town Clerk let Councillors know that the tender notice had now been uploaded to the portal.

Councillors asked if there was any paperwork providing information on the in-house review of services as requested at the last meeting. There had been a misunderstanding with what information was required for this meeting, after a short discussion it was agreed to bring a detailed report to the next Finance meeting which should include; projections for both the Bar and Pool of net expenditure from now until the end of the year, taking into account events and activities that will now not be able to go ahead because of Covid19. The report should also include what the cost will be to the council to remove services, figures for departmental redundancies, how these redundancies will affect other departments on the site and also how removing a service will affect residents of Filton.

Action: Town Council Office

F.136 INCOME & EXPENDITURE REPORTS MONTH 5: The reports were noted.

F.137 BALANCE SHEET MONTH 5: The report was noted

F.138 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public

F.139 STAFFING COMMITTEE MINUTES OF MEETING HELD 15TH SEPTEMBER 2020: The minutes were noted.

F.140 REDUNDANCY CALCULATOR: The spreadsheet was noted. It was agreed the Town Council office would go away and clarify the following points;

- Whether the Council were to pay statutory or double.
- The spreadsheet should include employees notice periods in the figures.
- Employees contracts should be checked to see what it states about redundancy.

There being no further business the meeting closed at 8.15 PM

SCHEDULE OF PLANNING APPLICATIONS 20.10.2020

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3727	P20/15173/F	25 Broncksea Road Filton South Gloucestershire BS7 0SE Demolition of existing lean-to and erection of single storey rear extension to facilitate change of use from dwelling (Class C3) to a 10 no. bedroom HMO (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Erection of cycle shed and bin storage. (Re-submission of P20/10926/F).	Wed 21 Oct 2020	
F.3728	P20/18224/F	Unit F2b Taurus Road Patchway South Gloucestershire BS34 6FB Change of Use from storage /distribution (Class B8) to Mobility and care products showroom with ancillary storage (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Thu 22 Oct 2020	
F.3729	P20/16959/F	10 Mortimer Road Filton South Gloucestershire BS34 7LF Erection of two storey side extension to form additional living accommodation.	Thu 22 Oct 2020	
F.3730	P20/17815/RVC	Airbus Gloucester Road North Filton South Gloucestershire Variation of condition 2 attached to planning permission PT18/2920/F as added by P20/09580/NMA to replace the approved plans. Erection of gateway feature to AWIC building incorporating wing display.	Fri 23 Oct 2020	
F.3731	P20/16687/F	64 Northville Road Filton South Gloucestershire BS7 0RG Erection of a single storey rear extension and installation of 1 no. rear dormer to facilitate change of use from dwelling (Class C3) to an 8 bedroom HMO for 8 people (Sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Mon 26 Oct 2020	
F.3732	P20/18886/F	26 Braemar Crescent Filton South Gloucestershire BS7 0TD Erection of two storey front and side and single storey rear extension to form additional living accommodation.	Wed 28 Oct 2020	
F.3733	P20/19704/F	132 Northville Road Filton South Gloucestershire BS7 0RL Erection of a single storey rear extension to form additional living accommodation,	Tue 03 Nov 2020	
F.3734	P20/19471/F	Ground Floor Flat 508 Filton Avenue Horfield South Gloucestershire BS7 0QE Erection of single storey rear extension to form additional living accommodation.	Tue 10 Nov 2020	

Public Consultation Spreadsheet October 2020

Consultation	Consultation Period	Summary
FILTON - Filton Avenue (north of A4174) Experimental Part-Time Southbound Bus Lane - STATUTORY NOTICE	26th October 2020	The Council made an order the effect of which is to 'open up' the movement of vehicles as an Experimental Traffic Regulation Order outside the weekly peak periods (07:00-10:00 and 15:00- 19:00) Monday to Friday on the existing southbound bus lane of Filton Avenue between Conygre Grove and A4174 Station Road. Have your say about the opening up of the existing southbound bus lane on Filton Avenue heading towards the A4174 Station Road outside of peak periods. The trial and its consultation will start from 26th October 2020 with a 6 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.
FILTON - Southmead Road - COVID-19 cycling Improvements - Mandatory cycle lane	4th April 2021	The above is part of the Council's network management duty and guidance announced by the Secretary of State for Transport, Grant Shapps on 9th May 2020. Proposed cycling improvements along Southmead Road by introducing a northeast bound on-carriageway mandatory cycle lane between Braemar Avenue and Brandon House junction. With supporting double yellow lines for effective operation for the cycle lane. Members of the public will be able to send in feedback regarding this cycling improvement scheme.

Public Consultation Spreadsheet October 2020

Greener Places Engagement	16 Oct 2020	8 Nov 2020	Enjoying local green spaces is something that many of us value. During the Covid-19 emergency the role of these vital spaces within our communities for health and well being has been highlighted. We know that using these spaces is not easy for everyone, and we want to learn more about how we can create, manage and improve green spaces so that we can all access and enjoy them. We can all play a part in responding to the challenges of climate change and the nature crisis for the benefit of both people and wildlife. We want to work together with everyone who lives, works in and visits South Gloucestershire to bring together a shared vision and priorities for greener places across the area. A public consultation on the draft 'Greener Places' strategy will take place in 2021, and your comments now will feed into preparation of this draft How to Respond • Complete this online survey to tell us your views • Download and complete a paper survey, and return it in the post to: Consultation Team, South Gloucestershire Council, Council Offices, Badminton Road, Yate, Bristol, BS37 5AF • If you would prefer to discuss your suggestions for the 'Greener Places' strategy please contact CommunitySpaces@southglos.gov.uk
---------------------------	-------------	------------	--

BANK ACCOUNT-GENERAL

List of Payments made between 01/09/2020 and 30/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2020	Zoom Video Communications Inc.	DDR	14.39		4428-monthly subs
02/09/2020	POOL TAKINGS CASHBOOK	PCCR2	65.00		Pool Card Refunds 2.9.20
03/09/2020	Vink UK Ltd	DDR2	193.60		444-Acrylic cast
04/09/2020	Co-Op Bank	DDR	10.00		Service charge
04/09/2020	Co-Op Bank	DDR	14.00		Commission
04/09/2020	Delta Card fee	DDR	0.20		Delta Card fee
07/09/2020	POOL TAKINGS CASHBOOK	PCCR7	188.00		Pool Card Refund 7.9.20
08/09/2020	South Glos Council	DDR	6,246.00		Sports Centre Rates 20-21
09/09/2020	POOL TAKINGS CASHBOOK	PCCR9	159.50		Pool Card Refunds 9.9.20
10/09/2020	POOL TAKINGS CASHBOOK	PCCR10	344.00		Pool Card Refunds 10.9.20
11/09/2020	POOL TAKINGS CASHBOOK	PCCR11	6.50		Pool Card Refunds 11.9.20
14/09/2020	POOL TAKINGS CASHBOOK	PCCR14	26.00		Pool Card Refunds 14.9.20
16/09/2020	C. Brewer & Sons Ltd	5427	60.19		4445-Dulux paint+filler
16/09/2020	British Telecommunications plc	5428	273.26		4435-Monthly phone charge
16/09/2020	CryoService Ltd	5429	209.30		4433-Monthly charge
16/09/2020	DCK Accounting Solutions Ltd	5430	601.62		4423-Contract accounting Aug
16/09/2020	D&G Flooring	5431	3,459.60		4447-Uplift vinyl + dispose
16/09/2020	Filton Voice Ltd	5432	150.00		4424-Semptember advert space
16/09/2020	Gazprom Marketing & Trading Re	5433	5,052.81		4426-Gas August 2020
16/09/2020	Glacier environmental Ltd	5434	594.00		4429-Water sampling test
16/09/2020	JTS Snack Foods	5435	146.87		4453-Bar stock purchase
16/09/2020	Red Dog Technology Ltd	5436	254.03		4451-Day rate engineer callout
16/09/2020	Rentokil Initial UK Ltd	5437	237.73		4436-Service 24.09.20-23.12.20
16/09/2020	Ricoh UK Ltd	5438	381.63		4422-Copier charge June-Aug20
16/09/2020	ST JOHN AMBULANCE SUPPLIES	5439	354.00		4437-Battery for Defibrillator
16/09/2020	Ernest Till (South West) & co	5440	4,768.80		4446-Call-loss of plant rmpump
16/09/2020	Travis Perkins Trading Co Ltd	5441	713.07		4450-Redwood planed timber
16/09/2020	Viridor Waste Management Ltd	5442	866.58		4430-Mixed waste collection
16/09/2020	WCS Environmental Limited	5443	1,455.46		4459-LP Samples July 2020
16/09/2020	POOL TAKINGS CASHBOOK	PCCR16	26.00		Pool Card Refunds 16.9.20
21/09/2020	POOL TAKINGS CASHBOOK	PCC21	72.00		
22/09/2020	POOL TAKINGS CASHBOOK	PCC22	134.10		
22/09/2020	British Gas	DD01	2,870.66		4427-Elec August 2020
23/09/2020	BRENNTAG	5444	0.00		VOID CHEQUE
23/09/2020	CRANHAM	5445	0.00		VOID CHEQUE
23/09/2020	AIR PRODUCTS - DD	5446	0.00		VOID CHEQUE
23/09/2020	FILTON VOICE	5447	0.00		VOID CHEQUE
23/09/2020	FLEET LTD	5448	0.00		VOID CHEQUE
23/09/2020	JP LENNARD	5449	0.00		VOID CHEQUE
23/09/2020	LOCKERTEK	5450	0.00		VOID CHEQUE
23/09/2020	RLSS	5451	0.00		VOID CHEQUE
23/09/2020	ERNEST TILL	5452	0.00		VOID CHEQUE
23/09/2020	TRAVIS PERKINS	5453	0.00		VOID CHEQUE
23/09/2020	Brenntag UK Ltd	5454	99.99		47SI4791129/4494/Brenntag UK L
23/09/2020	Miss Rosalind A Cranham	5455	80.00		013/4495/Miss Rosalind A Cranh
23/09/2020	CryoService Ltd	5456	17.59		414586736/4493/CryoService Ltd
23/09/2020	Filton Voice Ltd	5457	525.00		4631/4491/Filton Voice Ltd

BANK ACCOUNT-GENERAL

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2020	Fleet (Line Markers) Ltd	5458	204.72		SI202309/4499/Fleet (Line Mark
23/09/2020	J P Lennard Ltd	5459	168.43		976337/4502/J P Lennard Ltd
23/09/2020	Lockertek Ltd	5460	358.62		18772/4503/Lockertek Ltd
23/09/2020	RLSS UK Enterprises Ltd	5461	82.00		SI644891-1/4506/RLSS UK Enterp
23/09/2020	Ernest Till (South West) & co	5462	548.40		00012206/4498/Ernest Till (Sou
23/09/2020	Travis Perkins Trading Co Ltd	5463	29.86		3015APE408/4507/Travis Perkins
25/09/2020	POOL TAKINGS CASHBOOK	PCC25	171.60		Pool Cards 25.9.20
25/09/2020	British Gas	DD02	848.86		4420-Elec August 2020
29/09/2020	Pitney Bowes	DD03	67.02		BH604465/4505/Pitney Bowes
30/09/2020	Zoom monthly subs	DC	14.39		Zoom monthly subs
Total Payments			33,165.38		

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, T Mewies, A Monk, A Robinson, I Scott, J Tucker, C Wood, A Johnstone,

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

APOLOGIES: Cllrs: A Kenyon, B Mead, A Doyle

NON-ATTENDANCE: N/A

0153. APOLOGIES FOR ABSENCE: Apologies were noted.

0154. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0155. DECLARATIONS OF INTEREST: There were none.

0156. SUBMISSIONS FROM PUBLIC: No Submissions

7.20pm Councillor Monk joined the meeting

0157. TO APPROVE MINUTES OF THE MEETING HELD 29th September: The minutes were approved as an accurate record.

0158. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: there were none.

0159. FILTON BEAT TEAM REPORT: The report was noted. Councillors would like confirmation as to what the number for racial and hate crimes are included within. The one way system around the school was discussed and as a Council what measures what can be done? The Chair is investigate the current situation there.

0160. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Councillor Monks report was discussed and noted.
- i) Councillor Wood - No submission

7.25pm Councillor Wood joined the meeting

0161. SUBMISSIONS FROM MEMBERS

i) Several concerns were raised for answering by Councillor Wood. These were discussed and answered. Councillor Wood agreed to update all of Filton Town Council on relevant issues before posting on social media

ii) Notice of Motion- Proposed and Seconded. *"The Council directs the clerk to write to the executive member of South Glos Council Planning Group and ask how they plan to address the issue of excessive and ever-increasing number of HMO's within Filton area. We also request the Clerk investigate the possibility of setting up a good landlord scheme within Filton to ensure quality accommodation is provided and that key information about the local area is properly communicated to tenants helping them become part of the Filton community".*

Concerns were raised and discussed. Voted unanimously FOR

0162. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting held 13th October 2020 were noted.
- ii) MUGA update – The Town Clerk gave an update on the consultation, lots of feedback received and will be collated for the next meeting.

iii) Review of Services – Positive feedback from the consultant with several parties interested the FLC. Several companies are attending the site in the following weeks to walk around the whole site.

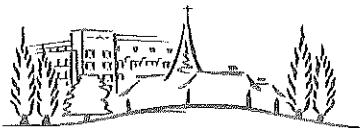
0163. OTHER REPORTS/CONSULTATIONS:

i) Planning Applications – Council to object to P20/1886/F 26 Braemar Crescent. On the grounds of insufficient parking provided, increased traffic generation, reduction in highway safety as a result of increased traffic congestion and additional parking on the public highway, increased noise and disturbance resulting from additional bedrooms and occupancy and unacceptable increase in building density.

i) Consultation Spreadsheet – The document was discussed and it was decided for Filton Town Council Office to add concerns to the Greener Places Engagement to help protect Elm Park from any land grab.

0164. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.40pm



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 November 2020

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 24th November 2020 at 7pm. via Zoom Remote Link**

Join Zoom Meeting

<https://us02web.zoom.us/j/88448065536?pwd=bIZHOEOxNTYwbEh6d3hpbE1UT2trZz09>

Meeting ID: 884 4806 5536

Passcode: 478962

Dial by your location

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 884 4806 5536

Passcode: 478962

Find your local number: <https://us02web.zoom.us/j/kde54eJnUB>

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **Submissions from the Public** (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
5. To approve the minutes of the meeting 27th October 2020 – (pages1-2)
6. Matters of report arising from the minutes not otherwise included on the Agenda
"The Council directs the clerk to write to the executive member of South Glos Council Planning Group and ask how they plan to address the issue of excessive and ever-increasing number of HMO's within Filton area." (page 3)
7. Filton Beat Team Update (tabled)
8. South Gloucestershire Reports:
Cllr A Monk – (tabled)
Cllr C Wood – (tabled)
9. Submission from members:
10. Reports from Committees, Working Groups and the Town Clerk:

- i) Full Council (Finance) draft minutes of the meeting held 10th November 2020 (*page 4-5*)
- ii) MUGA – meeting details
- iii) Annual Report - discussion required around this year report (page 6)

11. Other Reports/Consultations/ Planning applications (pages 7-8

12. Consultation Spreadsheet (pages 9-10)

13. Payments for Information (pages 11-12)

PRESENT: Cllrs: D Collins (Chair), K Briffett, M Chaudhry, T Mewies, A Monk, A Robinson, I Scott, J Tucker, C Wood, A Johnstone,
ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Administrator)
APOLOGIES: Cllrs: A Kenyon, B Mead, A Doyle
NON-ATTENDANCE: N/A

0153. APOLOGIES FOR ABSENCE: Apologies were noted.

0154. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0155. DECLARATIONS OF INTEREST: There were none.

0156. SUBMISSIONS FROM PUBLIC: No Submissions

0157. TO APPROVE MINUTES OF THE MEETING HELD 29th September: The minutes were approved as an accurate record.

0158. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: there were none.

0159. FILTON BEAT TEAM REPORT: The report was noted. Councillors would like confirmation as to what the number for racial and hate crimes are included within. The one way system around the school was discussed and as a Council what measures what can be done? The Chair is investigate the current situation there.

0160. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Councillor Monks report was discussed and noted.
- i) Councillor Wood - No submission

7.25pm Councillor Wood joined the meeting

0161. SUBMISSIONS FROM MEMBERS

- i) Several concerns were raised for answering by Councillor Wood. These were discussed and answered. Councillor Wood agreed to update all of Filton Town Council before posting on social media
- ii) Notice of Motion- Proposed and Seconded. *"The Council directs the clerk to write to the executive member of South Glos Council Planning Group and ask how they plan to address the issue of excessive and ever-increasing number of HMO's within Filton area. We also request the Clerk investigate the possibility of setting up a good landlord scheme within Filton to ensure quality accommodation is provided and that key information about the local area is properly communicated to tenants helping them become part of the Filton community".*
Concerns were raised and discussed. Voted unanimously FOR

0162. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting held 13th October 2020 were noted.
- ii) MUGA update – The Town Clerk gave an update on the consultation, lots of feedback received and will be collated for the next meeting.

iii) Review of Services – Positive feedback from the consultant with several parties interested the FLC. Several companies are attending the site in the following weeks to walk around the whole site.

0163. OTHER REPORTS/CONSULTATIONS:

i) Planning Applications – Council to object to P20/1886/F 26 Braemar Crescent. On the grounds of insufficient parking provided, increased traffic generation, reduction in highway safety as a result of increased traffic congestion and additional parking on the public highway, increased noise and disturbance resulting from additional bedrooms and occupancy and unacceptable increase in building density.

i) Consultation Spreadsheet – The document was discussed and it was decided for Filton Town Council Office to add concerns to the Greener Places Engagement to help protect Elm Park from any land grab.

0164. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.40pm

Lesley,

Thank you for your email. The uncontrolled proliferation of HMOs affects much of the northern arc above Bristol, as it does much of Bristol.

I have long held the view that there needs to be the proper planning controls to enable HMOs to be located where they are not detrimental to the area or community.

That is not to say there should'nt be any, they are a valuable form of accommodation.

I have initiated the process for the creation of what is called a SPD, Supplementary Planning Document (apologies if you already know this). This document add guidance on how a policy should be used.

This document can not introduce new policy.

It will form part of the new local plan that is being developed but will, importantly, be able to be used, in part, with the current core strategy (the current Local Plan).

The purpose of this document will fill in the existing gaps in current procedures.

I am unable at this stage able to say when this will be completed, but I can assure you it is being done as a matter of urgency. There have been a few instances recently where a HMO was allowed because there was not mechanism to refuse permission. IF we had the applicant could have gone to appeal and would almost certainly have won.

Please note, whilst included in the SPD, we will not be able to use Article 4 directions until the new Local Plan is in place because that would be an introduction of new policy.

I hope that goes some way to answering your councillors query.

I would have no more to add than above at a meeting at this stage. But happy to attend when the SPD is more developed.

Yours sincerely

Cllr Steve Reade

Cabinet Member for Regeneration Environment and Strategic Infrastructure

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 10th November 2020 on held remotely via **ZOOM CONFERENCE CALLING**.

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

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

APOLOGIES: Cllrs: - K Briffett, A Robinson, J Tucker

NON-ATTENDANCE: - Cllrs: -

F.141 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.142 DECLARATION OF INTEREST: There were none.

F.143 PRESENTATION OF 2021/2022 DRAFT BUDGET BY DEREK KEMP

ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the draft 2020/21 budgets. It was explained that these budgets were by no means a proposal due to COVID 19 effects on Filton Town Council and Filton Leisure Centre/Bar.

The current climate makes it near impossible to project accurately so the previous year's figures are based with the assumption of minimal change. As the future of the leisure centre bar is currently under review, these figures would not be relevant if changes are made for the forth coming financial year.

A further set of proposals will be put together and presented by the accountants in January 2021 when more facts and figures would be available in regard to future management options and accurate forecasts can be made.

The accountant was thanked for his time and it was noted that budgets would be looked at again in January.

F.144 MINUTES: Minutes from the meeting held 13th October 2020 were approved.

F.145 MATTERS OF REPORT ARISING FROM MINUTES: F140.The Town Clerk answered the queries from these points previously asked.

F.146 PUBLIC PARTICIPATION: There were none.

F.147 SUBJECT ACCESS REQUEST: The Town Clerk expressed concerns regarding the need to ensure the recent request SAR from a resident was completed accurately and in a timely manner. Discussions took place regarding the best way to ensure this. It was suggested using an outside source to complete an independent response, although this would be costly. It was agreed that contact be made with the Information Commissioner Office to seek further advice on the best course of action if the request exceeded recommended timeframes and costs.

ACTION Town Council Office

F.148 REVIEW OF SERVICES: The consultant had confirmed that there had been interest and discussions with a number of potential operators and was expecting bidders to submit by 23rd November 2020. Updates will be given shortly afterwards and this will be brought to a Full Council Meeting.

F.149 INCOME & EXPENDITURE REPORTS MONTH 6: The reports were noted.

F.150 BALANCE SHEET MONTH 6: The report was noted

F.151 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public

F.152 STAFFING COMMITTEE MINUTES OF MEETING HELD 6th OCTOBER 2020:
were noted.

Discussion regarding staff levels and furlough arrangements took place and it was agreed *Furlough arrangements* to be an agenda item for the next finance meeting.

F.153 BAR YEARLY COMPARISONS: Figures and Graphs were discussed and noted.

There being no further business the meeting closed at 9.15 PM

Annual Report discussion Full Council 24th November 2020.

The annual report is normally produced and circulated in advance of the annual meeting which is held in May. A report was not produced in May of 18/19 due to the elections.

This year has been challenging with a very different way of working but our main goal has always been to bring down expenditure with the obvious aim to reduce any increase in the precept.

All the financial requirements are included in the Annual Return/Governance Statements and are available on the website (which are legal requirements).

The cost of the annual report, to print and deliver to households is around £2,000/£2500 plus officer time. Alongside the point that there is no legal requirement to produce the report it was deemed that this year that it was not the best use of public money.

There has been a small amount of criticism on social media that this year the report was not produced. Therefore, I would like to suggest that this year we release a short summary report over a couple of pages, possibly in the Christmas edition of 'Filton Voice'. It would be nice to announce an improved financial position of the council and we could by then have some updates on the MUGA and the overall review of services.

Please let me know your thoughts?

Lesley Reuben
Town Clerk & RFO

SCHEDULE OF PLANNING APPLICATIONS 19.10.2020

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3735	P20/21004/F	<u>12 Rodney Crescent Filton South Gloucestershire BS34 7AG</u> Erection of two storey side extension to form additional living accommodation.	Thu 19 Nov 2020	
F.3736	P20/21338/F	<u>1 Shanklin Drive Filton South Gloucestershire BS34 7EL</u> Erection of a building to form 2no flats with access and associated works.	Tue 24 Nov 2020	
F.3737	P20/21221/F	<u>38 Gayner Road Filton South Gloucestershire BS7 0SW</u> Erection of two storey side and single storey side/rear extension, installation of rear dormer window and 4 no. roof lights to front elevation to facilitate loft conversion to form additional living accommodation. Creation of new vehicular access point and formation of new vehicular parking area.	Sat 28 Nov 2020	
F.3738	P20/22143/F	<u>7 Holmdale Road Filton South Gloucestershire BS34 7HT</u> Erection of a two storey side and a single storey rear extension to form additional living accommodation.	Mon 30 Nov 2020	
F.3739	P20/20748/CLP	<u>106 Lower House Crescent Filton South Gloucestershire BS34 7DL</u> Erection of single storey rear extension to provide additional living accommodation.	Fri 04 Dec 2020	
F.3740	P20/21783/F	<u>718 Southmead Road Filton South Gloucestershire BS34 7QT</u> Installation of enlarged rear dormer, erection of two storey side/rear extension and single storey rear extension to provide additional living accommodation. Erection of two storey, detached building with external staircase to form garage and annex ancillary to the main dwellinghouse.	Fri 04 Dec 2020	
F.3741	P20/22196/F	<u>58 Northville Road Filton South Gloucestershire BS7 0RG</u> Erection of a single storey rear extension, installation of 1 no. rear dormer to facilitate change of use from residential dwelling (Class 3) to a large house in multiple occupation for up to 7 people (sui generis).	Sat 05 Dec 2020	

SCHEDULE OF PLANNING APPLICATIONS 19.10.2020

F.3742	P20/21990/F	<u>578 Filton Avenue Horfield South Gloucestershire BS7 0QQ</u> Demolition of existing conservatory. Erection of single storey front and rear extension to form additional living accommodation. Alteration to roofline to form loft conversion. Alteration to roofline of existing garage. Construction of new vehicular access onto Filton Avenue	Mon 07 Dec 2020	
F.3743	P20/01834/F Appeal reference: APP/P0119/W/20 /3261052	<u>37 Sixth Avenue Filton Bristol South Gloucestershire BS7 0LT</u> Erection of 1no. attached dwelling with access and associated works (Resubmission of P19/09282/F).		The appeal is against the refusal of planning permission.

Public Consultation Spreadsheet November 2020

Consultation	Consultation Period	Summary
FILTON - Filton Avenue (north of A4174) Experimental Part-Time Southbound Bus Lane - STATUTORY NOTICE	26th October 2020	The Council made an order the effect of which is to 'open up' the movement of vehicles as an Experimental Traffic Regulation Order outside the weekly peak periods (07:00-10:00 and 15:00- 19:00) Monday to Friday on the existing southbound bus lane of Filton Avenue between Conygre Grove and A4174 Station Road. Have your say about the opening up of the existing southbound bus lane on Filton Avenue heading towards the A4174 Station Road outside of peak periods. The trial and its consultation will start from 26th October 2020 with a 6 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.
FILTON - Southmead Road - COVID-19 cycling Improvements - Mandatory cycle lane	4th April 2021	The above is part of the Council's network management duty and guidance announced by the Secretary of State for Transport, Grant Shapps on 9th May 2020. Proposed cycling improvements along Southmead Road by introducing a northeast bound on-carriageway mandatory cycle lane between Braemar Avenue and Brandon House junction. With supporting double yellow lines for effective operation for the cycle lane. Members of the public will be able to send in feedback regarding this cycling improvement scheme.

Public Consultation Spreadsheet November 2020

FILTON - Southmead Road - Pedestrian Refuge Island	9 Nov 2020	30 Nov 2020	The proposed scheme is to install a pedestrian refuge island on Southmead Road near Rannoch Road.
---	-------------------	--------------------	--

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2020 and 20/11/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/10/2020	Aitkens Sportsturf Ltd	5464	272.40		3725/4522/Aitkens Sportsturf L
05/10/2020	Avon Extinguishers	5465	322.20		29093/4523/Avon Extinguishers
05/10/2020	British Telecommunications plc	5466	250.02		M079JX/4524/British Telecommun
05/10/2020	Capital Cleaning (Kent) Ltd	5467	274.70		0000329344/4525/Capital Cleani
05/10/2020	DCK Accounting Solutions Ltd	5468	2,838.48		TPC9230/4529/DCK Accounting So
05/10/2020	DL I.T. Solutions Ltd	5469	472.44		555117/4559/DL I.T. Solutions
05/10/2020	Glacier environmental Ltd	5470	594.00		SI-11943/4556/Glacier environm
05/10/2020	Instyle Marketing Services	5471	120.00		15278/4530/Instyle Marketing S
05/10/2020	Online Leisure Systems Ltd	5472	1,270.20		7163/4531/Online Leisure Syste
05/10/2020	Lister Wilder	5473	357.35		660161/4557/Lister Wilder
05/10/2020	Rialtas Business Solutions Ltd	5474	636.00		SM22306/4532/Rialtas Business
05/10/2020	RLSS UK Enterprises Ltd	5475	221.28		SI644914-1/4533/RLSS UK Enterp
05/10/2020	St Austell Brewery Company Ltd	5476	4,340.68		2495485/4554/St Austell Brewer
05/10/2020	Ernest Till (South West) & co	5477	273.60		00012246/4555/Ernest Till (Sou
05/10/2020	Co-Op Bank	DDR	10.00		Service Charge
05/10/2020	Co-Op Bank	DDR	14.70		Commisasion
05/10/2020	Delta Card Fee	DDR	0.20		Delta Card Fee
08/10/2020	POOL TAKINGS CASHBOOK	PCC08	264.70		Pool Cards 8.10.10
08/10/2020	South Gloucestershire Council	Std Ord	6,246.00		Sports Centre Rates 20-21
12/10/2020	Barclays Bank PLC	DDR	44.00		4637-Monthly card fee charge
20/10/2020	A4 Asbestos Limited	5478	282.00		4613-Remove asbestos
20/10/2020	Brenntag UK Ltd	5479	527.92		4608-Pool chemicals
20/10/2020	A.M.P Window Cleaning Services	5480	45.00		4632-Cleaning windows 12.10.20
20/10/2020	C. Brewer & Sons Ltd	5481	89.58		4621-V//Matt mid base
20/10/2020	Capital Cleaning (Kent) Ltd	5482	346.22		4602-Dustpan, cloth, sweep
20/10/2020	Complete Weed Control (North W	5483	314.40		4614-Supp+apply weed control
20/10/2020	C & R Fencing	5484	3,836.40		4623-Fencing work 27.06.20
20/10/2020	DCK Accounting Solutions Ltd	5485	1,582.86		4640-Contract accounting
20/10/2020	DL I.T. Solutions Ltd	5486	63.00		4642-Fibre broadband-Bar
20/10/2020	Filton Voice Ltd	5487	300.00		4610-Filton voice-Oct
20/10/2020	Fleet (Line Markers) Ltd	5488	100.70		4643-Whit 5ltr
20/10/2020	Gazprom Marketing & Trading Re	5489	2,783.68		4636-Gas Sept 2020
20/10/2020	GM Engineering (Bristol) Ltd	5490	240.00		4645-Remove broken lock
20/10/2020	HCI Data Ltd	5491	90.00		4631-Renew website to Dec 2022
20/10/2020	J P Lennard Ltd	5492	218.12		4644-Barrier tape no entry
20/10/2020	Cape Meridian Ltd	5493	78.00		4633-Alarm activation callout
20/10/2020	OFCOM	5494	75.00		4641-Licence fee-Radio equip
20/10/2020	RLSS UK Enterprises Ltd	5495	102.50		4628-NPLQ renewal
20/10/2020	St Austell Brewery Company Ltd	5496	1,249.67		4627-Bar stock purchase
20/10/2020	Ernest Till (South West) & co	5497	615.00		4617-Lost power-steward flats
20/10/2020	Travis Perkins Trading Co Ltd	5498	96.92		4619-Wood screws, glue
20/10/2020	Viridor Waste Management Ltd	5499	904.92		4611-Waste disposal
20/10/2020	British Gas	5500	776.46		4688-Elec June 2020
04/11/2020	Brenntag UK Ltd	5501	246.21		47SI4792762/4715/Brenntag UK L
04/11/2020	Avon Data Care	5502	33.00		2648/4697/Avon Data Care
04/11/2020	Bristol Locksmiths	5503	65.78		13126/4701/Bristol Locksmiths
04/11/2020	British Telecommunications plc	5504	210.02		M080P9/4702/British Telecommun

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2020 and 20/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2020	Fitronics Ltd	5505	158.40		C4001220/4703/Fitronics Ltd
04/11/2020	Miss Rosalind A Cranham	5506	80.00		015/4704/Miss Rosalind A Cranh
04/11/2020	DCK Accounting Solutions Ltd	5507	956.82		TPC9374/4705/DCK Accounting So
04/11/2020	Rentokil Initial UK Ltd	5508	195.95		33641583/4708/Rentokil Initial
04/11/2020	RLSS UK Enterprises Ltd	5509	29.52		SI648887-1/4710/RLSS UK Enterp
04/11/2020	South Gloucestershire Council	5510	933.78		3804490894/4711/South Gloucest
04/11/2020	Splash About International Ltd	5511	53.10		53889/4712/Splash About Intern
04/11/2020	Ernest Till (South West) & co	5512	412.80		00012297/4707/Ernest Till (Sou
04/11/2020	Travis Perkins Trading Co Ltd	5513	58.66		3015APH169/4713/Travis Perkins
Total Payments			36,975.34		

PRESENT: Cllrs: D Collins (Chair), A Doyle, M Chaudhry, T Mewies, A Monk, A Robinson, I Scott, C Wood, A Kenyon

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

APOLOGIES: Cllrs: B Mead, A Johnstone, J Tucker, K Briffett

NON-ATTENDANCE: N/A

0165. APOLOGIES FOR ABSENCE: Apologies were noted.

0166. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0167. DECLARATIONS OF INTEREST: There were none.

0168. SUBMISSIONS FROM PUBLIC: No Submissions

7.20pm Councillor Monk joined the meeting

0169. TO APPROVE MINUTES OF THE MEETING HELD 27th October: Councillor Wood would like minutes 0160 and 0161 amended. The minutes were approved with amendments as an accurate record

0170. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: Update was given to Council from the Town Clerk regarding the request to instigate the HMO problems. It was confirmed that Cllr Monk would be attending a Topic Forum on the matter and will update accordingly.

0171. FILTON BEAT TEAM REPORT: No Submission, Council would like an update on recent increase in burglaries.

Action : Filton Town Council Office

0172. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Councillor Monks : No submission
- i) Councillor Wood - No submission

7.25pm Councillor Wood joined the meeting

0173. SUBMISSIONS FROM MEMBERS : None Submitted

0174. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting held 10th November 2020 were noted.
- ii) MUGA update – The Town Clerk gave an update on the consultation, lots of feedback received and will be collated for the meeting arranged for 1st December 2020.
- iii) Annual report – A few residents have queried as to why Filton Town Council have not produced an annual report this year. It was explained that as it was not legally required it had been deemed an ideal opportunity to save public money. The Town Clerk had suggested a summary report to go out in the Christmas edition of Filton Voice. A discussion took place taking around costings, content and accessibility. It was proposed and seconded to produce a report in February 2021 and publish over 4 pages Filton Voice. **VOTED UNANIMOUSLY FOR.**

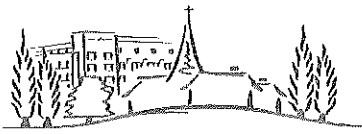
0175. OTHER REPORTS/CONSULTATIONS:

i) Planning Applications – Council to object to P20/22196/F. On the grounds of insufficient parking provided, increased traffic generation, reduction in highway safety as a result of increased traffic congestion and additional parking on the public highway, increased noise and disturbance resulting from additional bedrooms and occupancy and unacceptable increase in building density.

ii) Consultation Spreadsheet – The document was discussed. The Town Clerk reminded councillors to add concerns if they hadn't already done so, to the Greener Places Engagement to help protect Elm Park from any land grab. The need for updated signage at the King George Junction was also discussed.

0176. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.40pm



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

3rd December 2020

Dear Members

You are hereby summonsed to a **VIRTUAL** meeting of the **FULL COUNCIL** will be held on **Tuesday 8th December 2020 at 7pm. via Zoom Remote Link**

Join Zoom Meeting

<https://us02web.zoom.us/j/82522618406?pwd=YmkzZVFheWgxbEJ6bmVlaipvZDJBdz09>

Meeting ID: 825 2261 8406

Passcode: 263760

Dial by your location

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 825 2261 8406

Passcode: 263760

Find your local number: <https://us02web.zoom.us/j/82522618406?pwd=YmkzZVFheWgxbEJ6bmVlaipvZDJBdz09>

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Public and press are welcome to view all council meetings - however the Chair reserves the right to mute or remove any member of the public causing a disturbance.

A G E N D A

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Leisure Centre Review – RPT Consulting
5. **Submissions from the Public** (max. 15mins) (whilst we are meeting via remotely any submission from the public need to be sent in to clerk 48 hours prior to meeting)
6. To approve the minutes of the meeting 24th November 2020 – (pages1-2)
7. Matters of report arising from the minutes not otherwise included on the Agenda
8. Filton Beat Team Update (pages3-4)
9. South Gloucestershire Reports:
Cllr A Monk – (tabled)
Cllr C Wood – (tabled)
10. Submission from members:
11. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 10th November 2020 (page 5-6)
 - ii) MUGA update on meeting (page 7)

12. Other Reports/Consultations/ Planning applications (page 8)

13. Consultation Spreadsheet (page 9)

14. Payments for Information (page 10)

Part 2 – Confidential Session

1. Ongoing HR Issues

PRESENT: Cllrs: D Collins (Chair), A Doyle, M Chaudhry, T Mewies, A Monk, A Robinson, I Scott, C Wood, A Kenyon

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

APOLOGIES: Cllrs:, B Mead, A Johnstone, J Tucker, K Briffett

NON-ATTENDANCE: N/A

0165. APOLOGIES FOR ABSENCE: Apologies were noted.

0166. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0167. DECLARATIONS OF INTEREST: There were none.

0168. SUBMISSIONS FROM PUBLIC: No Submissions

7.20pm Councillor Monk joined the meeting

0169. TO APPROVE MINUTES OF THE MEETING HELD 27th October: Councillor Wood would like minutes 0160 and 0161 amended. The minutes were approved with amendments as an accurate record

0170. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: Update was given to Council from the Town Clerk regarding the request to instigate the HMO problems. It was confirmed that Cllr Monk would be attending a Topic Forum on the matter and will update accordingly.

0171. FILTON BEAT TEAM REPORT: No Submission, Council would like an update on recent increase in burglaries.

Action : Filton Town Council Office

0172. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Councillor Monks : No submission
- i) Councillor Wood - No submission

7.25pm Councillor Wood joined the meeting

0173. SUBMISSIONS FROM MEMBERS : None Submitted

0174. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting held 10th November 2020 were noted.
- ii) MUGA update – The Town Clerk gave an update on the consultation, lots of feedback received and will be collated for the meeting arranged for 1st December 2020.
- iii) Annual report – A few residents have queried as to why Filton Town Council have not produced an annual report this year. It was explained that as it was not legally required it had been deemed an ideal opportunity to save public money. The Town Clerk had suggested a summary report to go out in the Christmas edition of Filton Voice. A discussion took place taking around costings, content and accessibility. It was proposed and seconded to produce a report in February 2021 and publish over 4 pages Filton Voice. **VOTED UNANIMOUSLY FOR.**

0175. OTHER REPORTS/CONSULTATIONS:

i) Planning Applications – Council to object to P20/22196/F. On the grounds of insufficient parking provided, increased traffic generation, reduction in highway safety as a result of increased traffic congestion and additional parking on the public highway, increased noise and disturbance resulting from additional bedrooms and occupancy and unacceptable increase in building density.

ii) Consultation Spreadsheet – The document was discussed. The Town Clerk reminded councillors to add concerns if they hadn't already done so, to the Greener Places Engagement to help protect Elm Park from any land grab. The need for updated signage at the King George Junction was also discussed.

0176. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.40pm

Filton Town Council Report – November 2020

Number of reported crimes below are statistics of those reported crimes which effect the area. Please also be aware that these statistics still include some of Little Stoke due to our boundary issues. (This is still trying to be rectified)

There was a query about hate crime statistics last month. In total there have been 4 hate crimes recorded in October, and 1 recorded in November.

<u>October</u>	<u>November</u>
Arson & Criminal Damage – 13	5
Burglary (dwelling & non-dwelling) – 4	23
Drug offences – 0	0
Public Order –16	10
Theft –24	23
Vehicle Offences –7	6
Violence against the person – 36	21

As reflected in the statistics you can see an increase in burglaries. These have been non-dwelling burglaries, which means from a shed or garage. We believe the main target of these are pushbikes. We are asking residents to make sure the rear of their house including sheds and garages are secure. Following this link <https://www.avonandsomerset.police.uk/crime-prevention-advice/protecting-your-home-and-property/> Residents can read advice on how to protect their homes and gardens. If any residents wish for us to attend, to assess their security then please get in contact with us through 101 or through the website.

We will be conducting high visibility patrols in hotspot areas and rear lanes. We will be asking residents who have CCTV to assist in our enquiries. It is also important that residents call in as soon as possible. If the incident is in progress to call 999 and if already happened to call on 101.

As discussed in a previous meeting it is vital that residents make us aware of crime/issues in the community. This helps us to collate information to be able to deploy resources to relevant and hotspot areas meaning we can try to tackle issues and reduce crime. We understand that Facebook is a great platform for residents to make others aware of issues within the community, however again we ask that this is done so after it has been reported to the Police so that a crime reference or log number can be included in the post. We are also in the process of setting up a South Gloucestershire Neighbourhood Policing Facebook page which residents can view to see an up to date insight in the work we are doing locally.

During November we have been engaging and educating the community in line with recent government guidelines and legislation and enforcing where appropriate. We want to thank the residents of Filton for as a whole complying with these during this challenging time.

Along with this we have also been dealing with regular missing persons, multi-agency safeguarding strategy meetings and neighbour disputes. Beat manager Rick Woodland has also assisted Op Trader which is checking the roadworthiness of vehicles in the local area, helped CID with the arrest of a wanted male and completed safeguarding and patrols in relation to a recent Crown Court case.

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 10th November 2020 on held remotely via **ZOOM CONFERENCE CALLING**.

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

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

APOLOGIES: Cllrs: - K Briffett, A Robinson, J Tucker

NON-ATTENDANCE: - Cllrs: -

F.141 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.142 DECLARATION OF INTEREST: There were none.

F.143 PRESENTATION OF 2021/2022 DRAFT BUDGET BY DEREK KEMP

ACCOUNTING SOLUTIONS: Derek Kemp (Accounting Solutions) presented the draft 2020/21 budgets. It was explained that these budgets were by no means a firm proposal due to COVID 19 effects on Filton Town Council and Filton Leisure Centre/Bar.

The current climate makes it near impossible to project accurately so the previous year's figures are based using the assumption of minimal change. As the future of the leisure centre bar is currently under review, these figures would not be relevant if changes were to be made for the forth coming financial year. A further set of proposals will be put together and presented by the accountants in January 2021 when more facts and figures would be available.

The accountant was thanked for his time and it was noted that budgets would be looked at again in January.

F.144 MINUTES: Minutes from the meeting held 13th October 2020 were approved.

F.145 MATTERS OF REPORT ARISING FROM MINUTES: F140.The Town Clerk answered the queries from these points previously asked.

F.146 PUBLIC PARTICIPATION: There were none.

F.147 SUBJECT ACCESS REQUEST: The Town Clerk expressed concerns regarding the need to ensure the recent request SAR from a resident was completed accurately and in a timely manner. Discussions took place regarding the best way to ensure this. It was suggested using an outside source to complete an independent response, although this would be costly. It was agreed that contact be made with the Information Commissioner Office to seek further advice on the best course of action if the request exceeded recommended timeframes and costs.

ACTION Town Council Office

F.148 REVIEW OF SERVICES: The consultant had confirmed that there had been interest and discussions with a number of potential operators and was expecting bidders to submit by 23rd November 2020. Updates will be given shortly after wards and this will be brought to a future Full Council Meeting.

F.149 INCOME & EXPENDITURE REPORTS MONTH 6: The reports were noted.

F.150 BALANCE SHEET MONTH 6: The report was noted

F.151 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public

F.152 STAFFING COMMITTEE MINUTES OF MEETING HELD 6th OCTOBER 2020:

The minutes were noted.

Discussion regarding staff levels and furlough arrangements took place and it was agreed Furlough arrangements to be an agenda item for the next finance meeting.

F.153 BAR YEARLY COMPARISONS: Figures and Graphs were discussed and noted.

There being no further business the meeting closed at 9.15 PM

PRESENT: Cllrs: D Collins (Chair), A Doyle, T Mewies, A Monk, A Robinson, C Wood, A Monk, B Mead

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

APOLOGIES: Cllrs:N/A

NON-ATTENDANCE: M Chaudhry, I Scott, A Kenyon, A Johnstone, K Briffett, J Tucker

0177. APOLOGIES FOR ABSENCE:

0178. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0179. DECLARATIONS OF INTEREST: There were none.

0180. MUGA CONSULTATION PRESENTATION: Presentation given.

0181. QUESTIONS FROM MEMBERS:

Queries were raised regarding noise levels affecting Springfields. Filton Town Council have approached Springfields and informed them of the details of the project and invited them to attend the meetings but were asked to keep them updated. Vandalism prevention options, height of fences, CCTV, design of the pitches, activities included within the area, disabled accessibility, these queries were able to be answered by a HAGS representative who was in attendance. It was confirmed that all designs are able to be subject to change when specifications are finally decided.

0182. QUESTIONS FROM PUBLIC

Queries were raised regarding noise from users not equipment, drainage needs addressing in the designing process as flooding is already an issue, parking could become an issue if no further parking options were incorporated in the development. Many of the queries were able to be answered by a representative who was in attendance, the rest will be included in the tender process and taken into consideration when designing the MUGA. It was confirmed all of the feedback and MUGA presentation would be uploaded to Filton Town Council web site.

0183. RESOLUTION TO MOVE FORWARD WITH MUGA PROJECT

It was proposed and seconded to move forward to the next stage of the process using preferred design 2 taking into consideration points raised.

AGREED NEM-COM

The meeting closed at 8.05p.m.

SCHEDULE OF PLANNING APPLICATIONS 2.12.2020

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3744	P20/23256/F	3 Stanley Crescent Filton South Gloucestershire BS34 7NH Erection of single storey rear and two storey side extension to form additional living accommodation.	Tue 15 Dec 2020	
F.3745	P20/23542/F	2 Wades Road Filton South Gloucestershire BS34 7EE Demolition of existing front and side boundary wall and erection of new 1.8m wall with iron gates (amendment to previously approved scheme P20/17375/F)	Sat 19 Dec 2020	
F.3746	P20/23739/PNH	81 Kenmore Crescent Filton South Gloucestershire BS7 0TP The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.6m, for which the maximum height would be 3.7m, and for which the height of the eaves would be 3.4m.	Mon 21 Dec 2020	

Consultation	Consultation Period	Summary
FILTON - Filton Avenue (north of A4174) Experimental Part-Time Southbound Bus Lane - STATUTORY NOTICE	26th October 2020	The Council made an order the effect of which is to 'open up' the movement of vehicles as an Experimental Traffic Regulation Order outside the weekly peak periods (07:00-10:00 and 15:00- 19:00) Monday to Friday on the existing southbound bus lane of Filton Avenue between Conygre Grove and A4174 Station Road. Have your say about the opening up of the existing southbound bus lane on Filton Avenue heading towards the A4174 Station Road outside of peak periods. The trial and its consultation will start from 26th October 2020 with a 6 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.
FILTON - Southmead Road - COVID-19 cycling Improvements - Mandatory cycle lane	4th April 2021	The above is part of the Council's network management duty and guidance announced by the Secretary of State for Transport, Grant Shapps on 9th May 2020. Proposed cycling improvements along Southmead Road by introducing a northeast bound on-carriageway mandatory cycle lane between Braemar Avenue and Brandon House junction. With supporting double yellow lines for effective operation for the cycle lane. Members of the public will be able to send in feedback regarding this cycling improvement scheme.

BANK ACCOUNT-GENERAL

List of Payments made between 22/11/2020 and 03/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2020	Avoira Ltd	5514	375.00		4768-ICOM portable
02/12/2020	British Telecommunications plc	5515	56.42		4735-TV Service
02/12/2020	CryoService Ltd	5516	237.29		4739-Food gas cylinder
02/12/2020	DCK Accounting Solutions Ltd	5517	967.90		4761-Budget setting visit
02/12/2020	DL I.T. Solutions Ltd	5518	885.48		4772-Call charge Oct 20
02/12/2020	Everflow Ltd	5519	5,167.29		4752-Water charge 18.12-17.01
02/12/2020	FACE	5520	2,500.00		4762-2nd annual grant 2020/21
02/12/2020	GM Engineering (Bristol) Ltd	5521	216.00		4734-Fit new lock to gate
02/12/2020	Rentokil Initial UK Ltd	5522	357.32		P/Ledger Electronic Payment
02/12/2020	Cape Meridian Ltd	5523	351.00		4750-Alarm activation callout
02/12/2020	Rialtas Business Solutions Ltd	5524	70.80		4773-MTD VAT Annual fee
02/12/2020	South Gloucestershire Council	5525	1,257.22		4760-Premises annual fee
02/12/2020	Splash About International Ltd	5526	301.16		4753-Pool stock
02/12/2020	St Austell Brewery Company Ltd	5527	1,058.03		4748-Bar stock purchase
02/12/2020	Ernest Till (South West) & co	5528	688.80		4770-Replace faulty shower
02/12/2020	Travis Perkins Trading Co Ltd	5529	81.68		4765-Wood screw
02/12/2020	Viridor Waste Management Ltd	5530	1,545.54		4764-Waste collection Oct
02/12/2020	Waterlogic GB Ltd	5531	179.27		P/Ledger Electronic Payment
Total Payments			16,296.20		

PRESENT: Cllrs: D Collins (Chair), M Chaudhry, T Mewies, A Monk, A Robinson, C Wood, A Kenyon, B Mead,

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

APOLOGIES: Cllrs, A Johnstone, J Tucker, K Briffett

NON-ATTENDANCE: I Scott

0184. APOLOGIES FOR ABSENCE: Apologies were noted.

0185. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0186. DECLARATIONS OF INTEREST: There were none.

0187. SUBMISSIONS FROM PUBLIC: No Submissions

0188. PRESENTATION: RPT CONSULTING

Robin Thompson presented with an update on the Leisure Centre review of services. It was proposed and seconded to move forward to the next stage of the process.
VOTED 7 FOR and 1 AGAINST.

7.14pm Councillor Wood joined the meeting

0189. TO APPROVE MINUTES OF THE MEETING HELD 24th November: Minutes were approved as an accurate record.

0190. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA. Nothing raised

0191. FILTON BEAT TEAM REPORT: Report was discussed, and concerns were raised regarding the recent increase in thefts from Filton. Councillors also raised concerns over the use of images on social media could lead to vigilante behaviour in the neighbourhood.

It was proposed and seconded for the Town Clerk to contact the Beat Manager of Filton and the Head of Crime Commission to raise the concerns of the Council.
VOTED FOR UNANIMOUSLY.

Action: Filton Town Council Office

0192. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS:

- i) Councillor Monks: No submission
- i) Councillor Wood - No submission

0193. SUBMISSIONS FROM MEMBERS: None Submitted

0194. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

The Town Clerk updated Filton Town Council on the number of houses qualifying to pay council tax 2021-2022 and the impact that could have on the Filton resident's council tax bill.

A discussion took place regarding the houses not paying including student lets and HMO's. It was proposed that all Filton Town Councillors should declare if they are landlords in the area. This proposal was not seconded.

- i) Full Council (Finance) Minutes of meeting held 10th November 2020 were noted.
- ii) MUGA update – Minutes of meeting 1st December noted

0175. OTHER REPORTS/CONSULTATIONS:

- i) Planning Applications –
- ii) Consultation Spreadsheet – The document was discussed.

0176. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 8.40pm